

Supplementary Committee Agenda



**Epping Forest
District Council**

Licensing Sub Committee Thursday, 13th May, 2021

Place: Virtual Meeting on Zoom

Time: 10.00 am

Democratic Services: R Perrin, Democratic Services (Direct Line 01992 564243)
Email: democraticservices@eppingforestdc.gov.uk

6. PANEL REPORT FOR TEMPORARY EVENT - JUNCTION 26 DINER, SKILLET HILL FARM, HONEY LANE, WALTHAM ABBEY, EN9 3QU (Pages 3 - 146)

Background papers to the TEN Application.

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NBK



**Epping Forest
Temporary Event Notice
Licensing Act 2003**

For help contact
licensing@eppingforestdc.gov.uk
Telephone: 01992 564000

* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Is your business registered outside the UK? Yes No

Note: completing the Applicant Business section is optional in this form.

Business name

VAT number

Legal status

Your position in the business

Home country

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

The country where the headquarters of your business is located.

Continued from previous page...

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name	37
Street	Stoney Street
District	The Lace Market
City or town	Nottingham
County or administrative area	
Postcode	NG1 1LS
Country	United Kingdom

Section 2 of 9

APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)

Have you had any previous or maiden names?

- Yes No

* Your date of birth
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	Poppleston Allen Solicitors
Street	37 Stoney Street
District	The Lace Market
City or town	Nottingham
County or administrative area	
Postcode	NG1 1LS
Country	United Kingdom

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Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

e.jones@popall.co.uk

Telephone number

01159349193

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

* Does the premises have an address?

Yes

No

Address

Is the address the same as (or similar to) the address given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

* Building number or name

J26 Diner

* Street

Honey Lane

District

* City or town

Waltham Abbey

County or administrative area

Essex

* Postcode

EN9 3QU

* Country

United Kingdom

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither

Premises licence

Club premises certificate

* Premises licence number

LN/210005127

Location Details

* Provide further details about the location of the event

External area by the diner - see attached plan at the Junction 26 Diner, Honey Lane, Waltham Abbey, EN9 3QU

Continued from previous page...

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

External area - see attached plan

Describe the nature of the premises below (see also guidance on completing the form, note 4)

Truck stop and restaurant

Describe the nature of the event below (see also guidance on completing the form, note 5)

Outside music event with food and drink on sale

There will be 450 customers and upto 49 staff total 499 persons

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LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

(See also guidance on completing the form, note 7).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

(See also guidance on completing the form, note 8).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 9)

Event start date

/ /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date

/ /
dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

14:00 until 23:00

(see also guidance on completing the form, note 10)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 11)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 12):

- On the premises only
- Off the premises only
- Both

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RELEVANT ENTERTAINMENT (See also guidance on completing the form, note 13)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

None

Section 6 of 9

PERSONAL LICENCE HOLDERS (See also guidance on completing the form, note 14)

Do you currently hold a valid personal licence? Yes No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Any further relevant details

Continued from previous page...

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PREVIOUS TEMPORARY EVENT NOTICES (See also guidance on completing the form, note 15)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?
- Yes No

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ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 16)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?
- Yes No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes No

- a) Ends 24 hours or less before; or
- b) Begins 24 hours or less after the event period proposed in this notice?

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CONDITION (See also guidance on completing the form, note 18)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
This formality requires a fixed fee of £21

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION (See also guidance on completing the form, note 19)

- * The information contained in this form is correct to the best of my knowledge and belief
- * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
 - * (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both
- *

Ticking this box indicates you have read and understood the above declaration

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

NATASHA BEK

* Capacity

SOLICITOR - POPPLESTON ALEN

Date (dd/mm/yyyy)

28/04/2021

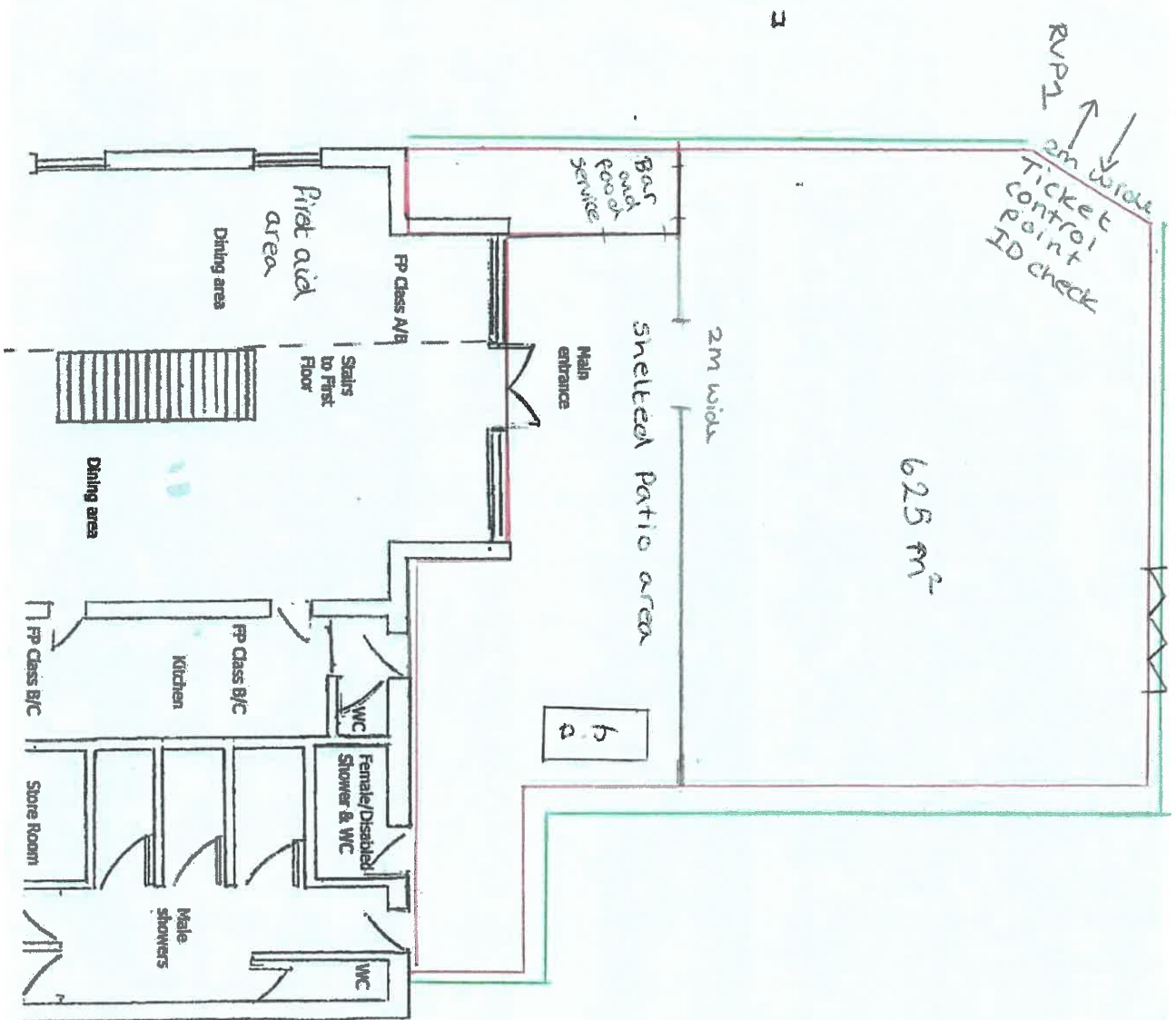
Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/epping-forest/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.



Event Plan

- = Licensed area
- = Steel shield
- = KVP2 emergency exit 2m wide

FP = Fire Point

Skills Hill Farm Lorry Park Truckstop
Honey Lane, A121 - Waltham Abbey

Junction26 Event – Traffic Management Plan

Method:	Numbers of Attendees:
Arrival Prediction	450
Cars	250
Taxi	200

While hosting this event we will have to follow a strict traffic management plan to ensure we have the means to cater for the quantity of vehicles involved. We need to take into consideration the parking capacity on site, the management of traffic flow and a fallback should the site reach maximum capacity.

