



1st - 4th July 2022
Belvoir Castle, Belvoir, Grantham, NG32 1PE

EVENT SAFETY MANAGEMENT PLAN

Produced by: Slammin Events Ltd

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CONTENTS

| | |
|---|----|
| INTRODUCTION | 4 |
| EVENT SAFETY MANAGEMENT STRUCTURE | 5 |
| EVENT EVALUATION | 6 |
| SITE EVALUATION | 9 |
| CRIME PREVENTION, COUNTER TERRORISM POLICY AND THE OTHER LICENSING OBJECTIVES | 10 |
| RISK ASSESSMENTS | 13 |
| EVENT HEALTH & SAFETY AND THE EVENT TEAM | 14 |
| STAGES, TEMPORARY STRUCTURES AND INFRASTRUCTURE | 20 |
| ELECTRICAL SYSTEMS | 21 |
| FOOD, ALCOHOL & TRADERS | 22 |
| SECURITY & STEWARDING | 23 |
| WASTE MANAGEMENT | 24 |
| CROWD / INTERNAL TRAFFIC MANAGEMENT | 25 |
| ORGANISATION AND CONTRACTORS | 29 |
| COMMUNICATION | 30 |
| MEDICAL / FIRST AID PROVISION | 33 |
| FIRE PRECAUTION, EQUIPMENT AND EMERGENCY EGRESS | 34 |
| SANITARY PROVISION | 34 |
| EMERGENCY PROCEDURES | 35 |
| EVENT INSPECTIONS | 44 |
| ACCIDENT REPORTING AND INVESTIGATION | 44 |
| IN THE EVENT OF AN ALLEGED ASSAULT | 45 |
| INFORMATION AND LOST PROPERTY | 47 |
| LOCAL COMMUNITY ENGAGEMENT | 47 |
| WELFARE & DRUGS & WEAPONS POLICY | 48 |
| TICKETING | 52 |
| FIRE SAFETY | 53 |
| FACILITIES FOR PEOPLE WITH ADDITIONAL ACCESS REQUIREMENTS | 54 |
| NOISE MANAGEMENT | 54 |
| TRAFFIC MANAGEMENT | 54 |
| SPECIAL EFFECTS | 54 |
| KEY CONTACTS | 55 |
| APPENDIX LIST | 56 |

1.INTRODUCTION

- 1.1.'Forbidden Forest Festival' is owned by Forbidden Forest Ltd.
- 1.2.Victoria Warehouse Group Ltd (VWG) has been contracted as the event promoter and has contracted Slammin' Events Ltd to oversee operations. VWG will book the artists and promote the festival, Slammin' will administer the site production for the event, working with contractors to produce the Event Safety Management Plan (ESMP). The design and creative content that goes into Forbidden Forest Festival is created by the VWG.
- 1.3.This document has been produced by Slammin events Ltd in conjunction with other event contractors. This represents proposals that are to be adopted in order to provide the necessary safety and environmental precautions associated with the event. This is not necessarily final, but gives an indication to the appropriate procedures for this type of event.
- 1.4.This document has been written with the knowledge that the COVID-19 pandemic is an ongoing and changing situation that presents a risk to both staff and the audience. Given the changing nature of the situation these documents have been produced under the expectation that measures will have eased significantly by the events date. The organisers will constantly review the situation and update the operational plan as required. An event COVID-19 plan will be produced if required as a later appendix to the document based on the latest guidance from the government and working industry standards. This will be listed as Appendix S.
- 1.5.A number of contractors and personnel are listed as TBC in this document, all staff and contractors will be confirmed and included in the final version of the ESMP submitted no later than 28days out from the event.
- 1.6.It is important when reviewing this document that it is the most recent draft available; if there is any doubt then please contact; Paul Rooney at Slammin' Events on paul@slamminevents.com

Author Control

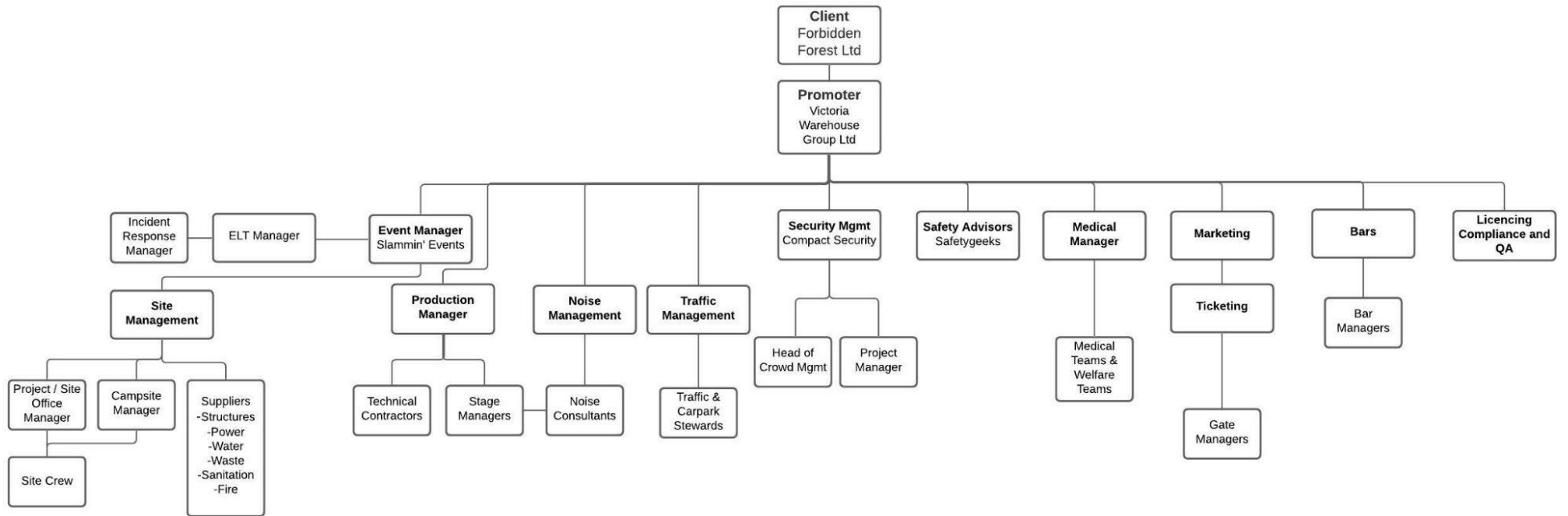
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This document is issued to the Melton Borough Council Safety Advisory Group for wider circulation to group members.

2.EVENT SAFETY MANAGEMENT STRUCTURE



3.EVENT EVALUATION

- 3.1.Forbidden Forest Festival will take place subject to licence, on both Saturday 2nd & Sunday 3rd July 2022, with camping from Friday 1st to Monday 4th July. This is the 7th event under the brand name but the first year there will be a camping ticket available, and operating under a new management team and structure for 2022.
- 3.2.The campsite will open at 12:00 Friday 1st July and close at 12:00 Monday 4th July. The arena will open at 12:00 Saturday and Sunday, and close at 23:00 Saturday and 22:30 Sunday. Security will be in position prior to gates opening.
- 3.3.The event site (as shown on the plan Appendix A) consists of car parking, campsite and arena with 4 stages containing DJ led music, bars, catering and areas of creative content. Bars will be inside a range of structures.
- 3.4.The show will be promoted both via social media and other regular methods.
- 3.5.Residents and businesses near the site will receive a communication providing details of the event. This will include contact details for the organiser ahead of the event and a phone number for use whilst the event is open should there be an event-related problem. This letter will be sent to the Licensing Authority for approval before being delivered to residents. All such communications will be delivered at least two weeks before the event.
- 3.6.Tickets will be produced with a unique QR code, codes will be scanned on entry.
- 3.7.The capacity for the event will be 14,999, not including staff or artists.
- 3.8.The event will allocate 750 tickets for staff and artists additional to the 14,999 audience capacity.

Audience Profile

- 3.9.The festival is for 18's and 18's over only. The average age of ticket holders for is between 18-35 years of age, with a 50/50 male female split, based on previous years events.
- 3.10.The majority of ticket holders are expected to travel from the midlands area with others coming from major city centres. Both coach tickets and car parking tickets will be sold in advance of the event. Information is collected at the point of sale to provide a clearer analysis of the geographic demographic through postcodes to advise the transport planning.

Food, Drink & Traders

- 3.11.There will be multiple catering outlets where guests can purchase food. These will be managed by an appointed concessions manager. Trader loading is planned to take place between 0900 and 1700 on Thursday 30th June, with some loading in on the morning of the 1st July. All food safety documents will be sent to Melton Borough Council in advance. Caterers will be required to meet any Melton Borough Council requirements, whether food safety certification or otherwise.
- 3.12.There will be up to 10 bars at the event which are numbered and their sizes will be shown on the plan. All bars will be the responsibility of Emmanouil Chatzakis (DPS) and the VWM group.

Load in / Load Out

- 3.13.The site handover and mark out will take place on Friday 17th June the site build up will commence on that day. A full production schedule will be made available in advance of the event. The site should be clear and litter picked by 18:00 Wednesday 13th July.

Event Timings

3.14. The initial operating schedule for the event is proposed below; this is subject to change.

| | Friday 1 st July | | Saturday 2 nd | | Sunday 3 rd July | | Monday 4 th July | |
|----------------------|-----------------------------|-------|--------------------------|-------|-----------------------------|-------|-----------------------------|-------|
| | Open | Close | Open | Close | Open | Close | Open | Close |
| Carparks | 11:00 | 23:00 | 10:00 | 00:00 | 10:00 | 00:00 | 07:00 | 14:00 |
| Campsite | 12:00 | | | | | | | 12:00 |
| Campsite Bars | 12:00 | 03:00 | 12:00 | 03:00 | 12:00 | 03:00 | Closed | |
| Silent Disco | 19:00 | 03:00 | 19:00 | 03:00 | 19:00 | 03:00 | Closed | |
| Arena | Closed | | 11:00 | 22:40 | 11:00 | 22:10 | Closed | |
| Last Entry | 22:00 | | 17:00 | | 17:00 | | Closed | |
| Arena Bars | Closed | | 12:00 | 23:00 | 12:00 | 22:30 | Closed | |

Arena

3.15. There are four stages located throughout the arena area; these are clearly marked on the site plan.

| Stage Name | Capacity |
|------------------------|----------|
| Stage 01 - Live Stage | 6,000 |
| Stage 02 - The Reactor | 6,000 |
| Stage 03 - The Rift | 1,000 |
| Stage 04 - The bunker | 2,500 |

3.16. The stages will be subject to staggered closing to assist egress, please refer to Appendix L Stage line ups and running orders.

3.17. There will be bars, catering and trade located throughout the arena.

3.18. Waterpoints and toilet blocks will be located throughout the arena and marked on public facing site plans and signage

3.19. Vehicle movement will be restricted during the opening hours of the arena. A servicing route has been designed to allow vehicle access across the site through moving through public areas. In some cases vehicles may need to access the arena, this would only be authorised by event control if safe to do so and with banksmen if required.

3.20. The event will be no re-entry for both day and weekend ticket holders. In some circumstances the audience will be able (at the discretion of the security manager) to leave for the carpark and re-enter the event.

3.21. The arena is in a woodland area, in advance of the site build groundworks will take

place in partnership with the estate to prepare the site. The stage locations will be cleared of trees and undergrowth to accommodate the stage capacity. Where required the ground will be filled in and levelled.

- 3.22. Pathways will be cut into the woodland between the stages and content areas, these will be designed for the maximum expected capacity of people moving through the site. These will be maintained and cleared of any new vegetation pre-show.
- 3.23. Additional emergency exits and serving routes will be cleared, these will be designed to reduce travel times to the existing road network onsite.
- 3.24. Any dead or unstable trees will be cleared as part of the advance site work. A site tree survey will be conducted after the clearance to check the stability of the remaining trees in the areas of the site being used by the event. The weather management plan will include monitoring and measurement of onsite wind speeds.
- 3.25. Lighting will be installed throughout the arena to direct people through the pathways, this will be a mixture of functional and creative lighting.
- 3.26. There may be a number of funfair rides onsite, the location will be confirmed on the site plan. Any rides operating onsite, copies their ADIPS will be sent to Melton Council in advance for review.

Campsite

- 3.27. The campsite has been designed to accommodate 8,000-weekend ticket holders who have access to the campsite site from Friday. It is expected most campers (70%) will arrive on Friday with the remaining 30% on Saturday. A separate pre-existing glamping area will be operated by the castle estate, in a different area of the site.
- 3.28. The campsite has been designed based on the purple guide recommended density of 476 – 543 per hectare with 2.4 people per tent. The current design is 8ha operating at 430 tents per Ha for the 8,000 capacity. A separate staff campsite has also been allocated that will also follow the purple guide with enough space for all 750 staff onsite.
- 3.29. A campsite manager will be appointed to oversee the operation, liaising directly with event control and security resources. They will oversee the loading of the campsite, in order to maintain fire lanes, campsite infrastructure and manage public compliance with the campsite rules.
- 3.30. A designated security team will be based at the campsite, this will include static and roaming positions. They will provide general assistance and information as well as ensure people are following the event code of conduct.
- 3.31. Waste points will be set up across the campsite for the disposal of litter. Staff will also be appointed to the campsite to ensure there is no build-up of waste.
- 3.32. Fires and BBQs will not be permitted in the campsite, this will be advertised in advance and onsite teams will respond to any spotted onsite. Firefighting equipment will be easily accessible, and a campsite watchtower will be installed to provide full visibility across the area.
- 3.33. A mixture of tower lights and festoon will be installed throughout the campsite to guide people through the area. Designated drinking water points will be installed and signposted throughout the campsite. Portable toilets will be located across the site, these blocks will be designed based on the purple guide ratio for the number of campers at the event and will not be lower than this advised level. In addition,

customers can add on access to boutique campsite facilities with access to additional toilets and showers.

- 3.34. Staff campsites will have additional toilet and shower facilities available.
- 3.35. Campers will have 24-hour access to medical and welfare facilities.
- 3.36. Access to the campsite will be for weekend ticket holders only. A checkpoint at the arena entrance will be staffed by security carrying out accreditation checks ensuring day ticket holders cannot enter.
- 3.37. Cars and live-in vehicles will not be allowed in the campsite area. A limited number of service vehicles will be given accredited access to the campsite during live event hours. These will be on designated servicing routes or for incident response. At times of peak crowd movement, additional restrictions may be implemented by event control. Vehicles will only be permitted on Monday once event control has confirmed the area is clear of public and safe to enter.

4. SITE EVALUATION

- 4.1. The location is the grounds of Belvoir Castle, Belvoir, Grantham, NG32 1PE. Annually the estate hosts a variety of events throughout the year from large outdoor concerts for artists including Elton John, mass participation sporting events, and cinema experiences.
- 4.2. The estate is private property; the area used for the event is a mixture of large open grass fields and woodland. Internal roads and tracks cut through the site and meet up with the external road network.
- 4.3. There are a number of streams and lakes in the estate. A few are located within the event perimeter. These will be fenced off and secured from the audience. The event area is not in any registered area prone to flooding.
- 4.4. The event site perimeter will be secured by an external fence line. This perimeter will be outlined on the site plan shown in Appendix A
- 4.5. The site has a number of external gates onto the existing road network. The audience will enter the site from the northern end of the estate off Cliff Road through two entrance gates P1 & P2 down to the car parking and drop off areas. This follows the existing road network through the site. From here they will be directed via a walking route down the site to the event entrance and search gate. During the ingress pick up and drop off vehicles will exit via gate P4 leading to the junction of Belvoir Road and Cliff Road. During egress the traffic will be directed out of multiple gates (P2 & P4) to ease congestion leaving the site.
- 4.6. Vehicle access for the build will be via Gate P1 for the majority of vehicles. The production route will be communicated with all contractors and suppliers in advance along with traffic signage on the road network. Production traffic is expected to start on the 17th June.
- 4.7. Artists will have a separate entrance gate located on Cliff Road through gate P6, where they will have a separate carpark and the existing internal road network leads to the artist area and the back of house route to stages.
- 4.8. Emergency Vehicle access will primarily be via P1 and P5, depending on the location of the incident. Event control will be with the emergency services and gate stewards to coordinate access. These arrangements are to be further discussed with the

emergency services.

- 4.9. The event site is split into distinctive areas; Car Parks including the pick up drop off zone, Public Campsite, Arena, Production Area and Staff Campsite. The layout of all these areas is detailed on the event site plan.
- 4.10. All staff and customers entering the site will be subject to an accreditation check and search. Search and entry gates will be designed based on the audience profile and crowd management and detailed on the site plan.
- 4.11. All ground works to the site will be agreed with the estate in advance.
- 4.12. Temporary roadway will be used across the site to protect the ground in areas of heavy vehicle use. Care will be taken through the event to reduce any need to drive on the grass.
- 4.13. No staking will take place in areas where known services are buried underneath. Alternative weight loading measures will be used in the way of concrete weight blocks.

5. CRIME PREVENTION, COUNTER TERRORISM POLICY AND THE OTHER LICENSING OBJECTIVES

- 5.1. The security of the event will be managed by the event's nominated security company, Compact Security. Joint briefings will take place in advance of the event with the Event Management Team.
- 5.2. The security company will have a representative in ELT/Event Control. There will be a dedicated Incident Response Manager to manage the response to any critical incident on or off site (if event related). They will not necessarily attend every incident but will coordinate the actions of security, medical, transport management stewards and/or other event staff to ensure a holistic resolution of issues. The Incident Response Manager will assist the Head of Crowd management as required. (See section 7 for further explanation of roles and responsibilities).
- 5.3. The event will have SIA security and stewards on hand to deal with potential crime and disorder issues. A security and stewarding schedule will be produced and included in a later revision of the ESMP as Appendix D. Any ejections will be managed by Compact Security who will adhere to the Evictions policy, Appendix G. Compact Security staff will receive evictees and ensure their departure from the vicinity.
- 5.4. Slammin Events has a comprehensive Counter Terrorism Policy has produced and is regularly reviewed, attached at Appendix E.
- 5.5. SIA registered Security staff will be used on the gates, search lanes, bar, egress routes and as 'Rapid Response' Teams on and off site. They will all have their badge accreditation on display when on duty.
- 5.6. Clear signage will be displayed at the search area listing which items are not permitted in the event site, to include Nitrous Oxide. This prohibited list is also published on the website and as part of ticket sale conditions.
www.forbidden-forest.co.uk/assets/site/downloads/FF-22-Forbidden-Items.pdf
- 5.7. Due to the current threat level for events across the UK, and in line with current NaCTSO advice, there will be increased levels of searching and security for persons

entering the venue. All persons attending will be advised that this could lead to delays when entering the venue. The event management will seek intelligence and Counter Terrorism advice from the Police specific to this event. For further details see Appendix F Search Policy.

- 5.8. Security staff will work with partner agencies to protect communities in and around the event site from the threat of crime, disorder and anti-social behaviour and to reduce the fear of crime and terrorism through visible presence, monitoring and reassurance.
- 5.9. Security Staff will have responsibility for (but not restricted to) the monitoring and enforcement of the Event Organisers' policy and Licensing Conditions on crime including deterring, disrupting and detecting crime and disorder including suspicious activities including the threat of terrorism, anti-social behaviour, violence, thefts and criminal damage.
- 5.10. Security Managers may reallocate resources and staff, in consultation with the control room, at peak/critical times to the area of greatest need/greatest threat as required to ensure the safety of the public and to ensure the Event Organisers are able to achieve their Licensing Objectives.
- 5.11. Security managers will support the Event Organiser by enforcing conditions of entry regarding possession of alcohol, drugs, weapons, restricted items etc. and, promoting a safe environment under the current threats of terrorism. They will also support the Event Organiser by deterring, disrupting and detecting the possession and supply of illegal drugs through effective searching, monitoring and engagement with customers (see Search Policy Appendix F).
- 5.12. Security managers will support the Event Organiser by providing high visibility reassurance patrols on the approach to the search lines and will monitor the crowds for suspicious activity.
- 5.13. CCTV will be in operation at the event covering key locations that will be visible in the control room and recorded.
- 5.14. An agreement will be made with the Police during the consultation process for the emptying and hand over of any items in the amnesty bins.
- 5.15. For customers who feel unsafe or have reported an incident the event will have an agreed approach across the contractors onsite on how to deal with, and who should deal with, such reports based on the following key points:
 - take them to a safe place/create a safe environment (likely to be Welfare)
 - encourage them to give a description.
 - If the offender has been caught, check if the victim wishes to press charges but don't push if not.
 - ensure they reunite with friends on site.
 - offer to take off site through a different exit if they're scared of going back into the public area on site.
 - offer to call them a legitimate taxi home if they want to leave.
 - ELT Control to be informed and the Incident Response Manager will oversee our response, although not necessarily deal with the person directly unless they are happy to do so.
 - minimise the number of staff members the person has to speak to.

Further details of measure onsite will be outlined in the Safeguarding policy Appendix N

Public Safety

- 5.16. The production of the Event Safety Plan is in itself a commitment to public safety, and contains Crowd Safety Management plans. The risk assessments will take account of foreseeable hazards and risks, and reasonable control measures where required will be implemented.
- 5.17. It is understood that COVID may still present a risk at the time of the event. The organisers will continue to monitor the situation over the planning phase and work to the most up to date government and industry advice. This may include a range of measures including but not limited to;
- Use of the NHS COVID Pass on entry
 - Additional sanitisation points across the site
 - Increased safety messaging including not to attend if you feel unwell
 - Detailed COVID-19 management plan
 - Inclusion of a isolation space for any suspected cases onsite
 - Regular staff testing via LFT.

Public Nuisance

- 5.18. It is accepted that events have an impact upon the locality and reasonable measures will be taken to ensure that any negative impact it may have will be minimised as far as reasonably practicable. Consideration will be given to the following issues:
- Measures to manage queueing, especially at the entrance to the event site, 700m+ of internal road network and multiple routes will limit any traffic backing up onto the external roads.
 - It will be promoted in advance that there will be no onsite ticket sales and the gates opening and last entry times. A no re-entry system will be implemented to reduce traffic leaving the site during the event.
 - Access controls at the external gate points will prevent the public from exiting or entering the event on foot from gate P5 into Knipton Village.
 - Areas external to the event site and wider estate will be included in the scope of the waste management team. Staff will be deployed during the event as well as the post show period to collect litter that may have been produced by the event.
 - Measures to reduce anti-social behaviour by providing adequate and competent security throughout the duration of the event, both on the licensed site and the wider estate area.
 - The event will have a no re-entry policy for both day and weekend ticket holders. This will prevent customers leaving the site to visit the local area during the event weekend reducing any additional traffic and impact on the local area.
 - The creation of a Noise Management Plan (Appendix K) which will include noise management consultants being present at the event monitoring the noise on and off site and responding to any public complaints. There will be a well publicised dedicated public contact phone number that will be based in event control and monitored at all times the event is live. All calls and actions will be logged.
 - Traffic Management measures by producing a Traffic and Transport Management Plan (TTMP) Appendix J.
 - The location of the car parking area in the estate should remove traffic queuing

- on the external road network.
- The event will work with the local SAG, Police and licensing authorities throughout the planning phase of this event.

Safeguarding Children from Harm

5.19. This event is strictly for those 18 years and over. The relevant safeguarding measures will include:

- Challenge 25 policy for entry and at bars.
- A full eviction and safeguarding policy will cover the removal of any under 18s found trying to enter the event either with a ticket or through a fence line.
- A Safeguarding lead will be appointed for the event, they will have previous experience and training. Details will be updated in revised versions of the ESMP.
- Slammin Events' Safeguarding policy for both children and vulnerable adults will be attached at Appendix N.

6. RISK ASSESSMENTS

- 6.1. Numerous sections of legislation require risk assessments to be carried out and, in particular, the management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not mitigated may be controlled and those control measures communicated to those working.
- 6.2. The risk assessment for this event is based on the activities that shall be undertaken whilst building, hosting and de-rigging at the event. The assessment shall also take into consideration the experience of the contractors and staff involved in such activities.
- 6.3. Please refer to Appendix B: Event Risk Assessments & Safe Working Practises

7.EVENT HEALTH & SAFETY AND THE EVENT TEAM

7.1.It is the intention of Slammin' Events to deliver good standards of Health and Safety, to lead to the reduction of risks to the health and safety of all persons carrying out their work activities, and to ensure compliance with current legislation.

7.2. VWG and Slammin' Events considers that these issues are the responsibility of the shows' management team and rank equally with that of finance, marketing and commercial decisions.

7.3.Detailed below are the individuals working the event and their roles and responsibilities explained.

7.4. Roles and Responsibilities of the Event Team:

Forbidden Festival Ltd– Client

- Work with and appoint Event Manager
- Work with and appoint Principal Contractor
- Make arrangements for managing the project
- Project Management, overseeing all aspects of the festival. Sign off on all decisions including financials.