I have used the information that we already know to estimate the most efficient way our team can manage the traffic flow. In total there will be a maximum of four hundred and fifty people that could arrive to the site. We believe two hundred and fifty may arrive by car and two hundred by taxi. We have over calculated the volume expected for full capacity in case we need further parking.

Parking Requirement:	Numbers:
Car Spaces	80-120
Taxis Required	60-80

Our two certified banksmen will be operating the car park with a third marshal to assist them. My employees are experienced and well trained. They deal with traffic management on a weekly basis. They are well trained and experienced in this department to arrange parking for the vehicles.

Our parking plan has been estimated using the basis of the number of cars and taxis that are likely to arrive. Attendees will be advised

accordingly to the subject depending on the capacity of the event and the current situation. In the unlikely event that we reach capacity we will use the taxi turn around point to redirect vehicles. Taxis will be able to use this point meanwhile to drop off guests.

We have ample space not to create a tail back, attendees will be shown into the site and instructed where to go.

The entrance to the site will be restricted so HGV's cannot enter, we regularly do this in the week when the park is full, we will advise our drivers 1 week prior to the event that the site will be closed.

We anticipate attendees will arrive between 2-5pm

Flow Arrival (over three hours):	Numbers (per hour):
Cars Parking	33
Taxi Arrival	30

With our plan, my team of experienced and trained staff will be more than capable to manage the traffic flow.

Junction26 Event – Site Management

I am Billy Cole, parking manager of J26. After four years of experience as site manager at Junction26 Truckstop I have gained a wide range of knowledge within the logistics and haulage industry. I am a qualified Traffic Banksman and have attached the relevant certificates to end of this document.

Besides my knowledge of the haulage industry, I also oversee all operations within the site which includes directing HGVs into their allocated parking spot as well as managing the incoming and outgoing traffic flow of the site. I have undertaken a banksman traffic marshall course which assists me to operate safely in the workplace. Due to my experience and knowledge of the site, I can aid in the safety of the attendees at the event planned.

Site Plan 1: This first plan is an overview of the site where we detail several points. These points include:

- The location where the HGVs will be statically parked.
- The pedestrian pathway to enter and exit the event safely.
- The parking area for the event for guests arriving in their own cars.
- The emergency access lane in case any emergency services need to enter the event quickly but safely along with the rendezvous points.
- The taxi pick up/ drop off location.

The blue lines in this plan indicate where the HGVs will be parked during this event.

The green lines indicate where the steel shield fencing will be placed.

The red E indicates the event area.

Any of the blue lines which represent the HGVs are located outside of the green lines which is the fencing.

All HGVs that are parked on site will be immobile during the event. This is to guarantee safety for the guests.

The enclosed parking for Event guests' vehicles will be marshalled by one of our trained and certified banksmen that usually guides the HGVs in parking. This area is separate from the pedestrian walkway so the risk of guests' vehicles being in motion when pedestrians are walking to the event is eliminated. Guests will be closely guided by the banksmen/marshalls about which route to take when parking and the separate route to take when walking to the event.

Site plan 2: This plan is an overview of the access from the public highway. This plan shows:

- The entrance route normally used for HGVs.
- The taxi turn point for drop offs and pick-ups.
- The route guests take in and out of the vehicle car park.
- The emergency vehicle access.
- The ticket entry control point.

As the event takes place from 2pm until 11pm the decision has been taken to close the site across a suitable period for any inbound and outbound HGVs. This action will be put into place two hours before the start of the event and two hours after the event to ensure the safety of guests. The entrance of the site will be fenced off with a marshal present to monitor. When HGV drivers arrive at the site the day before the event, they will be guided to park by the banksmen as normal, but they will be told that during the time of 12pm to 1am they will be unable to leave. This will be enforced. This will ensure that all HGVs on site will be static.

Site plan 3: This plan is an overview of the event area. This plan shows:

- The steel shield fence that will be erected around the event area.
- Entrance and exit point for pedestrians.
- Outside seating area/sheltered patio area.
- First aid/paramedic area.
- Emergency exit points

Site Plans attached at end of document.

Once inside the only exit/entry point will be at ticket check area, except in the case of an emergency, when the second emergency exit will be opened. This ensures that no guests will be wandering through the site, in the truck parking area or near any roads with flowing traffic. The cafe will be closed during the event hours and used as the first aid point for the duration of the event and staff briefing area prior to event starting. There will be two trained certified first aiders and two trained paramedics on site in case of an emergency. The emergency exit is shown in this plan, in the case of an emergency there are two rendezvous points. In the case of a fire, the safety location is at the entrance. In case of a bomb threat, the safety location is the Marriott hotel. These points are in accordance with the approved fire risk assessment. Once all guests are mustered on site at the designated rendezvous points, they can be escorted to the appropriate safety location.

HGV Control:

Our site caters for various type of vehicles transporting different types of cargoes. This can range from cars, wood, paper, food, and hazardous materials like petrol. It is rare for a vehicle to be loaded while parking on site over the weekend, this is because transport companies prefer their vehicles to be unloaded before their driver has their forty-five-hour tachograph break. However, there is a small possibility that a hazardous vehicle may want to use our site for parking. Due to the event planned, we will not be accepting any hazardous vehicles over the weekend to ensure the safety of the guests. Hazardous cargo is graded and classed under ADR transport regulations, there is nothing that would be parked at J26 Truck Park that would be classed high risk, lower classed risks represent minor flammable hazards. The landowner is trained in this area and with transporting ADR, because of this we will be able to locate any vehicles that are transporting hazardous goods. Trucks carrying these substances will have an orange marker board displayed on the front of their vehicles, it is the law to display this as it is a sign to everyone else of the hazardous load they are transporting.

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RISK ASSESSMENT

Junction 26 2021

Skillet Hill Farm
Honey Lane
Waltham Abbey
EN9 3QU

26 June 2021

DRAFT ONE

Drafted by:	Steve Brown
Checked by:	Hayley Rogerson
Issued:	22 April 2021



Risk Assessments

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety at Work 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 eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

This risk assessment provided by Skillet Hill Farm has been based on the Junction 26 music event to be staged on the Junction 26 Lorry Park. The assessment also incorporates the experience of undertaking previous similar events.

For full event details please refer to Lorry Park Event Safety Plan 2021.

Risk Assessments and method statements together with details of relevant insurances will be sought from the various contractors and suppliers to Skillet Hill Farm Ltd and will be taken into consideration when drafting further drafts of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Implement control measures appropriate to the identified risks
- Evaluate residual risk

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below.



Skillet Hill Farm management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed S x L=R. S is for “severity” and is given in the first column. L is for “likelihood” and is indicated in the second column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified.

During the event, a process of continuous assessment and reassessment will be undertaken by Skillet Hill Farm management, to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Details</i>
Draft One	22:04:21	Distributed for comment



RISK MATRIX

DEFINITIONS	<i>Likelihood</i>			
	RISK RATING	Low = 1	Med = 2	High = 3
<i>Severity</i>	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Severity x Likelihood = RISK RATING

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never



CONTENTS

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- 5. TEMPORARY STRUCTURES**
- 6. EVENT OPEN PERIODS**
- 7. NOISE AT WORK**
- 8. FIRE RISK ASSESSMENT**
- 9. INCLEMENT WEATHER**
- 10. USE OF GOLF BUGGIES**