Simon Oates - Victoria Warehouse Group Ltd - Promoter

- Responsible for staging the event.
- The holder of the premises licence and the occupier of the event site under the hire agreement issued by the landowner.
- The Promoter is the person responsible for all aspects of licensing and public safety and will be present and available during the event.
- The Promoter, or a Deputy, will be available throughout the construction and breakdown of the event, either onsite or remotely.
- Liaison with the Local authorities, SAG and Police service throughout the planning stages and the event.
- Consult the Statutory Authority to plan and maintain standards.
- Appointing of Security, Medical, welfare, noise and traffic Management Company
- Appointing of all technical suppliers and contractors

Paul Rooney - Slammin' Events - Event Manager

- Taking advice from partners of the Event Team to ensure that all decisions made are fully informed.
- Decision-making concerning the management and operation of the event and site.
- Decision-making concerning security and crowd management. Controlling and coordinating communications, incidents and emergency situations during the event.
- Producing the Event Safety Plan.
- Prepare a safety file.

TBC Richard Woolford - Woolford Associates - Licence Compliance and QA

- Reports to and acts on the interests of the directors of 'Forbidden Forest Festival' to quality assure, identify, mitigate where possible and summarise into a post event debrief, to capture learning for future events.
- Pre-event Police liaison
- To attend and support the 'Forbidden Forest Festival' event and conduct a monitoring and review exercise commenting on all suppliers and aspects of the event security operation.
- During events, all immediate tactical issues identified, will be reported direct to event Silver, with suggested mitigations, (if appropriate) and included in the post event report.
- All strategic issues identified, will be reported direct to event Gold and Silver, with suggested mitigations, (if appropriate) and included in the post event report.
- A non-command role, focusing on quality assurance and liaison.

TBC ELT Silver

- To partake in the event planning process to ensure event safety and licensing issues are at the forefront of planning processes.
- Review all security and counterterrorism plans.
- Review all crowd safety plans and Event Safety Plan.
- Review all policies and procedures / risk assessments.
- Participate in Safety Advisory Group and other planning meetings.
- Managing the Event Control Room during the event.
- To chair ELT meetings
- Coordinating the actions of security, stewards, medical, fire and other staff in response to any incident or complaint in conjunction with the Security Director and Incident Response Manager.
- Providing regular liaison with Licensing and any attending emergency service or responsible authority.
- Overseeing the response to any significant or critical incident, maximising the value and impact of the events staff actions, and supporting the actions of the Police or other emergency services as required.
- To act as JESIP control room liaison on behalf of the Event Organiser.
- Provide written debrief report.

TBC - Incident Response Manager

- Provide tactical and strategic advice on security, public safety, and crowd management to ELT Silver and Security Director.
- Act as Festival Incident Response Manager.
- Liaise with ELT, Safety and Security Director as required.
- Manage the scene of any critical incidents on behalf of Event Organiser .
- Provide updates to ELT and Emergency Services Command at the scene as required.
- Deploy assets to support emergency services as required at the scene of a critical incident.
- To act as JESIP forward command liaison on behalf of the Event Organiser.
- Creation of cordons and scene protection.
- Creation of emergency routes for ingress and egress as required.
- Work in conjunction with the Head of Crowd Management as required.
- Provide Security and Counter Terrorism Awareness Briefings to security staff
- Review security, public safety and crowd management arrangements for the site and provide feedback / advice as necessary.

Compact Security - Lee Hazeldine - Security Director

- Create and liaise on quote and assigned processes.
- Holistic management of the stewarding deployment and processes.
- Direct on ground resource in liaison with Silver.
- Represent the deployment in ELT meetings.
- Review event findings.

TBC-Compact Security - Head of Crowd Management

- Oversee the delivery of the operating Plan and service deliverables.
- Communicate Operational findings with ELT SMT.
- Coordinate resources at the scene where required and/or instructed.

TBC - Compact Security - Project Manager

- Ensure staffing deployment and process is delivered and deployed.
- Work with Local Authorities where required (e.g. SIA).
- Collate all information as it is submitted.
- Consolidate and highlight any findings from the deployment.

James McMahon- Technical Production Manager

- Designing the main event structures for entertainment
- Providing plans and structural calculations for structures
- Providing risk RA/MS for the construction phase plan based on their work
- Sharing information and RA/MS regarding any special effects
- Sharing information and RA/MS for any laser installations
- Providing safety information for artists and staff involved in the show
- Share information regarding the erection of all structures under their control
- Provide safe equipment and procedures for their construction area on site
- Work with the Principal Contractor by sharing drawings and contributing to the construction phase plan.
- Sign off on all related decisions

Isabelle Connell -Slammin' Events – Site Manager

- Plan, manage, monitor and coordinate Health and Safety in the construction phase.
- Producing an Event Construction Plan Schedule.
- Ensuring that a suitable site induction is provided, addressing all elements of risk, evacuation and description of works.
- A record will be kept of everyone on site and who has been inducted.
- Organising cooperation between contractors and coordinating their work.
- Reacting to complaints from residents.
- Making decisions dealing with the general operation of the event.
- Actioning decisions made with the Event Manager relative to production.
- Ensuring that the site build and management are delivered according to the Event Safety Plan and to the correct specifications.
- Fixing fire exit, first aid and other safety information signs.
- Supervising site crew.
- Compliance with all relevant health and safety legislation.

TBC – Slammin Event - Project Manager, Site Office Manager & Safety Administrator

- Ensuring that all site operations are adhering to the Event Safety Plan.
- Checking through Health and Safety policies and risk assessments submitted by contractors.
- Monitoring the activities of production contractors and concessions to establish that the safety procedures and control measures documented in safety policies and risk assessments are followed.
- Requesting evidence of compliance of personnel carrying out safety critical operations.
- Requesting evidence and inspections and tests of equipment.
- Monitor H&S compliance of contractors on site.
- Ensuring that the Production team collect and check through all copies of all Production Contractor safety documentation. Documents to include:
- Health and Safety Policies, Risk Assessments.
- Evidence of competence of personnel undertaking operations.
- Ensuring all staff and contractors are complying with safety policies and risk assessments.
- Requesting evidence of inspections and tests of equipment.

TBC- Campsite Manager

- Oversee the final build phase, load in, inspect and sign off of the campsite area.
- Maintain the fire lanes throughout the campsite and even distribution of campers.
- Ensure the maintenance of the facilities in the campsite throughout the event.
- Liaise with contractors throughout the event to ensure the safety of the audience.

Dale Ingall - Medical Manager

- Producing a Medical plan for the event
- Providing a coordinator who will be responsible for liaison with the Event Manager so that strategic decisions can be made.
- Providing appropriate medical and first aid facilities for the event.
- Controlling and coordinating the deployment of medical resources around the event.
- Treating all casualties amongst the public, staff and artists.
- Reporting all serious injuries to the event manager.
- Where necessary transporting casualties to the nearest NHS Accident and Emergency unit via ambulance.
- Calling for NHS ambulance assistance where necessary.

Rob Wilkinson - F1 Noise Consultants

- To supply a Noise Management Plan.
- To supply an adequate team of staff to monitor the levels of sound both on site and off site.

Emmanouil Chatzakis - Designated Premises Supervisor

- To undertake all responsibilities as Designated Premises Supervisor as required by the licence.
- To provide written delegated authority for the Bars Manager to undertake responsibility for the supply of alcohol, whilst remaining responsible for compliance with statutory duties.

John Lewis & Thomas Farrell – Bars Managers

- Oversee the construction of the Bars.
- Oversee the supply of alcohol by retail within the event site under the supervision of the DPS.
- Nominate bar managers and staff in each bar to be responsible for the supply of alcohol by retail at each bar area.
- Roll out and maintain compliance with the Challenge 25 policy.

TBC- Catering and Concessions Manager

- Ensuring that all concessions and catering traders are working in compliance with relevant health and safety legislation; in particular food hygiene regulations
- To ensure that LPG equipment is being used in accordance with HSE guidance.
- To ensure that only electrical generators that are provided by the event are being used.
- Collecting Health and Safety documentation from concession traders; to include Public Liability insurance, gas testing certification and hygiene certificates

Safetygeeks – Brian Cleary - Safety Advisor

- Ensuring that all site operations are adhering to the Event Safety Plan.
- Checking through Health and Safety policies and risk assessments submitted by contractors.
- Monitoring the activities of production contractors and concessions to ensure that the safety procedures and control measures documented in safety policies and risk assessments are followed.
- Requesting evidence of compliance of personnel carrying out safety critical operations.
- Requesting evidence and inspections and tests of equipment.
- Monitor H&S compliance of contractors on site.
- Ensuring that the Production Team collects and checks through all copies of all Production Contractor safety documentation. Documents to include:
 - Health and Safety Policies.
 - Risk Assessments.
 - Structural calculations for temporary structures.
 - Public Liability Insurance cover
 - Evidence of competence of personnel undertaking operations.
 - Ensuring all staff and contractors are complying with safety policies and risk assessments.
 - Requesting evidence of inspections and tests of equipment.

TBC- Fire Safety Team

- Conducting site Health & Safety inspection from a Fire perspective prior to the event opening to the public.
- Producing a Fire Risk assessment.
- Advising the Event Manager of potential Risks and areas for improvement both before the event opens and during the event.
- To be the first response to any fire and to advise the Event Manager of any potential incidents.

SEP- Gary McCaffrey- Traffic Management Team

- Produce event traffic management plan, in partnership with the traffic planning group for the event including construction and live phase to maintain the safety of highway infrastructure, minimise disruption and impact to the local communities.
- Oversee traffic management infrastructure including road signage,
- Submit TTRO' s and liaise with Nottingham, Leicestershire and Lincolnshire Highways in the planning phase of the event
- Manage onsite teams of traffic and carping marshals during the event.
- Advise the event control team during the event on the progress of traffic ingress and egress.

8. STAGES, TEMPORARY STRUCTURES AND INFRASTRUCTURE

Stage Management

8.1. Each of the stages and arenas is assigned a responsible person for production, artist liaison and stage management. The Stage Managers are responsible for ensuring the smooth running of the show on their stage. Responsible for enacting show stop procedures and emergency announcements at their respective stages. See also Appendix M Show Stop Procedure.

| Location | Name | Stage Manager |
|----------|-------------|---------------|
| Stage 1 | Live Stage | TBC |
| Stage 2 | The Reactor | TBC |
| Stage 3 | The Rift | TBC |
| Stage 4 | The Bunker | TBC |

8.2. All Stages, temporary structures and equipment installations will be designed and built / installed by proprietary contractors.

8.3. All main contractors will submit safety method statements to the Safety Administrator in respect of their own site activity; these will include details of employee's subcontractors competencies and training in respect of their ability to operate equipment. All activities on the site relating to the erection and construction of the structures will be monitored by the Site Manager who will ensure that the contractors follow safe working practises.

8.4. A front of stage barrier will be installed at all 4 stages, this will be detailed on the event site plan. The FOS barrier will be designed based on the crowd for each stage and allowing room for a working pit operation.

8.5. Location and setting up of catering units, marquees etc are detailed on the site plan and will be monitored by the Site Manager.

8.6. All structure information and completion certificates will be kept in the production office and made available to Melton Borough Council.

8.7. Special effects will be supplied and operated by an experienced supplier in line with UK guidance, all documentation and risk assessments will be supplied in advance.

8.8. Signage will be displayed notifying persons that lasers and strobe lighting will be used inside the venue.

8.9. All contractors must sign in, have a site induction and be made aware of any risks onsite during the construction phase.

9.ELECTRICAL SYSTEMS

- 9.1.An experienced temporary power company will be contracted to manage the power and distribution across the site.
- 9.2.Petrol Generators will not be permitted on site.
- 9.3.All electrical installations and equipment used must comply with the general requirements of the Electricity at Work Regulations 1989. All power distribution on site will comply with and be tested to BS7909:2011.
They are required to be installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers 'Regulation for Electrical installations' and other relevant guidance.
- 9.4.All work to be carried out under the control of a competent electrician who will remain on site whilst the public are present. This person will provide electrical certificates, copies of which will be obtained by the production office and made available to Melton Borough Council upon request. Prior to the event opening, the appointed fire safety team will inspect the site and ensure that the appropriate fire fighting equipment has been installed.
- 9.5.All generators will be positioned away from the general public, and fenced in.
- 9.6.The production team shall supply fire fighting equipment for the generators in the form of a Dry Powder 5kg Extinguisher.
- 9.7.All sound and lighting devices supplied will have been equipped with 30 m/amp RCBO's (which is a residual circuit device c/w overload protection). All residual circuit devices have a test facility on the unit.

10.FOOD, ALCOHOL & TRADERS

- 10.1.VWM will obtain the details of the caterers and forward the information onto the relevant Melton Borough Council within the specified time scale.
- 10.2.Food and refreshments will be available throughout the site from a variety of catering outlets. A manager will be appointed to manage the food and trader concessions on site.
- 10.3.All catering concessions will be provided with a source of water.
- 10.4.Bars and their Alcohol supplies are coordinated by the Designated Premises Supervisor (DPS):
- Name:** Emmanouil Chatzakis
Address: 5 Bramble Avenue
Salford
M5 3WR
DOB: 30/06/1981
Licence number: 123006 Salford City Council
- 10.5.All members of the public that enter the site pass through a search marquee where they are met by security conducting a search and operating Challenge 25. Challenge 25 will also be applied at the point of alcohol sales.
- 10.6.The sale of alcohol in the event site will be operated by VWM under the control of the DPS. The management of the bars and event alcohol management plan is covered in Appendix R.
- 10.7.There will be up to ten bars located around the site which can sell alcohol between 12:00 and 03:00 Friday, 12:00 - 03:00 (22:40 arena) Saturday and 12:00 - 03:00 (22:10 arena)
- 10.8.Free drinking water will be available around the site. These will be clearly signposted throughout the site.

11. SECURITY & STEWARDING

- 11.1. The Deployment Schedule will identify the numbers and location of security staff and stewards. Each person will be located on a dot plan in order to carry out security and stewarding effectively.
- 11.2. The Security company's main responsibilities will be to conduct a thorough search at the gate, assist crowd management, prevent unauthorised access and provide assistance to the Police, council and other emergency services. Compact Security will assign SIA security managers to specific positions with designated responsibilities.
- 11.3. A comprehensive search policy has been produced (Appendix F). This provides a menu of options and tactics for searching. Compact Security is well practised in applying these procedures.
- 11.4. The event will use current intelligence information during the planning of the search regime, this will be dynamically reviewed and changed if required.
- 11.5. The searching regime will be enhanced if intelligence is received about a particular threat or likely presence of a prohibited item.
- 11.5.1. Conversely, search regimes might have to be reduced in exceptional circumstances such as crowd safety issues, or an outside Major Incident where a request is made to bring the audience in rapidly for safety reasons. Should this occur the ELT Silver will be immediately informed and will consider what additional tactical options need to be applied on site to counter the reduced search regime.
- 11.5.2. The Security Director or deputies in conjunction with them will brief all security staff. This briefing will include an explanation of the searching regime that has been set for the event and guidance on how that searching should be carried out.
- 11.6. Key staff will use radios and be trained in radio procedure. Security will have a dedicated staff member in event control.
- 11.7. A full security briefing session will take place prior to the commencement of the event by the Security Director or nominee to include crowd and event profiling, security and counter terrorism awareness and safeguarding.
- 11.8. All security staff will be required to wear uniform shirts with their role and employer clearly detailed.
- 11.9. The security company is aware of the SIA requirements for registered Door Supervisors in prescribed roles and locations. All SIA registered Door Supervisors will wear the required ID.
- 11.10. Security and Stewarding services for this year's event are to be provided by Compact Security. Compact Security provides the staffing for build, derig, live event and the bars. Compact will look after external areas and the search tent will deal with internal security including evictions.
- 11.11. All ticket holders and staff will be wristbands on entry, this will be used to control access to the site and specific areas within it.
- 11.12. The promoters will produce a full pass list and supply this to Security in advance of the event for their briefings.

12.WASTE MANAGEMENT

- 12.1.An experienced event waste management company will be appointed. Their scope will cover litter and rubbish produced by the event including areas external to the site.
- 12.2.They will provide staff and all equipment required to collect litter.
- 12.3.Bins will be located in both public and back of house areas, these will be clearly labelled with the different waste streams. These will be managed throughout the event to ensure waste does not build up.
- 12.4.Teams will be present on site during the event to manage litter throughout the show, the main focus of the staffing will be the post event clean up
- 12.5.The waste management team will have the resources to respond to any complaints from the surrounding residents that may come through to the event.
- 12.6.The waste management company will produce a waste management plan in advance of the event and work with the organisers to implement waste reduction and recycling throughout the event site.

13.CROWD / INTERNAL TRAFFIC MANAGEMENT

Build / Break controls

- 13.1.The event is on a private site, a perimeter fence line will be installed at the start of the build to ensure no unauthorised access to the build area.
- 13.2.The site manager will monitor general work operations and intervene where necessary if unsafe practises are being made.
- 13.3.Security will be positioned at the access points to the site to ensure there is no unauthorised access.
- 13.4.Security will be provided overnight when and where appropriate.
- 13.5.All internal event traffic will be directed to use the existing internal road network and avoid driving on grass at all times. A site speed limit will be enforced for all vehicles on the event site.

Event Internal Traffic Control

- 13.6.During all live hours of the event there will be restricted access for vehicles in all public areas of the site.
- 13.7.There will be dedicated servicing routes to access to most areas of the site, allowing for authorised vehicles to continue to operate during the event.
- 13.8.There will be designated vehicle movement hours during the event, this will be for restocking, maintenance and servicing. These hours will be advertised in advance and managed by event control.
- 13.9.Outside of restocking hours a limited number of vehicles will have access into the public areas of the site. This includes response vehicles, artist transport and servicing and maintenance vehicles. If these vehicles need to access public areas of the site this must be approved by event control in advance of them being given access, additional controls may need to be put in place before they are allowed to enter.

Crowd Management

- 13.10.Crowd Management will be in accordance with recommendations of The Event Safety Guide (Purple Guide), the relevant crowd management sections of the Guide to Safety at sports Grounds (Green Guide) and the appropriate HSE guidelines for outdoor events.
- 13.11.Ticket holders are largely 18-35 year old adults, lively and very good-natured. The security company being employed have worked at this type of event previously and have an understanding of the requirements and essence of the crowd. The site is also designed in such a way to keep the public entertained for the duration of the event with multiple and varied music areas.
- 13.12.A Head of Crowd Management, an Incident Response Manager and Traffic and Transport Manager will be appointed for this event. All highly qualified and experienced in crowd safety management. The Head of Crowd Management will act as the internal Crowd Safety Manager for this event and will monitor crowd movement and dynamics and implement crowd safety measures as required.They will monitor crowd densities and crowd dynamics, at key locations and peak times, and will make dynamic adjustments to the crowd safety plan as required. The Traffic and Transport Manager will bring the same scrutiny to the vehicle ingress and egress phase. Incident Response Manager will assist both managers as required.

- 13.13. Security staff will be deployed at key locations such as high-density areas, access routes and front of stages to monitor and report crowd movement, crowd density and crowd dynamics to the Incident Response Manager as required.
- 13.14. Where crowd density/capacity in any area approaches 80% the Head of Crowd Management will be advised and will assess the safety of those in that area and consider whether any crowd safety management measures are required having considered the crowd density, crowd dynamics, safety and conduct of all those in the area.
- 13.15. Should the attendance appear to be exceeding 80% capacity then the Head of Crowd Management will consider deploying security response teams to assist with crowd safety management and, if required deploy crowd safety management options as required including a one way in and out system to control the numbers.
- 13.16. There are multiple stages spread throughout the site, providing viewing space for the event audience. Other content is also spread through the arena giving the audience a choice in content. Pathways will be designed into the arena to move people around the event safely. This set up and the nature of the audience are unlikely to cause any crowd surging issues.
- 13.17. Slammin' Events, Compact Security, and Safetygeeks are all providing staff who are experienced in working at large festival sites.

See also Search Policy Appendix F, Safeguarding Appendix N and Security and Counter Terrorism Policy Appendix E.

Entry and Exit of The Audience - See Appendix J Traffic and Transport Management Plan

- 13.18. A site inspection is carried out by the contracted fire team and site and safety manager prior to the festival site opening. A daily check will also be carried out of the arena prior to doors. The site manager will see that any changes required by the fire team are actioned before the gates are opened to the public.
- 13.19. There is one main gate for the public to enter the site by (Name TBC). On Friday the full entrance area will be used for weekend camping tickets. For Saturday and Sunday additional signage and fencing will be installed to divide the entrance for weekend and day tickets. Camping ticket holders will enter the event directly into the campsite, day ticket holders will be directed around the campsite perimeter into the arena. This gate will become the main egress point post show. If required additional fire exits can be opened to assist with the egress process.
- 13.20. Security managers will provide additional high visibility patrols at entrances and exits to monitor crowd movement and the behaviours of individuals who are acting suspiciously, and to provide public reassurance enhanced security and as a deterrent for criminal activity.
- 13.21. Ticket scanning managers at the main entrance will provide regular data as to how many people they have entered. This data will be relayed on an at least hourly basis, more regularly at peak ingress, to the event control and logged.
- 13.22. Security posted within the crowd throughout the event. Capacity numbers will be constantly monitored, and entrance restricted if 80% capacity is approached.
- 13.23. The Search Tent has up to 30 search Lanes and an exit lane, with a mixture of male

and female SIA staff to search, plus further staff 'wandering' people as they enter. The same entry gate will be used for both day and weekend ticket holders with resources and infrastructure moved across the weekend as the arrival pattern changes.

- 13.24. All staff and artists will be subject to the same terms and conditions of entering the site and will be searched on entry to the site. See Security Schedule and crime reduction Plan for further details.
- 13.25. A further access control and search point will be located at the entrance from the campsite into the arena. This will prevent any day tickets accessing the campsite but also prevent the movement of items allowed in the campsite only into the arena.
- 13.26. Social media/ media messaging will advise those attending that heightened security measures will result in delays at entrances due to enhanced searching.
- 13.26.1. Day ticket holders cannot bring a bag bigger than A4
- 13.26.2. Crowds approaching the search lines will be asked to have their bags ready for searching.
- 13.27. The Incident Response Manager and the Security Manager will monitor the build-up of crowds on the approach to the search line and will make adjustments to the crowd safety management plans and search protocols as required.

Ticketing

- 13.28. See Ticket Control document enclosed in Section 26.

Late Leavers / Site Clearance

- 13.29. Security will conduct a sweep of the arena after closing to make sure that any remaining public are cleared from the arena. This will cover all public areas of the arena including stages, bars, toilet compounds and pathways. Once cleared this will be confirmed to event control.
- 13.30. The campsite sweep will begin approximately one hour before the closing time with security patrols encouraging people to leave. Obviously empty and abandoned tents will be collapsed by security patrols. The site will not be closed and contractors stood down until it is confirmed the campsite is clear of public.

Police Involvement

- 13.31. There will be Police consultation both through the Safety Advisory Group, and on a direct basis. A desk will be provided for the Police and other agencies. in the ELT/Control room. The Police supervisor will be invited to attend the ELT meetings when present on site.
- 13.32. The Police have been asked to provide any relevant intelligence relevant to the event and any more generic crime prevention and counter terrorism advice. The event organiser will liaise with the Police to organise the collection of the amnesty bins contents (see Section 25 drugs policy). The presence of on-site policing services is yet to be confirmed.
- 13.33. In the absence on site policing (or to complement) the following measures have been instigated:
 - 13.33.1. The Event Organiser will provide an Incident Response Manager to deal with all critical incidents on site.
 - 13.33.2. The Event Organiser has provided appropriate security levels and resources to

manage any anticipated incidents in accordance with their Licensing Conditions and as agreed with the Police and Local Authority at SAG Meetings.

- 13.33.3. The Event Organiser/ELT can regularly liaise with any Police command team to continuously review any information and intelligence in relation to security and counter terrorism. In the event of information being received that changes the threats to security of the event the Event Organiser, ELT Silver, Security Director, Incident Response Manager and Police will consider the most appropriate strategic and tactical response required.
- 13.34. The event organisers will work with the Police and emergency services to identify and agree the location of RVP points onsite for initial deployment in the event of a major incident.
- 13.34.1. Emergency exits within the fence line will be identified and agreed with the Police and emergency services for use as rapid entry points and rapid egress points for Police and other agencies in the event of a major incident on site. All exits, emergency gates and RVP's will be clearly marked on the site plans.
- 13.34.2. Where such emergency egress points are required for use security staff will be deployed to maintain their accessibility for emergency services and to ensure crowds are, where safe to do so, directed to other exits. See also our Policy Counter Terrorism Awareness (Appendix E).

Deployment and Numbers of Security and Stewards

- 13.35. Security and stewards will be appropriately trained and briefed for their roles and deployments. The areas of deployment are detailed and listed in Appendix D. It should be noted that the placements and numbers need some ability to be fluid to be able to react appropriately to any unexpected crowd behaviour.

14. ORGANISATION AND CONTRACTORS

14.1. The build and break for Forbidden Forest 2022 is managed under the CDM Regulations 2015 with VWG being identified as the client; VWG has knowledge of its responsibilities under these Regulations.