1. PLANNING, MANAGEMENT & SUPERVISION

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Pre-Event Planning: <i>Failure to plan the event properly and poor consultation with the local SAG increases the risk of accidents and incidents.</i>	1.1	Skillet Hill Farm staff, contractors and audience members.	3	3	H	Well in advance of the event Skillet Hill Farm will consult and liaise with the Safety Advisor Group (SAG). This group is made up of representative of Police, Fire & Rescue Service, NHS Ambulance Service and Council Officers. Event Manager to monitor.	2	1	L	Skillet Hill Farm will identify any other events being staged the same weekend as Park Proms to assess if they will have any significant impact on the event.
Competence: <i>All Skillet Hill Farm staff should be competent to carry out the tasks they are asked to perform.</i>	1.2	Skillet Hill Farm staff, contractors and audience members.	3	3	H	All Skillet Hill Farm staff competence is carried out as part of the Company's selection and employment process. All training records are regularly reviewed by the Skillet Hill Farm's management. Skillet Hill Farm's CEO to monitor.	2	1	L	
Schedule Management: <i>Failure to follow Site Schedule may increase the risk of an on site accident.</i>	1.3	Skillet Hill Farm staff, contractors and audience members.	2	3	H	The Event Manager will ensure that the Site Schedule is adhered to as closely as possible. In the event that the schedule becomes impractical, a revised schedule must be discussed in consultation with all parties.	1	1	L	All contractors should ensure that the Event Manager has a single point of contact within each department. In the event of a contractor being no longer able to work within the schedule, they



1. PLANNING, MANAGEMENT & SUPERVISION

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						<p>The Event Manager will issue the Site Schedule prior to the event build commencing.</p> <p>Event Manager and Site Manager to implement.</p>				<p>must inform the Event Manager as soon as possible.</p> <p>All contractors should ensure that copies of the schedule are passed to all their staff before starting work on the event.</p>
<p>Contractor Competence: <i>Contractors not competent to undertake their work activities.</i></p>	1.4	Skillet Hill Farm staff, contractors and audience members.	3	3	H	<p>All contractors are required to submit in advance of the build the following documents:</p> <ul style="list-style-type: none"> • H&S Statement • Risk Assessments (COVID-19 RA if still required) • Method Statements • Evidence of PLI <p>Event Safety Advisor to audit.</p>	2	1	L	<p>All contractors working on site should be made aware of the need for all their staff to be competent in the duties they have been contracted to carry out.</p> <p>All contractors should receive instruction as to the overriding authority of the Event Safety Advisor concerning any safety</p>



1. PLANNING, MANAGEMENT & SUPERVISION

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

										issues.
<p>Supervision & Delegation of Non-Skillet Hill Farm staff: <i>Skillet Hill Farm unaware of competency levels in Non-Skillet Hill Farm staff i.e. individuals employed by others.</i></p> <p><i>Non-Skillet Hill Farm staff members are unaware of the risks associated with their work activities.</i></p>	1.5	Skillet Hill Farm staff, contractors.	2	3	H	<p>All Skillet Hill Farm staff, when using non-Skillet Hill Farms staff should ensure that the required tasks are clearly identified when requesting assistance.</p> <p>All Skillet Hill Farm staff should ensure that they avoid giving direct instruction in areas where they are not a fully competent themselves.</p> <p>Event Manager and Site Manager to implement</p> <p>Event Manager to monitor.</p>	2	1	L	Skillet Hill Farm must clearly brief Non-Skillet Hill Farms staff of task and potential associated risks.



1. PLANNING, MANAGEMENT & SUPERVISION

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Welfare: <i>Insufficient welfare provisions can lead to fatigue, lack of concentration, stress, etc.</i>	1.6	Skillet Hill Farm staff and contractors.	2	2	M	<p>Skillet Hill Farm's Event Manager and Site Manager will ensure that there are suitable and sufficient welfare facilities in place.</p> <p>This will include adequate sanitary facilities, welfare areas for breaks and drinking water.</p> <p>The Event Manager and Site Manager will ensure that event staff receive adequate breaks, food & drink, and rest periods.</p> <p>Event Manager to monitor.</p>	2	1	L	The Event Manager and Site Manager should inform event staff as to the likely work & rest periods, as well as provision for drinking water, washing facilities, etc.
Medical Provisions: <i>Lack of adequate medical provisions</i>	1.7	Skillet Hill Farm staff and contractors.	2	2	M	<p>Skillet Hill Farm will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.</p> <p>The Event Manager will distribute to all staff this information prior to the build.</p> <p>The Event Safety Advisor has identified the location of the nearest hospital with an operational A&E Department.</p>	2	1	L	Suitable and sufficient First Aid facilities will be in place for the build and breakdown as well as the live event.



1. PLANNING, MANAGEMENT & SUPERVISION

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			S	L	R		S	L	R	

Fire & Emergency Plans: <i>Lack or absence of emergency strategies</i>	1.8	Skillet Hill Farm staff, contractors and audience members.	3	3	H	<p>Skillet Hill Farm in consultation with Fire & Rescue, NHS Ambulance Service, Police and Council managers will evaluate the Fire & Emergency Plans for the event and assess if any additions need to be provided.</p> <p>Skillet Hill Farm will establish a chain of command and emergency services contact numbers when required.</p> <p>The Emergency Plan will be forwarded to all staff and contractors prior to works taking place.</p> <p>Where the Emergency Plan changes during the build & breakdown these changes will be cascaded down to all staff and contractors.</p> <p>Event Manager to implement.</p>	2	1	L	All contractors will inform the Event Safety Advisor as to all additional fire risks they may be introducing into the event site and what, if any, additional fire-fighting equipment may be required.
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1. PLANNING, MANAGEMENT & SUPERVISION

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Communication Failure: <i>Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.</i>	1.9	Skillet Hill Farm staff, contractors and audience members.	2	3	H	Decisions will be taken as to whether communications between teams are via personal contact, short wave radios or mobile phones. The Event Manager will publicise this information prior to the event build. Regular Meetings to be held with the local Safety Advisory Group (SAG) Event Manager to implement.	2	1	L	All contractors should inform the Event Manager or Site Manager as to any requirement for safety critical communications they may require.
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2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Arrival and Event installation procedures: <i>Failure to maintain control of equipment</i>	2.1	Skillet Hill Farm staff, contractors.	3	1	M	<p>Site Manager has been appointed to oversee the work of installation and to liaise with Event management contractors and statutory authorities.</p> <p>Load in will necessitate traffic/people management.</p> <p>Temporary barriers will be erected around work sites during build/dismantle when deemed necessary.</p> <p>All contractor vehicles/plant movement to be supervised.</p> <p>Traffic will not be allowed to queue on the public carriageway</p> <p>All persons to be trained and competent.</p> <p>Event Manager to monitor.</p>	2	1	L	<p>Lorry park is a private, secure venue, there is no public access to the park outside of official opening hours.</p> <p>Public opening to be suspended if there is a conflict between the event infrastructure build and breakdown.</p>
Working light: <i>Insufficient visibility for working</i>	2.2	Skillet Hill Farm staff and contractors.	3	1	M	<p>Ensure adequate lighting levels if build/dismantle during hours of darkness.</p> <p>Event Manager to monitor lighting levels.</p>	2	1	L	



2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Use of Electrical equipment: <i>Electrical shocks or burns</i>	2.3	Skillet Hill Farm staff and contractors.	3	2	H	All individual contractors own power supplies to be certified as appropriate. Use of 120V or battery-operated tools where practicable Portable tools, etc to be examined and certificated (PAT Tested). Event Manager to monitor	2	1	L	
Storage of Materials: <i>Falls, trips, unsafe stacking and or collision</i>	2.4	Skillet Hill Farm staff and contractors.	3	2	H	Safe storage locations to be identified by contractors with Event Manager in advance. Fencing, cones and hazard tape to be used as necessary where pedestrians have access or where there is a significant risk of vehicle collision. Security may be needed if left unattended. Event Manager to monitor	2	1	L	
Medical Provisions:	2.5	Skillet Hill Farm	3	3	H	The Event manager or medical provider will	2	1	L	Contractors will be



2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<i>Lack of adequate medical provisions</i>		staff and contractors.				<p>evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly.</p> <p>The Event Manager will distribute to all site crew this information prior to the build.</p> <p>The Event Manager will provide to contractors details of the medical provisions to enable them to undertake their own medical assessment for their employees.</p> <p>Skilllet Hill Farm will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle.</p> <p>Event Safety Adviser has identified the location of the nearest hospital with an operational A&E Department.</p>				encouraged to inform the Event Safety Adviser of any additional first aid provisions that may be required due to the nature of the work.
Lack of protection for head, hands, feet, ears: <i>Cuts, lacerations,</i>	2.6	Skilllet Hill Farm staff and contractors.	2	2	M	Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for	1	2	L	



2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<i>concussions, crushing injuries etc.</i>						<p>the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.</p> <p>Signage/barriers will be placed as appropriate.</p> <p>Contractors should ensure that areas requiring PPE remain off limits until safe.</p> <p>Event Manager to monitor this.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the Event/periods where PPE is necessary.</p> <p>Event Manager to monitor the use of P.P.E.</p>				
Manual Handling: <i>Back injuries, strains, sprains, etc</i>	2.7	Skillet Hill Farm staff and contractors.	2	3	H	<p>Task specific risk assessments to be undertaken by individual contractors.</p> <p>Staff of competent contractors to be trained in 'Kinetic' lifting techniques.</p>	2	1	L	Mechanical handling devices to be used whenever possible.