- H&S Statement
- Risk Assessment
- Method Statements
- Certificates of Competence
- Evidence of Public Liability and Employer's Liability insurance

14.2. Details of contractors and their contact details will be available from the Production Office.

14.3. The following contractors are expected to be providing events services on this event.

- | | |
|----------------------|--|
| ● Bars | Victoria Music Group |
| ● Catering | TBC |
| ● Noise Management | F1 Acoustics |
| ● Traffic Management | SEP |
| ● Staging, PA and LX | UK Events Group |
| ● SFX | TBC |
| ● Wifi and CCTV | Lets Tech |
| ● Fencing | TBC |
| ● Trackway | TBC |
| ● Power | TBC |
| ● Water | TBC |
| ● Security | Compact Security |
| ● Medical & Welfare | North West Event Medical Solutions Ltd |
| ● Waste Management | TBC |
| ● Toilets | TBC |
| ● Marquees | TBC |
| ● Big top | TBC |
| ● Cabins | TBC |
| ● Plant | TBC |
| ● Radios | TBC |

15. COMMUNICATION

- 15.1. The importance of communication around the event site is recognised by the event organisers, with clear and effective communication between the management team and their staff. Agreed procedures, roles and specific duties will be agreed. Security, Medical, Fire and the Production team will need to communicate effectively. The ELT will have a dedicated ELT Silver.
- 15.2. An ELT office will be set up in the production area, large enough to cater for the event team and Responsible / Statutory Authority authorities that may be present at the event. The representatives required at each scheduled ELT meeting will be: Event Manager, ELT Silver, Medical, Security, Noise, Safety Advisor, plus the Incident Response Manager and Traffic and Transport Manager (as their duties allow). Where necessary input can be by phone or other medium.
- 15.2.1. Further representatives at extraordinary or emergency ELT meetings may be supplemented by representatives from; Police or other emergency services, statutory agencies, internal press liaison, and any other relevant partner.
- 15.3. All senior staff will have mobile phones to back-up radio communications. The production office will be served with a VOIP phone line.
- 15.4. Communication with the public will be carried out when necessary, by using the event PA system, allowing clear and audible messages.
- 15.5. The ELT Silver, Incident Manager, Security Director, Medical Manager and Site Manager will all be in radio contact throughout the duration of the event.

ELT Meetings

- 15.6. Meeting times will be circulated in advance to external agencies to attend. The current proposed meeting times are below; these are subject to change.

| Friday 1 st July | Saturday 2 nd July | Sunday 3 rd July | |
|-----------------------------|-------------------------------|-----------------------------|--|
| 11:00 | 11:00 | 11:00 | |
| 19:00 | 19:00 | 19:00 | |
| 22:00 | 22:00 | 21:30 | |

Radio Channel List

- 15.7. Radio Channel list to be included in a later version of the ESMP.

Radio Communication

15.8. All key workers are issued with a radio together with a channel list, illustrating which workers are on which channel. Any contractors wishing to internally issue their staff with their own set of communications equipment must ensure that frequencies do not clash. Staff that work in noisier areas or are required to do much manual work are issued with earpieces. The radio system at the event will be managed by an appointed office staff member.

Communication Procedures and Training

15.9. Workers will be advised of the radio protocol that we adopt. Training on correct radio use will be provided where required. Most business is coordinated through Control, all workers issued with radios are also given a radio channel list, which shows which channel everyone is on; this enables our more experienced workers to liaise with each other on minor issues.

15.10. Any incident calls to Medical, Fire or Security will be logged.

15.11. Medical calls are made to the Medical Control channel, the medical team will then dispatch a response to assess and decide on whether they are able to deal with the incident with on-site provisions. If extra help is needed, this is deemed an Emergency and the Medical Coordinator will liaise directly with the EMAS.

15.12. Communication procedures are further outlined in the Major Incident Plans as well as in the Security Statements of Intent.

Alerting Procedures

15.13. There are in essence two Alerting Channels, one for Security and one for Medical Control. Command functions will be coordinated on Channel 1.

Record Keeping

15.14. Logs of radio transmissions will be made by Security Controllers. Silver command functions and channel 1 communications will be separately logged. Full records of all medical incidents will be kept at Medical Control.

Closed Circuit Television (CCTV)

15.15. CCTV will be installed across the site, this will be at public entry points, search lanes and key areas across the site. Once confirmed a plan of CCTV location will be shown as part of the event site plan, the CCTV will be displayed and controlled from ELT.

Public Information and Communication

Alarms

15.16. There are no audible alarms in the public arena.

PA Systems

15.17. A sound test will be carried out before the event with the PA Contractor and Noise Consultant, to ensure that all systems are fully operational and that appropriate levels are set. Public information can be broadcast immediately to all staff through two way Radios. This would be used in the event of an Emergency or Major Incident.

Loud Hailers

15.18. Loud hailers are available for security to give information to the public if deemed necessary.

Staff (Face To Face Contact)

15.19. Security are briefed on the importance and consequences of their contact with the public. All Security and other safety staff are easily identifiable by their high visibility clothing.

Emergency Public Announcements

15.20. In an emergency the PA systems can be used for internal announcements to advise visitors. If for any reason this is not the case due to electrical failure the security and event safety team have hand-held loud hailers for crowd advice use.

Off Site Links

15.21. Phones are used in the Control Rooms and are listed below. A full telephone contact list will be held confidentially in the Major Incident Plan for the individual Emergency Services and key Event Personnel. This Plan is a confidential document held by all Safety Team Members and key Event Personnel.

15.22. A dedicated phone line will be set up and publicised for the public to contact the event. This will be based in the control room and handle complaints and enquiries. Hours the phone line will be staffed will be communicated along with the number. All calls to the phone will be logged, along with any follow up details if required.

Media

15.23. The event is able to push messages to the public in advance and during the event via the social media channels. Most messages will be pre-programmed, if required that event control can request additional messages to help with crowd communications or welfare.

15.24. The management of all media in the event of a serious incident will be agreed with the Forbidden Forest Ltd press team and the local authorities. A separate crisis communications plan will be produced with VWM, Slammin Events and the Belvoir Estate during the planning phase of this project.

16. MEDICAL / FIRST AID PROVISION

- 16.1. North West Event Medical Solutions Ltd (NWEMS) are the nominated Medical Provider, will liaise and consult with the East Midlands Ambulance Service (EMAS) on the overall medical / first aid provisions.
- 16.2. Dale Ingall from NWEMS to take overall control and coordinate first aid provision. NHS Staff would only take overall control in the event of a Major Incident.
- 16.3. The event organisers and NWEMS understand the importance of minimising any impact of the event on local NHS resources. The aim of the medical facilities will be the treatment and discharge of patients onsite.
- 16.4. Given the nature of the event and audience numbers, full consultation will be undertaken with the local NHS Trust and ambulance service through the SAG process. The event will also liaise in advance on designated emergency vehicle access into the site during the event and link up with the trust to cover any 999 calls that may come from the event site.
- 16.5. The nearest Accident and Emergency Department is detailed below:

PRIMARY EMERGENCY DEPARTMENT (10 miles):

Grantham and District Hospital: Accident and Emergency Department, 101 Manthorpe Rd, Grantham, NG31 8DG

OPEN 08:00 -18:30

MAJOR TRAUMA CENTRE (22 miles):

Nottingham University Hospitals NHS Trust Queen's Medical Centre, Derby Rd, Lenton, Nottingham, NG7 2UH

- 16.6. Medical facilities will be provided on site for all staff and audience members during the event period. This will be located in an area that is accessible to both camping and day ticket customers and be operational 24 hours while the public are onsite. For the build and breakdown periods there will be a nominated first aider. In the event of an emergency then the Ambulance service will be called via 999.
- 16.7. NWEMS will provide a full operational plan for medical services which will detail the resources and provisions on site with an event medical risk assessment. This will be added as an appendix once available.
- 16.8. Prior to the event commencing the Medical Manager and Security Manager will be made aware of any contingency plans contained within this ESMP. The level of medical provision for the event will be in accordance with the 'Event Safety Guide' and is detailed in the Event Medical Plan, Appendix H.
- 16.9. Medical points will be located and detailed on the site plan and public facing maps. Signage will be installed, and staff briefed on its location. Medical staff will have full radio contact with security and production via event control.

17. FIRE PRECAUTION, EQUIPMENT AND EMERGENCY EGRESS

- 17.1. An experienced fire safety team will be engaged to provide cover during the event.
- 17.2. The contracted Fire team will bring their own emergency vehicle and fire safety equipment
- 17.3. Additional fire fighting equipment will be distributed around the external site in key locations.
- 17.4. Catering and traders will be required to provide their own fire fighting equipment appropriate to their own risk assessments. Any with deep fat fryers will be asked to provide a wet chemical extinguisher.
- 17.5. A fire audit will be undertaken of the caterers.
- 17.6. Any drapes used internally will be certified to the relevant fire resisting standard.
- 17.7. All on-site emergencies will be reported by staff to security control and ELT.
- 17.8. The Site Manager will check that the fire team have carried out their checks prior to opening and during the event to ensure that the above is adhered to. Such details to be in addition to any checks undertaken by the relevant licensing and enforcement authorities.
- 17.9. All generators will be equipped with a dry powder extinguisher close by, but not immediately next to the machine.
- 17.10. The side stage mixer control position will be equipped with a CO2 extinguisher.

LPG Use and Storage

- 17.11. Where LPG in cylinders is present, particular care will need to be taken to minimise the possibility of their involvement in a fire.
- 17.12. Each caterer will only be permitted one spare LPG cylinder with its unit, with each cylinder in use. This level of provision must be sufficient for the duration of the event.
- 17.13. Caterers must submit certification to the effect that their LPG installations were installed and have been inspected by an appropriate Gas Safe engineer in the 12 months preceding the event.
- 17.14. Piping conveying gas or flammable liquid must be as far as possible of rigid material. Any necessary piping must consist of material suitable for the gas or liquid being conveyed, adequately reinforced to resist crushing and withstand the maximum internal pressure to which it may be subjected.

18. SANITARY PROVISION

- 18.1. Guidance is taken from Chapter 18 of the current Event Safety Guide for the provision of all sanitary facilities.
- 18.2. Toilet provision onsite is 260 toilets units and 35 urinals throughout the arena and campsite
- 18.3. Additional DDA units will be included across the site
- 18.4. There are additional WCs for the production and staff camping areas
- 18.5. Sanitary provision will be coordinated through the site office

Water Supply

- 18.6. A temporary water contractor will be appointed for this event. Water points will be detailed on the event site plan. A water management plan will be written and included as Appendix Q.

19.EMERGENCY PROCEDURES

Contingency Plan for Cancellation of the Event

19.1.This Contingency Plan addresses the potential need to cancel the event in three sections – Pre-Event, During the Event and a Major Incident. For extreme weather contingencies see Appendix S.

Pre Event

19.2.If for whatever reason the event was cancelled before the gates open on Friday 1st July, visitors would be notified of the cancellation by all relevant forms of social and national media.

19.3.The Production team would inform all Contractors and concessions not already onsite that the event had been cancelled and not to attend the event site. They would be asked to inform all their staff.

19.4.If the event were cancelled, (for example, the day before the show opened), security and stewards, who would already be on site, would be posted to all the entry points of the site. They would be briefed by Production as to the reason for the cancellation so as to be able to pass on information directly to people trying to access the site.

During Event Evacuation, Partial Evacuation / Invacuation / Lockdown

19.5.In light of the current security and terrorist threat levels in London and the UK consideration has to be given to the possibility of a serious incident taking place at or near this event. The Event Organiser will liaise with the Police and partner agencies throughout the event to assess information and intelligence and review the level of threat.

19.5.1.In the event of an incident occurring in the UK the Event Organiser will liaise with the Police to consider the threat level against the event and what, if any, implications there are to the event. Appropriate measures will be considered and deployed as necessary based on advice from the Police and partner agencies.

19.6.In the event of a serious incident occurring outside the venue that has a direct impact on the safety of those attending the venue the Event Organiser will liaise with the Police, partner agencies, Incident Manager and Security Director to consider a range of options and contingencies based on the level of threat and its locations. Such options may include, but are not restricted to:

- Lockdown of the event to keep public safe inside until the threat recedes
- Dispersal of those outside of the event to places of safety away from the venue
- Rapid invacuation of those outside the event to provide a place of safety inside the venue (Consider assessment of those entering to ensure risk is not brought into venue)

19.7.In the event of a serious incident occurring inside the venue it may be necessary to consider a partial evacuation of the site either to a place of safety within the venue or to a place of safety outside the venue.