2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

						<p>Appropriate design of equipment.</p> <p>Weight of equipment to be established before lifting operation proceeds.</p> <p>Event Manager to monitor.</p>				
<p>Erection and Breakdown of Structures: <i>Falling materials. Vehicle movement. Unstable part of completed structures</i></p>	2.8	Skillet Hill Farm staff and contractors.	3	2	H	<p>All structures to be erected by competent contractors who should have been vetted in advance by Event Manager.</p> <p>The safety of the contractor's employees is the responsibility of the contractor.</p> <p>The Site Manager will, however, intervene if unsafe working practices are observed.</p> <p>Areas where erection taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially on a night, high visibility jackets should be worn.</p> <p>Such working areas will be barriered and/or stewarded.</p>	2	1	L	Fencing contractors will all provide the Event Safety Advisor with a Completion Certificate after completing the works.



2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						Head& foot protection will be worn where necessary. Method Statements and/or Risk Assessments to be provided where appropriate. Event Manager to audit compliance with method statements.				
Incorrect and/or Unstable Structures: <i>Potential for total or partial collapse.</i>	2.9	Skillet Hill Farm staff and contractors.	3	2	H	Plans, specifications and calculations for all structures will be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions. The structures to be erected by contractors who have had their health and safety standards vetted. The Site Manager will monitor the erection and dismantle of structures. When complete all structures will be	2	1	L	Only fencing will be introduced to the site



2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

						<p>subjected to an independent erection check by a competent person and/or Completion Certificated by a competent person.</p> <p>The Site Manager will intervene if serious breaches of safe practice by contractors are observed.</p>				
Weather Conditions: <i>Property damage, personal injury.</i>	2.10	Skillet Hill Farm staff and contractors.	2	2	M	<p>In the event of severe weather, which constitutes a severe risk to the health and safety of those on site all on site work will be suspended until such time as the weather conditions improve.</p> <p>The Event Manager will have the authority to stop all activities until conditions improve.</p> <p>Access to suitable and sufficient welfare facilities and drinking water</p> <p>Use of sunblock etc.</p> <p>Event Manager to monitor weather forecasts and conditions.</p>	2	1	L	Wind Management Plan in place. Fencing contractor to advise on maximum wind loading
Site Clearance:	2.11	Skillet Hill Farm	2	2	M	Site to be thoroughly cleared prior to the	1	1	L	



2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

<i>Cuts and puncture wounds.</i>		staff, contractors.				event and after site clearance/breakdown. Any persons required to litter pick should be provided with suitable pick up tools and gloves (PPE). All persons involved should be made aware of the potential health risks. Event Manager to monitor.				
Equipment on Hire: <i>Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance.</i>	2.12	Skillet Hill Farm staff, contractors.	3	2	H	The Event Manager and Site Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary, that access to and use of the equipment is restricted. All users must be competent and, if necessary, properly insured. Event Manager to monitor	2	1	L	If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request



2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

Loading & Unloading Vehicles: <i>People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.</i>	2.13	Skillet Hill Farm staff, contractors.	3	2	H	The Event Manager and Site Manager will control and ensure proper supervision of vehicle unloading and loading. No unloading/loading is undertaken on a public highway. In areas of high-risk barriers will be put in place. High Viz must be worn when unloading vehicles on the public highway. Event Manager to monitor.	2	1	L	All contractors must ensure a competent member of their crew is available during the loading and unloading of their equipment. Banksmen to be used
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2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

Welfare Provisions: <i>Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.</i>	2.14	Skillet Hill Farm staff and contractors.	2	2	M	<p>The Event Manager should always identify the nearest available drinking water point and toilets.</p> <p>Skillet Hill Farm will provide suitable and sufficient welfare facilities on site.</p> <p>The Event Manager must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.</p>	1	1	L	
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2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
Drugs & Alcohol: <i>Reduction of stamina, disorientation, incoherence, lack of judgement</i>	2.15	Skillet Hill Farm staff and contractors.	3	2	H	All staff and contractors to be advised prior to their arrival onsite that the consumption of alcohol and the taking of recreational drugs are prohibited by Skillet Hill Farm. The Event Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs. Site Manager to monitor staff and contractors.	2	1	L	



2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

Use of Personal Protective Equipment (PPE): <i>PPE should only be used as a 'last resort' control measure</i>	2.16	Skillet Hill Farm staff and contractors.	3	2	H	<p>All staff and contractors using PPE must be trained by a competent person in its use.</p> <p>The Site Manager will ensure that all staff and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.</p> <p>The following PPE will be mandatory on the event site:</p> <ul style="list-style-type: none"> • High vis • Foot protection <p>Site Manager to monitor the wearing of PPE.</p>	3	1	M	
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2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Noise Levels: <i>Crew and staff may be working in the vicinity of high sound levels.</i>	2.17	Skillet Hill Farm staff and contractors.	3	2	H	<p>The Event Manager and Site Manager will inform all staff and contractors of the need to provide and use Ear Protection (PPE) when the noise levels pass the 1st Action level.</p> <p>Work areas where noise expected to exceed 80dB (A) over an eight-hour period to be identified and signed. (typically FOH etc)</p> <p>Event Safety Adviser on site to advise staff accordingly and provide appropriate hearing protection.</p> <p>Event Manager and Site Manager to ensure that sound system is designed, installed and operated by competent persons.</p>	2	1	L	
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2. BUILD & BREAKDOWN

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

<p>Lifting Event: <i>All lifting Event (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised.</i></p>	2.18	Skillet Hill Farm staff and contractors.	3	3	H	<p>Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting and lowering Event of the system.</p> <p>This person will be in overall charge of the operation irrespective of whom it belongs to.</p> <p>The Event Manager and Site Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.</p> <p>All lifting Event should be in compliance with the Lifting Event and Lifting Equipment Regulations Regs 1998.</p> <p>Site Manager to monitor.</p>	3	1	M	All Contractors must supply all relevant information including licences to the responsible person, prior to the start of the event build
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2. BUILD & BREAKDOWN

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			S	L	R		S	L	R	

<p>Control of Substances Hazardous to Health: <i>Certain substances if not stored and used correctly can cause injury. Burns, skin and eye irritations</i></p>	2.19	Skillet Hill Farm staff and contractors.	2	2	M	<p>Contractors will ensure that the use of any substance that is recognised to be hazardous to health (CoSHH) is reduced to a minimum or if possible, replaced with a less harmful substance.</p> <p>All staff to be instructed and trained in the use of such hazardous substances.</p> <p>All of the manufactures Hazard Data Sheets will be stored in the appropriate first aid point.</p> <p>All hazardous substances are stored in secure and marked container</p> <p>The correct PPE must be worn when required</p> <p>Site Manager to monitor.</p>	2	1	L	I
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3. WORK AT HEIGHT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Supervision of Work at Height: <i>Supervision the use of access equipment, ladders and access towers etc.</i>	3.1	Skillet Hill Farm staff, contractors.	3	2	H	<p>Consideration should always be given to eliminating or reducing the amount of work at height.</p> <p>Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place.</p> <p>The Event Safety Adviser must have sight of all contractor Risk Assessments pertaining to Work at Height.</p> <p>The Event Safety Adviser must monitor all work activities that are undertaken at height.</p> <p>Contractors must ensure that areas beneath the work activity have restricted access.</p> <p>Contractors must ensure that the appropriate PPE is worn, and staff are properly trained in its use.</p> <p>Event Safety Advisor to monitor all work at height.</p>	3	1	M	
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3. WORK AT HEIGHT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Mobile elevated work platform (MEWP): <i>Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts.</i>	3.2	Skillet Hill Farm staff and contractors.	3	2	H	<p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP. Use of restraint harness equipment where manufacture requires it. Always work within cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL. Never use MEWP as a crane.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used, if in doubt consult the manufacturer.</p>	3	1	M	It is not anticipated that MEWP's will be used during this event



3. WORK AT HEIGHT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						When operating indoors ensure appropriate head protection is used. Site Manager to monitor.				
Access Towers: <i>There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.</i>	3.3	Skillet Hill Farm staff and contractors.	3	2	H	Towers to be erected by competent personnel only. Towers to be used in line with manufacturers instructions and work at height regulations Site Manager to monitor.	3	1	M	Towers not expected to be used.
Ladders: <i>There is a risk of falls of personnel from steps overturning</i>	3.4	Skillet Hill Farm staff and contractors.	2	2	M	Consider the use of a small Access Tower as an alternative work platform. Ensure all ladders are used in line with relevant legislation Site Manager to monitor.	2	1	L	



4. CATERING & TRADING

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

General Arrangement of Temporary Units: <i>Overcrowding and pinch points</i>	4.1	Skillet Hill Farm staff, catering/trading staff and audience members.	3	2	M	<p>All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows.</p> <p>Stall and unit sites to be allocated in advance on to plan showing detail of unit dimensions, materials/food to be sold and of vendors.</p> <p>Unauthorised vendors to be removed from site in liaison with relevant authorities.</p> <p>Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised crowd access</p> <p>Site Manager to monitor</p>	2	1	L	It is not anticipated that catering or trading units will be used.
Generators: <i>Fire and electric shock</i>	4.2	Skillet Hill Farm staff, catering/trading staff and audience members.	3	1	M	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>No petrol generators to be used.</p>	2	1	L	



4. CATERING & TRADING

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						<p>Generators to be located in secure areas away from audience areas.</p> <p>Generators to be secured by using 'Heras' fencing.</p> <p>All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p> <p>Site Manager to inspect.</p>				
<p>Cable Runs: <i>Slips, trips and falls</i></p>	4.3	Skillet Hill Farm staff, catering/trading staff and audience members.	2	2	M	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these not to be in audience member areas. If in audience member areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level cable runs preferred.</p> <p>When possible, cables should be 'Trenched' in.</p>	2	1	L	



4. CATERING & TRADING

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			S	L	R		S	L	R	

						Site Manager to inspect				
LPG: <i>Fire and explosion</i>	4.4	Skillet Hill Farms staff, catering staff and audience members.	3	2	H	<p>LPG to be limited to a maximum of one spare cylinder for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Details to be vetted in advance of siting by the Event Safety Adviser.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Site Manager to inspect.</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed.



4. CATERING & TRADING

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			S	L	R		S	L	R	

Cooking Fire: <i>Fire and burn injuries</i>	4.5	Skillet Hill Farms staff, catering staff and audience members.	2	2	M	Background of caterers to be checked. Fire fighting equipment to normal requirements and to satisfaction of the Event Safety Advisor to be required. Caterers to be trained/vetted in the use of extinguishing media. Site Manager to inspect	2	1	L	
Waste Storage: <i>Ignition source</i>	4.6	Skillet Hill Farm staff, catering/trading staff and audience members.	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main audience member areas. Suitable and sufficient fire fighting equipment to be in place Site Manager to inspect	2	1	L	
Goods on Sale: <i>Unsuitable items/products on sale.</i>	4.7	Skillet Hill Farm staff, catering/trading staff and	2	2	M	Skillet Hill Farm require all traders to complete a basic risk assessment form and indicate scope of activity and sales range.	2	1	L	It is not anticipated that trading units will be present



4. CATERING & TRADING

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			S L R		S L R	

		audience members.			<p>Unsuitable activities to be prohibited.</p> <p>Unsuitable materials/goods - flares, fireworks, etc to be prohibited.</p> <p>Units to be monitored by security for compliance.</p> <p>Structure of trader's units to be checked for stability by Event Safety Adviser.</p>				
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5. TEMPORARY STRUCTURES OR FLOORING

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
Temporary Flooring: <i>Slips, trips and falls</i>	5.1	Skillet Hill Farm staff, contractors and audience members.	2	2	M	Flooring materials to be laid evenly to avoid any tripping points and be securely fixed. Installer to remain on site until Site Manager has checked and approved the floor for use.	2	1	L	



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Overcrowding: <i>Consequence of entertainment failure or audience disturbance. Drunken or other disorder. Effects on adjacent areas.</i>	6.1	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>Occupancy capacities and emergency exit values have been calculated to accommodate audience profiles (music standing) by Skillet Hill Farm.</p> <p>The capacity of event has taken into account site lines and restricted viewing seating /standing arrangements.(Please refer to the Site Plan for details of the projected audience footprint).</p> <p>Event is ticketed, tickets distributed in advance. Tickets state no under 18's.</p> <p>Details of site only given to those buying tickets to reduce chance of non-ticketed attendees</p> <p>Security staff and barriers will be used to control crowd movements as required.</p> <p>Licensed safe capacity, never to be exceeded.</p> <p>Licensed safe capacity to include all staff, contractors, catering staff and traders.</p>	2	1	L	
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6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						Event Manager and Security Manager to manage.				
Emergencies: <i>Hazards from the need to evacuate.</i> <i>Local or area.</i> <ul style="list-style-type: none"> - Consider what may cause and how can be controlled. - Fire – restriction of protected route <i>Bomb – Evaluate Risk/ disorder localised.</i> <i>Evacuation – collapse of structure</i>	6.2	Skillet Hill Farm staff, contractors and audience members.	3	2	H	Skillet Hill Farm will prepare an Emergency Plan which will be agreed in advance with the emergency services and the SAG. Emergency announcements will made over PA (back up power necessary) to give instructions to the audience members. All access routes to be stewarded. Security staff and the Site Manager to be familiar with any event specific evacuation strategy and alarm system.	3	1	M	The response to all emergency situations and incidents to be co-ordinated through the Security Control (ELT).
Hazards arising through unauthorised access to plant, structures and equipment: <i>Property damage, personal injury</i>	6.3	Skillet Hill Farm staff, contractors and audience members.	3	1	M	All plant and equipment will, as far as is possible, be contained in secure areas. Site Manager to monitor	2	1	L	



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Structures: <i>Collapse</i>	6.4	Skillet Hill Farm staff, contractors and audience members.	2	2	M	<p>Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions.</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued.</p> <p>The Site Manager will monitor conditions on site, as they develop to ensure that design limits not exceeded.</p> <p>To be checked by competent person as appropriate.</p>	2	1	L	Skillet Hill Farm may require Completion Certificates for all fencing on site. No other temporary structures are anticipated.
Weather Conditions: <i>Heavy rain, wind</i>	6.5	Skillet Hill Farm staff, contractors and audience members.	2	2	M	<p>Heavy rain not likely to have effect on structures or equipment.</p> <p>If adverse weather that can affect structures, i.e. wind etc Event Manager will</p>	2	1	L	Wind Management Plan in place.