19.7.1. In the event of a total evacuation, the place of safety may need to be to an extended area away from the venue. The size of the Belvoir Estate creates multiple areas that could be used depending on the nature and location of the incident.

19.8.If the event that such a serious incident should occur inside or outside the venue that puts the safety of the public at risk, the ELT will meet to discuss the safest way to ensure a safe lockdown, ingress or egress of visitors from the site, identify places

of safety and identify places of risk. The decision taken will be dynamic and very much depend on the nature of the unfolding emergency.

- 19.8.1. At this meeting it would be decided what information messages can safely be provided to assist the public. Messages to be given to the media via the promotional & Crisis Comms team who will be based on site, in conjunction with the Police Press department and Local Council Press to prevent more people travelling to the event and provide regular updates.
- 19.8.2. In the event that an immediate evacuation of the site is required announcements would be made via the public address system from each stage as per normal evacuation procedure to firstly clear the arena. Arena and stage security personnel would begin to sweep the arena to ensure that people are moving towards the exits.
- 19.8.3. In a situation such as this it is imperative that people are given clear, concise instructions to prevent anxiety, uncontrolled crowd movement or the risks of disorder, and to ensure that they are managed safely.
- 19.8.4. In the event of a full evacuation being required, the ELT Silver, Event Organiser, Security Director and Incident Response Manager will consider the nature of the emergency, its location, the immediate threats to public safety and the safest and quickest method of evacuation.
- 19.8.5. There are a range of options available to ensure that a safe evacuation could take place using the many fire exits and gates around the site. Considerations will need to be made by the ELT / Event Organiser to identify a place of relative safety based on the threat and to direct people away from such risk. The use of all available stewards, security and staff will be provided to assist with such an evacuation as required.
- 19.8.6. ELT would have full control over and cooperation of all event staff to aid in the clearing of the site.
- 19.9. See Appendix E for Security and Counter Terrorism Awareness Policy for options and considerations for security staff.
- 19.9.1. In the event of a major incident taking place inside the venue involving hostile attacks on members of the public or the venue itself, it may be necessary for Police and partner agencies to gain rapid entry into the venue to make contact with the threat. The Event Organiser, ELT Silver Security Director and Incident Response Manager will work with the Police to identify the quickest and most appropriate point of entry into the site.
- 19.9.2. Security staff will ensure such entrances are maintained to allow rapid ingress or egress of Police and partner agencies as far as is safe and necessary.
- 19.10. In the event of any other type of major incident on site, Rendezvous points will be identified and marked on updated versions of the site plan.
- 19.10.1. The emergency services will be directed to an RVP depending on the emergency and where the threat is.

Major Incident

- 19.11.If a Major Incident were declared (in terms of the festival), an immediate meeting of the Event Liaison Team would be called. Control of the event or incident may be handed to the Police as necessary
- 19.11.1.The ELT Silver, Security Director and the Incident Response Manager as part of the ELT, would coordinate all available event personnel to assist in the evacuation of the area of the Major Incident or potentially the whole site.

Definitions - Major Incident

- 19.12.A Major Incident is any emergency which requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority in order to; Rescue, treat and transport a large number of casualties and handle a large number of enquiries from the public and / or the news media.
- 19.12.1.The Major Incident planning would usually be under the direction of the Police in consultation with those who will contribute to it. The Event Manager will circulate the Event Safety Plan to the key decision-making personnel in his team responsible for putting appropriate staff at the disposal of the Emergency Services.
- 19.12.2.A Major Incident is the point at which, after consultation with the Event Manager or his Deputy, coordination of Emergency Services, Security, Steward, First Aid or fire personnel are taken over by the Police Silver Command and a Major Incident is declared. The Police will call and coordinate other services.
- 19.12.3.An example of a Major Incident would be when the existing services on site have to be supplemented by other services and need to be coordinated to ensure the safety of persons attending the event, i.e. Police reinforcements and additional ambulance and fire brigade crews. It would not be termed an emergency for example if fire services had to attend a fire that had been isolated by event personnel in order that the safety of persons attending has been ensured or if unruly behaviour was being dealt with and contained by event personnel.
- 19.12.4.The named Event Manager is Paul Rooney with Isabelle Connell being the Site Manager (Site Manager), and TBC (ELT Silver). One of the three will always be present and available on radio during the event. Key decisions are made by those three people along with the Security Director who in this case is Lee Hazeldine. The security stewarding document is attached with this document.
- 19.12.5.The Safety Advisor for the event will be Brian Cleary during the hours of licensed entertainment and some hours outside of that.
- 19.12.6.The ELT Silver will be in attendance in the Festival Control at all times during the licensed periods.
- 19.12.7.Security Control is also located in Event Control and operated under the direction of the separate Security Coordinators.
- 19.12.8.The Police or other emergency services will have full use of the ELT office should there be a major incident for the festival.
- 19.12.9.The Medical area is located in the arena but accessible 24hrs to the audience in the campsite. It will be operated under the direction of the medical coordinator. It will be staffed for the duration of the show. This will be the primary ambulance loading point and the primary triage area. Any subsidiary or secondary ambulance loading points or triage areas will be directed from the Medical Control by NHS ambulance service staff. In the event of a Major Incident the method of handing over Medical

Control to the Ambulance Service and placing NWEMS personnel at their disposal will be achieved as follows: Upon arrival at the site, the Ambulance Service representative will, in liaison with the Medical Coordinator, assess the situation and having done so will assume command of all on-site medical personnel and facilities.

19.12.10. The Fire Brigade may wish to have a presence at this event, and if required we will make an area in the control room available to them.

19.12.11. Key Personnel

| | |
|----------------------------------|--------------------|
| Event Manager | - Paul Rooney |
| Event Promoter | - Simon Oates |
| Site Manager | - Isabelle Connell |
| ELT Silver | - TBC |
| Safety Advisor | - Brian Cleary |
| Compact Security Coordinator | - Lee Hazeldine |
| Compact Head of Crowd Management | - TBC |
| Incident Response Manager | - TBC |
| Council Event Manager | - TBC |
| Medical Coordinator | - Dale Ingall |
| Fire Safety team | - TBC |

Procedures - Fire Within the event

19.13. Upon receiving notification of fire staff members are instructed to notify the event control radio channel immediately, then request assistance to cordon off the hazardous area from the public.

19.13.1. If the Fire Safety Team (FST) discovers, or are informed by security staff of a fire within the event, event and security control must be informed immediately. If necessary the fire will be tackled in the first instance with available fire extinguishers. If no action is to be taken to extinguish the fire they will be monitored throughout by a member of the FST or Security until it is considered safe to leave.

19.13.2. The coded message to be used in the event of a fire over the radio by the FST and Security staff, Police or others will be: –

- I. *“The Organisers have a message for Mr Ash who is in... ”* denotes a small fire not likely to need the Fire Brigade and gives the location of the fire or
- II. *“The Organisers have a message for Mr England who is in ... ”* denotes a fire to which the Fire Brigade are needed to be called and give the location of fire. For Mr Ash, In the first instance security will Cordon off the area and allow the Fire safety team to tackle the fire.

Should there be a Mr England message and an evacuation be required, then people will initially be moved to locations within the event site, in case there is a way of making the event safe again and reopening. Should the Evac area become compromised by smoke then people will be exited from the event site into the wider estate. In the event that the fire brigade need to attend, security at Gate 1 & 5 will be ready for the brigade's arrival and to keep the entrances clear.

Procedures - Structural Collapse

- 19.14. This is highly unlikely, all appointed contractors will be experienced in the construction of temporary infrastructure. All structures will be signed off by the contractor with a completion certificate being held in the production office. All contractors will be asked to have a contact available over the event to raise any concerns with.
- 19.14.1. Should any of the temporary structures collapse, Security and the Fire Safety Team will assist in the evacuation of any necessary part of the Entertainment Arena and control the crowds, in order to minimise any further casualties from any subsequent structural defects.
- 19.14.2. The Event Organiser or ELT would immediately notify the emergency services then Melton Borough Council who would then advise as to which other agencies must be notified. The site Safety Advisor would provide advice to the ELT during this process.

Procedures - Counter terrorism threat assessments and event mitigation measures

- 19.15. Slammin' Events would welcome a CTSecCo assessment or any other advice from the Police on; intelligence and predicted threat to the event, current terrorist tactics and recommended mitigation/prevention measures.
- 19.15.1. The Event will have heed to the NaCTSO 'Good Housekeeping' guide. The organisers will undertake reasonable measures to protect customers and staff from any potential terrorism threat. These will include ingress and egress phases, and enhanced protocols for dealings with suspect packages or communications purporting to indicate a 'bomb' or other terrorist activity will take place.

Procedures - Suspect Package

- 19.16. At an event of this nature where an initially 'suspicious' package may be subsequently defined as safe, then ELT, with advice from the Incident Response Manager, would make the judgement call on whether the package is to be deemed "suspect". Key to this decision making process will be the utilisation of the 'HOT' principles to provide balanced considerations:
Consider using the below when dealing with an unattended bag or item when there is no other information or intelligence to suggest that it is suspicious;
- H – Hidden*
Hidden deliberately? Has a deliberate attempt been made to hide the item?
- O – Obvious*
Obviously suspicious? / Why has it been abandoned?
- T – Typical*
Typical of what you would expect to find at location?
Lots of the crowd will have bags
- 19.16.1. Additionally the Event organisers will explore procedures that easily identify bags, boxes etc. which will be present for production needs so they do not create any unnecessary alarm.
- 19.16.2. If any suspicious package is found the Event Organiser or ELT Silver will make a decision, having taken telephone advice from the Police if required, as to full or partial evacuation of the Entertainment Arena, or any other action which may be

required. If evacuation is deemed to be necessary a Silver Control Team will be called together; consisting of the Event Manager or Deputy, Security Director, ELT Manager, and Police and other Emergency Services if present at that time. They will discuss and coordinate any action to be taken.

19.16.3. Advice will be taken from the Police on the setting of cordon distances, however the following guidance will be born in mind:

- Up to briefcase sized device - 100m
- Suitcase to small vehicle device sized device - 200m
- Up to large vehicle sized device - 400m

All radio and mobile phone calls must be made at least 100 metres away from any area of the site under suspicion.

Bomb 'Alert' or other communication suggesting a terrorist act will take place

19.17. If any bomb or other threat is received by either the Police or Event staff a decision will be made by the Event Manager or his Deputy, having taken telephone advice from the Police, as to whether a full or partial evacuation is deemed to be necessary. If so, a Silver Control Team will be called together; consisting of the Event Manager or Deputy, Security Director, ELT Manager, and Police and other Emergency Services if present at the time. They will then discuss and coordinate any action to be taken. Suitable cordons will be discussed with the Police as above.

19.17.1. The coded radio message to be used in the event of a bomb threat over the radio by FST, Security and all other necessary staff will be;

"The organisers have a message for Mr Case who is in..." this denotes a bomb or other device threat and gives the location of the suspected item

All radio and mobile phone calls must be made at least 100 metres away from the area under suspicion.

19.17.2. In the event of a threat via phone call staff will be asked to follow the below advice when recording details:

- Note details about the caller: e.g. gender, accent, a speech impediment.
- Listen for any clues as to the intention of the caller or the specific threat.
- Listen for background noise, which may provide valuable information about the location or circumstances of the caller (traffic, trains, children etc.).
- Write down the details immediately; include date, time and exact words spoken, if possible.
- Keep a notepad and pen to hand.
- On termination of the call operate any trace facility, such as the BT 1471 service.
- Inform the Event Control who will immediately inform the Police if threats have been made.

The NaCTSO ACT guide to dealing with bomb notification calls will be available by any phone whose number is publicised to the public.

19.17.3. The event will liaise with the Police during the planning phase on the best approach to suspect packages or bomb threats in light of the general security situation.

Evacuation Procedures

19.18. The decision to evacuate people from the Entertainment Arena to a designated safety area (to be determined on site with respect to the incident) due to fire, structural collapse, bomb threat, public disorder or for any other reason will be taken by either the Event Manager and/or ELT Silver with the Security Director (or deputy).

19.18.1. Should evacuation be deemed necessary, Production will direct the P/A stage manager to announce the following message to the public;

“Due to unforeseen circumstances please leave the arena as quickly as possible. Use the Emergency Exits gates (to be added) and look for the Exit signs above the outer Arena fence.”

19.18.2. An immediate response to rendezvous at all gates will be required by Security reserve teams in order to direct the audience during evacuation.

19.18.3. In the event of evacuation the general plan will be to exit the crowd via the nearest exit gates that lead to a place of safety. The Police, Fire and ambulance vehicles will enter the event site via Gate 1 and 5 other gates may be used to enter the site if necessary.