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						<p>have authority to stop all activity until conditions improve.</p> <p>Site Manager to monitor weather conditions.</p>				
<p>Conflicts between Pedestrians & Vehicles: <i>Personal injury</i></p>	6.6	Skillet Hill Farm staff, contractors and audience members.	2	2	M	<p>Skillet Hill Farm will ensure that parking areas established for the event are clearly signed and marshalled.</p> <p>Skillet Hill Farm will ensure pedestrian queuing areas are separated from vehicle routes.</p> <p>Event Manager will ensure that an effective Traffic Management Plan is in place for vehicles moving around space.</p> <p>No vehicles allowed to operate whilst the event is open, unless movement is essential and supervised by security staff and using hazard warning lights</p> <p>Security staff to control and restrict vehicular access.</p> <p>Site Manager to monitor.</p>	2	1	L	Emergency vehicles that access the site will always use warning lights and alarms if necessary.



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Disabled Persons: <i>Sight lines poor, crushed, immobile in crowd.</i>	6.7	Disabled Persons	3	2	H	<p>Skillet Hill Farm will provide a disabled viewing area with good sightlines to the performance area.</p> <p>Able bodied audience members will not be permitted in the area unless they are a designated Carer.</p> <p>Security staff in attendance in disabled area.</p> <p>Site Manager to inspect.</p>	2	1	L	
Electrical Hazards: <i>Electrocution.</i>	6.8	Skillet Hill Farm staff, contractors and audience members.	3	1	M	<p>Skillet Hill Farm will ensure that all electrical equipment and generators to be supplied and installed by reputable, competent contractors.</p> <p>Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</p>	2	1	L	A Temporary Electrical Installation certificate will be obtained if necessary.



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						<p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers.</p> <p>All generators, distribution boxes etc to be away from audience member areas.</p> <p>A competent person should certify all electrical installation as to their safety on completion.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p> <p>Site Manager to monitor.</p>				
Medical Provisions: <i>Insufficient, unsuitable provisions in place.</i>	6.9	Audience members.	3	2	H	<p>Sillet Hill Farm will provide medical cover commensurate with audience numbers.</p> <p>The medical provider, will be used to calculate the required provisions.</p> <p>The NHS Ambulance Service will also be</p>	2	1	L	



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						consulted.				
Loss of Light: <i>Unable to see, failure of secondary systems, insufficient lighting for evacuation</i>	6.10	Audience members.	2	2	M	Emergency lighting and emergency exit signage will be present Key security staff may need to be provided with torches.	1	1	L	
Static Cameras: <i>Members of the audience tampering with camera equipment.</i>	6.11	Contractors and audience members.	2	2	M	Cameras and equipment never to be left unattended in areas that the audience members have access to. When used outdoors cameras, wherever possible will be powered by portable 12v batteries. A competent, experienced person will always supervise and monitor camera operatives. When deemed necessary by the Site Manager camera operatives will be partnered by a competent person who will monitor the surrounding activities and	2	1	L	



6. EVENT OPEN PERIODS

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

						pedestrian/vehicular movement. Site Manager to monitor all camera work.				
Artists & Performers: <i>Personal injury</i>	6.12	Audience members.	2	3	H	All artists and performers are required by Skillet Hill Farm to provide relevant H&S documentation. The suitability of all activities have been audited by the Event manager and Skillet Hill Farm.	1	1	L	



7. NOISE AT WORK

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Noise: <i>Hearing damage.</i>	7.1	Skillet Hill Farm staff and contractors.	2	2	M	<p>Work areas where noise is expected to exceed 80dB (a) over an 8-hour period to be identified and signed.</p> <p>Exposure to excessive noise levels to be reduced to the minimum, shift systems to be considered.</p> <p>Skillet Hill Farm will advise event staff accordingly and provide appropriate instruction, information and training in the use of the selected hearing protection.</p> <p>All sound equipment to be monitored in its use by the Event Manager.</p> <p>Sound levels to be monitored at the FOH Mixer position.</p> <p>Directional controls to point the sound in to the event area and away from bars and other areas.</p> <p>Site Manager to Identify the volume control and request that the Sound Contractor keeps all sound equipment in good working</p>	1	1	L	The stage position will take into account the direction the amplified sound will travel.
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7. NOISE AT WORK

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	
						condition and provides details of who can use the volume controls Site Manager to monitor.				
Noise: <i>Hearing damage.</i>	7.2	Audience members.	2	2	M	Suitable separation distances to be set between the audience members and the PA. The Purple Guide recommends 3m as a minimum, this will be adhered to. Event Manager to monitor.	1	1	L	



8. FIRE RISK ASSESSMENT

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Fire Hazard - Stages: <i>Death, major injury and damage to property</i>	8.1	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>All structures to front of house to be of flame-retardant substances.</p> <p>Stage/mixer to be equipped with CO₂ extinguishers. All generators to have CO₂ and dry powder.</p> <p>Security staff to evacuate area to allow tenders through if necessary and appropriate.</p> <p>Petrol generators will not be allowed.</p> <p>Evacuation strategy in place</p>	2	1	L	Fire Marshalls in attendance on event day.
Fire Hazard- Event Infrastructure: <i>Death, major injury and damage to property</i>	8.2	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>Security staff to be positioned and continually checking for ignition sources</p> <p>Security staff to patrol event site at open times.</p> <p>Security staff to be equipped with an event radio and in contact with Security Control.</p> <p>Inspection carried out by the Event</p>	2	1	L	<p>Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005</p> <p>Fire Marshall in attendance on event day.</p>



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

						<p>Manager.</p> <p>Fire points placed in secure locations – all security staff made aware of the positions prior to the event opening.</p> <p>Selected security staff trained in fire-fighting procedures.</p> <p>Evacuation strategy in place</p>				
<p>Fire Hazard – Temporary Structures/Bars: <i>Death, major injury and damage to property</i></p>	8.3	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>All temporary structures/bars will be inspected prior to opening by the Event Manager.</p> <p>The following areas will be inspected:</p> <ul style="list-style-type: none"> • Fire Exits – Suitable and enough properly signed and not obstructed. • Occupancy capacities • Fire Fighting Equipment • Flame retardance Certificates • Staff numbers • Emergency Procedures • Combustible materials 	2	1	L	Fire Marshall in attendance on event day.



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

						<ul style="list-style-type: none"> Storage of Waste 				
Emergency Vehicle Routes (EVRs): <i>Becoming blocked or obstructed.</i>	8.4	Skillet Hill Farm staff, contractors and audience members.	3	2	H	Emergency Vehicle Routes (EVRs) will be clearly detailed on site plan. Emergency Vehicle Routes (EVRs) never to be blocked or obstructed. EVRs staffed at all times event site is open to audience members. Trackway to be laid in areas were the ground surface maybe unstable. Security staff policing EVRs to have radios and are in contact with the Security Control. Event Manager to monitor emergency vehicle routes.	2	1	L	



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

LPG: <i>Fire and explosion</i>	8.5	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>LPG to be limited to a maximum of one spare cylinder for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Details to be vetted in advance of siting by the Site Manager.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Site Manager to inspect</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed.
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8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

Generators: <i>Fire and electric shock</i>	8.6	Skillet Hill Farm staff, contractors and audience members.	3	1	M	<p>Where possible, consideration will be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from audience areas.</p> <p>Generators to be secured by using 'Heras' fencing.</p> <p>All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p> <p>Site Manager to inspect.</p>	2	1	L	
Cooking Fire: <i>Fire and burn injuries</i>	8.7	Skillet Hill Farm staff, contractors and audience members.	2	2	M	<p>Background of caterers to be checked by Event Safety Adviser for previous users.</p> <p>Fire fighting equipment to normal</p>	2	1	L	Fire Marshall in attendance on event day.



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

						requirements and to satisfaction of the Event Safety Adviser to be required. Caterers to be trained/vetted in the use of fire extinguishers. Site Manager to inspect				
Waste Storage: <i>Ignition source</i>	8.8	Skillet Hill Farm staff, contractors and audience members.	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main audience members areas. Suitable and sufficient fire-fighting equipment to be in place Site Manager to inspect	2	1	L	Fire Marshall in attendance on event day.
Means of Escape: <i>Panic, crushing Inability to escape</i>	8.9	Skillet Hill Farm staff, contractors and audience members.	3	2	H	A suitable and sufficient number of emergency exits shall be positioned around the perimeter of the event in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed prior to build. Exit doors (if fitted) shall open outwards and	2	1	L	



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

						shall be unlocked Exits to be stewarded throughout period of the event. Suitable and sufficient emergency signage and lighting to be available. Inspection of lighting and signage by Site Manager as appropriate prior to audience members attendance.				
Arson: <i>Damage by fire or smoke to persons and/or property as a result of a wilful act.</i>	8.10	Skillet Hill Farm staff, contractors and audience members.	3	2	H	Keep combustibles to minimum. No storage of combustible or explosive material permitted in marquees. Provide suitable and sufficient fire extinguishers and at exit doors. Security staff to be aware of location of extinguishers. Fabric of marquees, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837,	2	1	L	Petrol generators not to be used. Fire Marshall and in attendance on event day.



8. FIRE RISK ASSESSMENT

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						<p>BS5287 Table 1 or BS5867 Part2 Type B as appropriate.</p> <p>Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Adviser to check for certification.</p> <p>Access to combustibles to be restricted to working personnel by security staff.</p> <p>Site Manager to inspect.</p>				
<p>Portable Electrical Equipment: <i>Sources of Ignition and heat</i></p>	8.11	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>Skillet Hill Farm to contract only reputable equipment suppliers.</p> <p>Evidence of PAT testing available upon request.</p> <p>Event staff to visually inspect equipment as installed on site.</p> <p>All equipment to be powered down at the end of the work activity.</p>	2	1	L	



8. FIRE RISK ASSESSMENT

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						Site Manager to monitor.				
Fire Escape Routes: <i>Becoming blocked or obstructed.</i>	8.12	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>Skillet Hill Farm will ensure that fire escape routes are never blocked or obstructed.</p> <p>All cables laid flat, matted with heavy rubber matting and taped in place when in audience member areas whilst the event is open if required.</p> <p>White/hazard tape to be used to mark trip hazard if required.</p> <p>Consider alternative route with less traffic.</p> <p>Site Manager to monitor.</p>	2	1	L	
Power Failure: <i>Lighting failure, evacuation issues</i>	8.13	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>It is understood that there is sufficient lighting in the park to facilitate emergency evacuation from different sources of power. (park lighting and borrowed lighting from the M25) Event manager will ensure that should power be lost to the park, sufficient lighting still remains to facilitate evacuation, including identification of signage.</p>	2	1	L	



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	

						<p>Emergency maintained Fire Exit signs to be fitted if required.</p> <p>Tower lights located around event site if additional lighting is required.</p> <p>Key Security staff may need to be provided with torches.</p>				
<p>General Risks: <i>Property damage, personal injury</i></p>	8.14	Skillet Hill Farm staff, contractors and audience members.	3	2	H	<p>Event Manager to limit sources of ignition.</p> <p>Limit sources of fuel – all event infrastructure fabric / drapes / dressing to be treated with a fire retardant.</p> <p>All event staff & security staff to be briefed on proper procedures to be undertaken when discovering a fire.</p> <p>All event staff & security staff to be briefed on evacuation procedure including escape routes.</p> <p>Site Manager to monitor.</p>	2	1	L	<p>Any flammable substances to be identified and storage agreed with the Event Manager prior to arrival on site.</p> <p>All fabrics to be treated with flame / fire retardant and relevant certificates to be included.</p> <p>Site Manager to conduct a separate risk assessment where egress routes, signage or fire fighting equipment is obstructed.</p>



8. FIRE RISK ASSESSMENT

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			S	L	R		S	L	R	
										Fire Marshall in attendance on event day.



9. INCLEMENT WEATHER

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Extreme Winds: <i>Structural collapse.</i>	9.1	Skillet Hill Farm staff, contractors and audience members.	3	2	H	Wind Management Plan (WMP) produced. Security Control in possession of WMP. Anemometer readings checked regularly by the Site Manager if required. Action Plans detailed in the WMP which include clearly identified safe separation distances and wind speeds. Fencing Contractor to provide safe wind speeds prior to the event site opening. Areas of the event site to be evacuated if any structures become unstable. Site Manager to monitor.	2	1	L	Event manager to monitor wind conditions in advance of the event. Particular attention to be paid to any steel shield fencing.
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9. INCLEMENT WEATHER

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
			S	L	R		S	L	R	

Heavy, Persistent Rain (Event Site): <i>Flooding, unstable ground conditions.</i>	9.2	Skillet Hill Farm staff, contractors and audience members.	2	3	H	Welfare advice to be given to audience members via PA. Event Manager to monitor.	1	2	L	Event Manager to monitor weather conditions in advance of the event.
Heavy, Persistent Rain (Car Parks): <i>Flooding, unstable ground conditions.</i>	13.3	Skillet Hill Farm staff, contractors and audience members.	2	3	H	Lorry park has solid surface internal roads. Suitable and sufficient car park entrances/ exits are in place. Comprehensive Traffic Management Plan to be put in place, produced in consultation with the Safety Advisor Group (SAG). Site Manager to monitor.	1	2	L	Event Manager to monitor weather conditions in advance of the event.



9. INCLEMENT WEATHER

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>			Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>			Further action recommended:
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Extreme Heat: <i>Heat exhaustion, sun burn.</i>	13.4	Skillet Hill Farm staff, contractors and audience members.	2	2	M	Welfare advice to be given to audience members via LED screens. Multiple drinking water points to be installed throughout the site – these are to be clearly signed. Sun cream to be readily available to staff and audience members from purchase outlets and the Skillet Hill Farm team. Security staff to be rotated and kept hydrated on a more regular basis. Event Manager & Security Manager to monitor.	1	1	L	Event Manager to monitor weather conditions in advance of the event.
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10. USE OF GOLF BUGGIES

Hazard: <i>Risk</i>	Ref:	To whom:	Uncontrolled Risk: <i>Severity x Likelihood = Risk rating</i>	Control risk by:	Residual Risk: <i>Severity x Likelihood = Risk rating</i>	Further action recommended:						
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Junction 26 Drug Policy

- **Junction 26 has a zero tolerance drug policy**
- **All ticket holders will be searched on entry by SIA trained security staff**
- **Any drugs found will be confiscated and police informed**
- **Any drugs found will be kept in a safe place until police can collect and dispose of**
- **Anyone found selling drugs at the event will be reported to the police**
- **Anyone under the influence of drugs will be safeguarded by staff, who will be briefed to be alert to potential drug taking**

Junction 26 Weapons Policy

- **Junction 26 has a zero tolerance dangerous weapons policy**
- **All ticket holders will be searched by SIA trained staff on entry with metal detectors and no large bags will be permitted into the event**
- **Any weapons found will be confiscated and police informed**
- **Any weapons found will be kept in safe space until police can collect and dispose of**
- **Any violent or aggressive behaviour will not be tolerated and security staff will be on alert to deal with this**

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EVENT SAFETY PLAN



**Skillet Hill Farm
Honey Lane
Waltham Abbey
EN9 3QU**

DRAFT TWO

26 June 2021

Skillet Hall Farm J 26 Lorry Park Event

Drafted by:	Steve Brown
Checked By:	Hayley Rogerson
Issued:	22 April 2021

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- Appendix A: Event Risk Assessment
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- Appendix F: Emergency Procedures
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Revision History

<i>Revision</i>	<i>Date</i>	<i>Details</i>
Draft One	22:04:21	Distributed for comment
Draft Two	22:04:21	Amendments by Hayley Rogerson

1. INTRODUCTION

- 1.1 HealthandFiresafety .com have been appointed by Skillet Hill Farm Ltd to prepare an Event Safety Plan and undertake risk assessments for the Park Proms event to be held on the site at Junction 26 Truck Park Skillet Hill Farm Honey Lane Waltham Abbey EN9 3QU on Saturday the 26th June 2021.
- 1.2 Following site visits and discussions with and Nick Thompson, Skillet Hill Farm's Founder & CEO, Hayley Rogerson and Steve Brown the Event Safety Advisor, Healthandfiresafety.com, this document represents the proposals that should be adopted in order to provide the necessary safety and environmental precautions associated with the delivery of this event.
- 1.3 This document has relied on extensive knowledge and experience of the application of The Health and Safety at Work Act etc. (1974), CDM 2015, The Purple Guide 2014, the Regulatory Reform (Fire Safety) Order 2005 and other HSE guidelines on event management.
- 1.4 It is, however, recognised that some of these documents may not always be wholly appropriate to this event. In common with all such events, a practical, pragmatic and realistic approach has been taken.
- 1.5 These proposals are not necessarily final but give an indication to the appropriate procedures for this type of outdoor music event.