19.18.4. In order for the Emergency Services and Police to gain access to the event site, all access routes should, as far as possible, be kept clear. However, this will depend on the time and location of the incident – evacuating the public through, across or toward the danger area will be avoided.

19.18.5. All stewards on duty inside the site will assist the public from the site into the emergency evacuation area as directed by Security Control. They will also facilitate the arrival of the Emergency Services and ensure that they are directed to the location of the incident and are able to work without interference, prevent panic and take other action as appropriate.

19.18.6. The decision to reopen the site will only be agreed in ELT.

Full site evacuations

19.19. The organisers have in place plans to evacuate the audience from the event site to places of safety outside the steel shield but within the estate. Given the size of the estate this should in most cases be sufficient and provide space and time to consider next steps, be it reopening or a slow controlled emptying of the wider site.

19.19.1. This section considers the options should it be necessary to remove the audience and other members of the public fully from the estate should a significant incident or risk arise.

19.19.2. Any such evacuation would only be undertaken in consultation with the council, Police and any other emergency service or agency present. It is recognised that in such circumstances that a major incident is likely to have occurred and primacy will lie with an agency. Nevertheless the organisers have considered the options available and how they could support any leading agency.

19.19.3. Full evacuation plans need to be constructed after discussions with emergency services.

Major Incident Procedures (relating to the festival)

- 19.20. Major Incident procedures will come into effect as outlined in Definitions and it is anticipated that an evacuation of the entire venue, part of the venue or other parts of the site, will have been undertaken by the event team and security that will then be at the disposal of the coordinating command of the Major Incident.
- 19.20.1. The primary onsite rendezvous point will be Gate 5, Pasture Lane. Other options will be available and agreed with the emergency services at the time. This will be for all emergency vehicles deemed necessary whereupon they will be directed from there. All off site traffic routes will be established and maintained by the Police to facilitate that or other rendezvous points as may be set up. This area will be kept clear of pedestrians and non-emergency vehicles.
- 19.20.2. The ELT team would be present during any Major Incident operation in order to assist the coordination of the event personnel and assist as requested thereafter.

Security Key Words and Alerts

- 19.21. Security will use clear language in the event of any incident or emergency to ensure all staff are fully aware of the incident and to avoid confusion or misunderstanding.
- 19.21.1. Only the following states or conditions will be referred to for the Event Management team to clarify the status of the event:
- 19.21.2. Security use the following key words and alerts which will be incorporated into the overall emergency communication with all staff onsite through event control:
- **Condition Green** – No Major problems but staff to stay vigilant
 - **Condition Amber** – Staff to be aware that there is potential for a serious incident and to stand by.
 - **Condition Red** – Staff to maintain radio silence and implement the emergency plan as directed by event control.
- 19.21.3. Security personnel will use the following radio codes in order to avoid any member of the public overhearing something that might cause unnecessary concern.
- 19.21.4. If an incident requires the operational state to move from Green to Amber, the following message will be announced:
“Attention all callsigns – Condition Amber now exists - All staff to observe radio silence and await further instructions” (repeat).

Following a Condition Red alert

- 19.22. All lead members of the ELT must make their way back to Event Control immediately.
- 19.22.1. Security and Stewards will implement the following:
- Stewards, Medical and Production personnel will be directed to the incident by the event controller.
 - Guests will be cleared from the immediate vicinity of the incident and immediate action taken to safeguard life and property until the incident has been suitably contained.
 - Stewards and event staff will assist with directing members of the public to areas of safety away from the incident.
 - Stewards will keep emergency access routes onto site clear and prevent other

vehicle movement.

- Security control will make use of the PA system and deliver safety messages across the site.

19.22.2.ELT will remain in communication with Stage managers and Production to ensure that all entertainment is ready to stop with stage PAs used to make announcements.

19.22.3.Stewards to be on standby to remove any barriers and other obstacles from exit routes.

19.22.4.Concession stands within the incident area be requested to cease trading.

19.22.5.Further confirmation of evacuation or closure of the event internally:

- Stop the performance on stage.
- Check with the engineer that the channel is open on the main vocal mic.
- When instructed make the following announcement:

“Ladies and Gentlemen. This is a safety announcement. Due to circumstances beyond our control, the show will have to be stopped. Please exit the arena via the nearest exit. Please do not run and follow the instructions of the stewards.”

Stand Down Message

19.23.Once an incident has been suitably resolved, Event Control will determine that normal operations can be resumed. At such times the following radio announcement shall be made

“All event staff please note that we have reverted to condition Green. Revert to normal duties” (repeat).

Emergency Plan Significant Locations

19.24.Rendezvous points will be identified on the site plan. Security control will advise the emergency services as to the most appropriate RVP to use depending on the incident location.

19.24.1.An inner cordon will be established around the immediate scene to protect the initial area, taking into consideration any hazards, the protection of the responding agencies and preservation of any crime scene. It will also restrict access to non-authorized persons.

20.EVENT INSPECTIONS

20.1.Prior to the doors opening the Event Manager along with the Site Manager, Security Director ,Incident Response Manager and Health and Safety Manager will check the site to oversee that the site is safe for the event to proceed. All parties will report to Event Control. The decision to open will be made by the Silver (ELT Manager). Security control will wait for the go ahead from ELT before opening the gates to the public.

21.ACCIDENT REPORTING AND INVESTIGATION

21.1.A log will be maintained in the production office of any employee, contractors or freelance workers accidents, incidents or near misses. All staff will be made aware as part of their site inductions to report such incidents. Forms will be a combination of digital and paper records.

21.2.In the event of a reportable accident i.e. reportable injury, dangerous occurrence etc, the ESA will advise who is the correct company to report the accident.

21.3.Reports to be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out.This will be done online and the local council noted as Melton Borough Council.

21.4.All accidents and incidents will be investigated, and a written report will be undertaken.

22. IN THE EVENT OF AN ALLEGED ASSAULT

22.1. Event Control must be informed immediately of a suspected assault, degree of injury location and where the suspected offender is present. The Incident Response Manager will attend the scene to instigate enquiries into the allegation and to maximise the capture of evidence.

22.2. Actions in the event of a potentially serious assault

Event Control must be informed immediately and the following must be carried out:

- Assess the area for any ongoing threat, and if there is a serious threat then the Police must attend before any further action is undertaken.
- Locate the person(s) who have been assaulted.
- First Aid or Medical staff will assess the patient and relay information via the Manager to the control room. At this time Paramedics and Police may take over from security and event organisers.
- Depending on the seriousness of the assault, the site may be locked down to avoid any persons leaving the event. This will only happen on the authority of the Security Director and manager at the scene. Once persons are located and restrained either by security or the Police, then event control will re-open the venue gates.
- If the person(s) are no longer within the area then statements will be collected from witnesses:
- Full description, Name(s) (if possible), approx age, height, ethnic origin (ideally IC code) clothing, build, distinguishing features, direction of travel, detailed report of what happened.
- If a person is found unconscious and there are no reports of an assault then security must act on the side of caution as though an assault has taken place.
- In all situations a dedicated response team will be deployed to deal with the incident. taking details from witnesses and videoing any evidence whilst taping off the potential crime scene until the Police arrive.
- Once the Police arrive they should be directed to the appropriate security supervisor who has dealt with the incident.

22.3. Actions in the event of an injury being sustained

- Security to notify medical staff to attend.
- Incident to be logged at security control.
- If the casualty is “Compos Mentis” then Medical will treat the casualty and ascertain how the injury occurred. Medical will advise security control if an assault has occurred and if any further assistance is required.
- If the person is “non Compos Mentis” or unconscious then Security will “err on the side of caution” by assuming that a serious assault may have taken place.
- Security control to deploy a dedicated Incident Responder.
- Security at the scene to appeal for witnesses and where possible video record the incident area and any persons in the said area.
- Security to treat the area as a potential crime scene and secure off the incident area.
- The Police to be notified of a serious assault and once at the scene will engage with the Incident Response Manager.

- Depending on the seriousness of the assault, the site may be locked down to avoid any persons leaving the event. This will only happen on the authority of the Event Manager or ELT Silver. Once persons are located and restrained either by security or the Police, then event control will re-open the venue gates.

22.4. In the event of a person being taken to Medical being a victim of an assault

- Should the medical team determine that a patient that they are treating could be a victim of a serious assault then the medical manager will notify event control immediately who in turn will notify security, the Police if required and the Event manager or deputy.
- Event control will then notify the Incident Response Manager who will follow the protocols of evidence gathering and making a crime scene safe until the Police arrive.

Acid attacks

22.5. It is anticipated that these are most likely to occur at an external gate. A water point will be located near the main public entrance to the event. Medical and fire vehicles will have water supplies for in the event of an emergency.

22.5.1. In the event of an acid attack the following guidance should be adhered to:

The object is to rinse the acid off with water as quickly as possible, especially the eyes and mouth. Affected clothing should be carefully removed and the victim should, as quickly as possible, be constantly rinsed with running water from the top of the head down until medical support instructs you otherwise. Wear medical gloves if possible, and exercise extreme caution not to make contact with the substance.

REPORT – REMOVE - RINSE

22.5.2. Staff will be briefed as below and reminder posters will be placed at key security locations. In the event of an attack please follow the below instructions:

1. Radio Security Control and request urgent medical assistance.
2. Keep the casualty where they are and get another member of staff to bring water to you immediately.
3. Carefully remove affected items of clothing, ensuring you do not come into contact with the substance. If available, wear medical gloves.
4. Start from the top of the head and go down, keeping the affected area under running water until you are instructed to do otherwise by the medical staff.
5. Pass on any information you have on the attack to the medics, your supervisor or any Police officer.

General

22.6. All staff will partake in a briefing before the event opens. The briefing will include information to explain that security control must be informed whenever a potential serious incident has or is taking place. The Incident Response Manager will then attend along with a response team.

23. INFORMATION AND LOST PROPERTY

- 23.1. The information point will be located in the area, the location is TBC but will be included in future site plans and on public facing maps.
- 23.2. Lost property will be operated in conjunction with the information point. All staff working on site will be informed to hand in lost property to where it will be one person's role to be responsible for the property and to ensure that where possible it is returned to the correct owner. Customers reclaiming phones will need to fill out a form that will ensure that they have proved that the phone belongs to themselves. Firstly by describing the phone before they have seen it, then either by knowing the PIN or photos on the phone. They will be asked to fill out the form with their contact details and sign. Copies of the returned phones and any details of unclaimed phones will be passed to the Police post the event.

24. LOCAL COMMUNITY ENGAGEMENT

- 24.1. The event organiser will engage with Melton Borough Council to support in the relaying of event information to local residents and businesses through their usual channels of communication.
- 24.2. There will be a community engagement strategy for the event. This will include engagement with users of the estate and other local residents groups.

25.WELFARE & DRUGS & WEAPONS POLICY

Welfare

25.1. Welfare will be overseen by North West Event Medical Solutions Ltd staff and will be based in the site as shown on the plan. This area will be primarily for individuals who are in need of assistance either due to fatigue or are seen to be in distress.

Underage Entrants

25.2. Challenge 25 is operated at the search marquee. Any persons considered to be under the age of 18 and cannot prove otherwise will not be allowed access to the event. The event is publicised as an over 18's show, and all attendees are requested to bring proof of ID. If there is any concern about the welfare of an underage person presenting themselves at the gate the Incident response Manager will attend and decide on an appropriate course of action.

Drugs Policy

- 25.3. Compact Security will enable the organisers to provide a robust anti-drug policy. We will employ a strict search at the entrance with body searches made by SIA licensed staff. Amnesty bins will be positioned ahead of the search area as they have proved effective in the past and are generally supported by the Police. Security will be stationed around the venue with patrols looking out for drug dealing, with searches being carried out if suspicious activity is spotted.
- 25.4. The event organiser will have a suitable secure storage location for amnesty bin contents should there be a delay in collection.
- 25.5. There will be a 100% application of bag searching and body pat-down checks in the search tent, for both day tickets and weekend campers. This may be changed during the event based on a dynamic risk assessment from the security and event control management team.
- 25.6. Compact Security have experience with similar events; and are vigilant with regard to the general welfare of everyone attending. Any person who they have concerns with will be checked and if necessary, action will be taken following their own guidelines for the event.

Purpose

25.7. The purpose of this policy is to show how we plan to prevent drug dealing taking place at the event, how we are going to minimise drug use and how we plan to safeguard our customers if they have taken drugs.

Staff And The Drugs Policy:

- 25.8. There are two main groups of staff dealing with the implementation of the drug policy: Compact Security and NWEMS. All staff keep a pro-active watch and report anything to either Security or Medical Control.
- 25.8.1. Compact Security have set procedures when dealing with drug searching, discovery and welfare and these are set out in their Stewarding document for the event. All security personnel are briefed on these procedures and a number of staff

are first aid trained. This is only a support should additional medical assistance be required.

25.8.2. Experience and training, when confronting and apprehending drug dealers and takers means that every situation is dealt with taking their own health and safety plus that of the public around them into consideration.

Communicating The Drug Policy To Customers:

25.9. Clear zero tolerance messaging is across the event website, customers will also be reminded of prohibited items in advance of arrival onsite. There will be signage at the entrance stating that search is a condition of entry.

25.9.1. The information point is also a point of contact for people with any concerns, staff will take the necessary measures acting on any information given.

25.9.2. There are large numbers of SIA staff at the search lanes searching people for weapons and drugs.

Preventing Drugs And Weapons Entering The Festival:

25.10. Compact Security adopts the following policy on searching and confiscating drugs:

25.10.1. Persons entering the festival site including traders, staff, artists and members of the public are all liable to be searched by SIA security staff.

25.10.2. In certain circumstances, where there is evidence to suspect possession of contraband goods by site traders, staff, artists or members of the public, they may be requested to submit to a search of vehicles and personal property. Refusal to be searched could lead to a person being evicted from site by security following the event / festival eviction procedure. Additionally traders' vehicles will be searched prior to the site opening.

25.10.3. If there is intelligence to suspect that a person may be in possession of 'prohibited articles' the search will only be conducted by SIA licensed staff. If drugs are located the Festival drugs policy will be followed.

25.10.4. If any illegal or prohibited items are located on the person, or in a vehicle in possession of the person being searched, the following options should be considered:-

- i) Refuse entry.
- ii) The person to surrender the specified 'contraband' property against a receipt and entering or remaining on the site, signing a disclaimer for destruction.
- iii) Confiscation of the property, against receipt and eviction from site.

25.10.5. Should a weapon be found on a person or a weapon be seen being placed into the amnesty bin by a person then security will detain that person and request the attendance of the Police.

Procedure for dealing with drug seizures from a person by Security Staff

- 25.11. All drug discoveries no matter how minor must be dealt with by the following procedures:
- 25.11.1. The drugs must be sealed in a tamper-proof forensic science drug bag, wherever possible in the presence of a corroborating officer / member of security staff as well as the suspect (this will help to avoid any allegations being made against the person seizing the suspected substances).
 - 25.11.2. The person seizing must record on the bag the physical appearance of the substance and what they suspect it to be, e.g. "A fifty-pence sized piece of brown resinous substance suspected to be cannabis resin" or "A small resealable clear plastic bag containing a small amount of white powder". In addition, record who they have seized the substance from, sign the bag and invite the suspect to also. The corroborating officer / member security staff must also sign.
 - 25.11.3. Complete searching the individual and consider searching those in their company.
 - 25.11.4. Often a dealer will carry a small amount of the drug leaving an associate to hold the larger quantity. Initial responsibility for the handling of minor controlled drugs possession will lie with the security company who will instigate seizure, initial enquiries and the decision making process relating to the eviction policy.
 - 25.11.5. Should the security company identify a potential 'drugs dealer' the Incident Response Manager will be called for advice. He or she will consider whether the Police should be called and will consider if there are any aggravating factors such as: the person's age, demeanour, level of intoxication etc.

Preventing Drug Dealing At The Venue

- 25.12. All security staff will be watching out for any signs of drug dealing. Security staff are positioned at every entrance and exit, by every bar, toilet areas and there are also mobile foot patrols and undercover/covert patrol teams. The toilets will be patrolled at regular intervals by teams checking for drug dealers.
- 25.13. As well as every entrance and exit gate being manned, there are also a number of perimeter fence patrols around the whole event site.

Process for Security staff finding drugs other than on a person

- 25.14. If suspected drugs are found other than in the possession of a person, the Security staff will carry out the procedure detailed above but in addition they must clearly mark the bag explaining how the item was seized.

Keeping Drug Using Customers Safe:

- 25.15. All security staff and medical staff will stay vigilant looking out for anyone suffering the effects of taking drugs.
- 25.16. On site there is a medical and welfare facility operated by staff with training in the treatment and support of those under the influence.
- 25.17. Free drinking water is available around the site.
- 25.18. Anyone feeling poorly can be monitored in the welfare room until their condition improves. Any person in the welfare room is asked to stay there until the staff are satisfied with their condition, to let them leave. If their behaviour is deemed as threatening to the members of staff, Compact Security will assist by staffing the room, and at the same time will actively try to contact either the person's friends or family.

Dealing With Emergencies:

- 25.19. Any medical emergencies will be dealt with by NWEMS, who will constantly inform control of the situation. Depending on the circumstances they may then instruct security and others to assist with the situation.

Record Keeping

- 25.20. Compact Security will be keeping a full record of confiscations made.
- 25.20.1. NWEMS Medical keeps records of any incidents requiring medical attention.

26.TICKETING

- 26.1.The total allocated number of day tickets is 7,000 for both the Saturday and Sunday. 8,000 tickets will be allocated for weekend camping. Out of the 14,999 roughly 200 tickets to be allocated for the guest list, split between day and camping tickets.
- 26.2.All tickets to the event will be E-tickets; these will have a unique QR or digital barcode that will be scanned on entry at the search tent to prevent tickets being used multiple times.
- 26.3.Customers are kept up to date with the rate of ticket sales through social media websites.
- 26.4.Official ID Policy to be advertised on websites.

Forbidden Forest 2022 is strictly an 18s and over event. We will be operating and enforcing a strict challenge 25 policy at the entrances and bars. If you are lucky enough to look under 25 you will be asked for id.

VALID FORMS OF ID INCLUDE:

- *an in-date photographic driver's licence or provisional licence.*
- *a valid passport (not a photocopy) out of date passports will not be accepted.*
- *a proof of age standards scheme card (showing the pass hologram)*
- *an in-date armed forces photo id card.*
- *a national photo identity card issued by country of origin (other than the united kingdom)*

Customers will be advised to not attend without a valid photo ID even if they are over 18 as they may be turned away if they cannot prove their age.

- 26.5.There will be no on the door ticket sales, this will be advertised in advance via the events media channels.

27.FIRE SAFETY

- 27.1. An experienced event fire safety company will be contracted to carry out advance event fire risk assessments, produce a fire safety plan, supply fire safety equipment and provide onsite fire cover. Details will be updated in revised versions of the ESMP.
- 27.2. Fire fighting equipment will be allocated across the site following guidance and risk assessment by the appointed fire safety company.
- 27.3. All areas of the site are inspected by the fire team prior to opening and revisited throughout the show to ensure that means of escape are maintained.
- 27.4. The fire team is purely a first response fire fighting team. It is their duty to ensure that if required 999 calls are made to the Fire Brigade by instructing Event Control.

Fastening on Door and Gates

- 27.5. All final exit gates will be unlocked during the event and staffed by Stewards.

Exit and Directional Signs

- 27.6. All exit doors and gates will be clearly signed, lit and will conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

Normal and Emergency Lighting

- 27.7. Emergency Exit lights will be installed in all enclosed structures

Fire Fighting Equipment

- 27.8. Fire extinguishers will be placed around the site by the event site team and fire team. The Stage and any other structures for public use will be provided with fire fighting equipment.

Fire Warning Systems

- 27.9. All areas of the site are staffed by security who carry a two way radio and are briefed on how to react when noticing a fire.

Curtains and Drapes

- 27.10. All curtains and drapes supplied will carry flame retardant certification or be inherently flame retardant. The details of all such materials will be held in the production office.

28.FACILITIES FOR PEOPLE WITH ADDITIONAL ACCESS REQUIREMENTS

- 28.1.We will endeavour to take all reasonable steps to comply with the 1995 Disability Discrimination Act and The Equality Act 2010, In particular we will take all actions possible to oversee that the level of service provided will not, without justification, be offered to a person with a disability at a lower standard than that offered to an able bodied person.
- 28.2.Additional access ticket holders, or others who need to be accompanied by a personal assistant can get a free ticket by applying in advance through the event website
- 28.3.If an emergency evacuation is required Security will assist to get that person to safety.
- 28.4.The event is held in a woodland area with uneven surfaces, while the best efforts will be made it is advised to all customers that there may be some difficulty in movement around the site for those with additional access requirements.
- 28.5.Accessible facilities including height/dropped bar counters and toilets will be located at accessible locations on the site. The location of these facilities will be advertised on public facing maps of the event.

29.NOISE MANAGEMENT

- 29.1.F1 Acoustics has been the contracted Noise Consultancy Company. It is understood that the event has a duty of care under Control of Noise at Work Regulations 2005 (CNAW) and shall take all reasonable steps to protect staff from undue workplace noise exposure.
- 29.2.The Noise Management Plan is available in Appendix K

30.TRAFFIC MANAGEMENT

- 30.1.SEP will oversee Traffic Management. A detailed traffic management document is attached in Appendix J.
- 30.2.Temporary external signage will be placed on side roads informing people in advance of the event and of the correct routes into the site

31.SPECIAL EFFECTS

- 31.1.Special effects that will be used will only be provided and operated by a competent contractor. This event is currently planning to feature CO2 jets, Sparkula, line rockets and lasers.
- 31.2.All risk assessments and method statements for special effects equipment will be submitted to Melton Borough Council 28 days before the event.
- 31.3.Warning signs will be displayed at the entrance tent to advise that special effects such as lasers and strobes will be in use at the event.

32.KEY CONTACTS

Public numbers

| | |
|-------------------------|-----|
| Onsite ELT | TBC |
| Production office | TBC |
| Promoter Line | TBC |
| Noise/Complaint Hotline | TBC |

Forbidden Forest

| | |
|--------------------|--------------|
| Simon Oates (Lead) | 07939 260006 |
|--------------------|--------------|

Slammin Team

| | |
|---------------------------------|---------------|
| Paul Rooney (Organiser) | 07768 123 573 |
| Isabelle Connell (Site Manager) | 07534 472 275 |
| TBC (ELT Silver) | TBC |
| TBC (Incident Response Manager) | TBC |
| TBC (Office Manager) | TBC |

Compact - Security

| | |
|---------------|--------------|
| Lee Hazeldine | 07554 420882 |
|---------------|--------------|

Fire Safety

| | |
|-----|-----|
| TBC | TBC |
|-----|-----|

NWEMS - Medical

| | |
|-------------|--------------|
| Dale Ingall | 07496 592780 |
|-------------|--------------|

SEP- Traffic Management

| | |
|----------------|--------------|
| Gary McCaffrey | 07824 317029 |
|----------------|--------------|

Safetygeeks

| | |
|--------------|--------------|
| Brian Cleary | 07966 317545 |
|--------------|--------------|

Police

999 or 101

33. APPENDIX LIST

| Document | Version |
|--|---|
| Appendix A: Site Plan | V1 |
| Appendix B1: Slammin' Events Risk Assessment Appendix B2: Slammin' Events Safe Working Practises | V1 V1 |
| Appendix C: Public Liability Insurance | |
| Appendix D1: Slammin' Events Security and Stewarding Policies & Procedures 2022 Appendix D2: Compact Security and Stewarding Plan Appendix D3: Compact Security Staff RA Appendix D4: Compact Security Schedule | V1 V2 24/01/22 To be Included in Update To be included in Update |
| Appendix E: Slammin' Events Security and Counter Terrorism Awareness Policy (2021 policy) | V1 05/21 |
| Appendix F: Slammin' Events Search Policy | V1. 07/02/2022 |
| Appendix G: Slammin' Events Eviction Policy | V1. 07/02/2022 |
| Appendix H: NWEMS Medical Operational Plan | V1 06/02/2022 |
| Appendix I: Fire Risk Assessment | To be included in update |
| Appendix J: SEP Traffic and Transport Management Plan | V0.1 |
| Appendix K: Noise Management | V0. 17/01/22 |
| Appendix L: Slammin' Events Stage line ups and running orders | To be included in update |
| Appendix M: Slammin' Events Show Stop Procedure | V1. 07/02/2022 |
| Appendix N: Safeguarding Policy | Overview |
| Appendix R: Egress Crowd Management Plan | To be included in update |
| Appendix O: Slammin' Events Adverse Weather Plan | V1. 07/02/2022 |
| Appendix P: Slammin' Events Sustainability Plan | V1. 07/02/2022 |
| Appendix Q: Water Management | To be included in update |
| Appendix R: Slammin' Events Alcohol Management Plan | V1.0 |
| Appendix S: COVID -19 Plan | To be included in update |