Licensing Act 2003

- 1.6 Skillet Hill Farm have applied for a Temporary Events Notice for this event.
- 1.7 Skillet Hill Farm Events, the organisers of this event, will deliver the event under the notice. Skillet Hill Farm take their duties under the Licensing Act 2003 very seriously and intend to fulfil their duties as organisers in meeting the Act's four key licensing objectives.

Sensible Risk Management

- 1.8 The Health & Safety Executive (HSE) believe that risk management should be about practical steps to protect people from real harm and suffering, not bureaucratic back

covering. If you believe some of the stories you hear, health and safety is all about stopping any activity that might possibly lead to harm.

- 1.9 This is not the HSE's vision of sensible health and safety, the HSE want to save lives, not stop them. Their approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.
- 1.10 It is important when reviewing this document that it is the most recent draft available, if in any doubt please contact Steve Brown at Healthandfiresafety.com:

Health and Fire Safety .com
125 Talbot Road
Sudbury
Suffolk
CO1 [REDACTED]
[REDACTED]
Email:info@healthandfiresafety.com

2. CONSTRUCTION PHASE PLAN (CDM 2015)

2.1 As of the 7th of April 2015 CDM 2015 applies to the 'Construction & Demolition' phase of all events staged in the UK.

2.2 One of the key requirements of the regulations is the need for a Construction Phase Plan to be produced in advance of the 'Construction' activity taking place.

Roles & Responsibilities

<i>Role:</i>	<i>Name/Company:</i>	<i>Job Role/Description:</i>
Client	Skillet Hill Farm	Client
Principal Designer	Skillet Hill Farm	Venue & Event Management
Principal Contractor	Skillet Hill Farm	Overseeing delivery of event, appointment of suppliers and quality of completed work
Designers	Skillet Hill Farm	Production
Contractors		Fencing
Workers	all contracted by the above	

Definition of Roles and Responsibilities

2.3 Please find a brief description of each role below:

Client:

- CDM Definition *are organisations or individuals for whom a construction project is carried out:*
- Commissions the design and construction and ultimately decides what is to be constructed and by whom
- Heads up the procurement chain
- Responsible for appointing the Principal Designer and Principal Contractor in writing otherwise by default they assume those roles.

Principal Designer:

- CDM Definition: *are designers appointed by the client in projects having more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role*
- Liaise with the principal contractor to help planning, management, monitoring and coordination of the construction phase
- Identify, eliminate or control foreseeable risks
- Prepare Health and Safety file for subsequent projects
- Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project

Principal Contractor:

- CDM Definition: *are contractors appointed by the client to coordinate the construction phase of a project where it involves more than once contractor*
- Plan, manage, monitor and coordinate the construction phase of a project
- Liaise with Client and Principal Designer
- Prepare construction phase plan prior to work commencing on site
- Organise cooperation between contractors and coordinating their work
- Ensure suitable site inductions are provided
- Prevent unauthorised access and ensure this is detailed as part of your ESP
- Consult with workers on H&S matters

Designer:

- CDM Definition: *are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work*
- Prepare and modify designs, to eliminate, reduce or control foreseeable risks that may arise during construction and maintenance once its built
- Address any health and safety concerns from the outset of the project

Contractor:

- CDM Definition: *are those who do the actual construction work and can be either an individual or a company*
- Plan, manage and monitor construction work under their control so that is carried out without risks to H&S
- Cooperate and coordinate with others
- Where more than one contractor is involved, they must comply with directions or project managers
- If they are the sole contractor, they must prepare the construction phase plan

Workers:

- CDM Definition: *are the people who work for or under the control of the contractors on a construction site*
- Be consulted with about matters which affect the H&S
- Take care of their own H&S and other who may be affected by their actions
- Report anything they see has the potential to endanger either themselves or others
- Every individual who is employed by any company involved in the construction activity

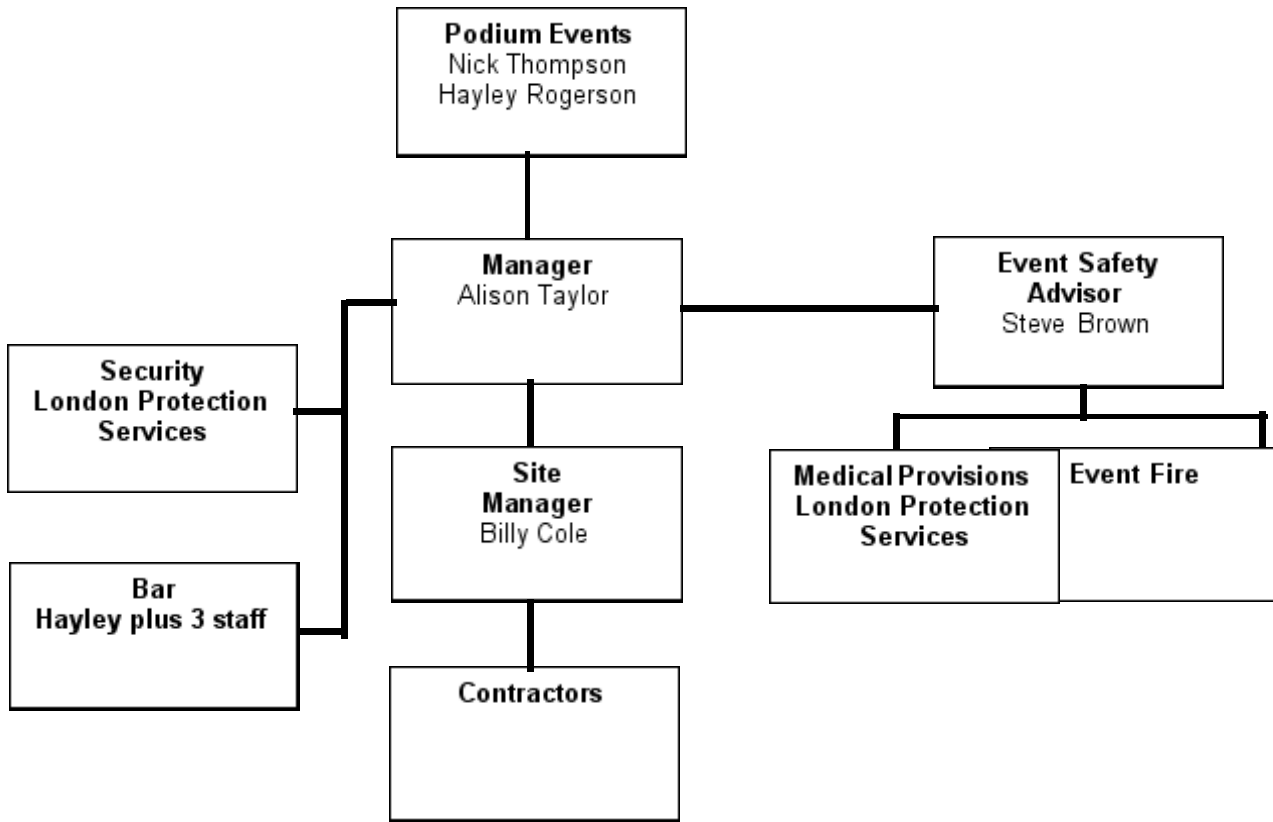
Notification:

2.4 The HSE requires notification of the event if:

- The Build or De-rig lasts longer than 30 days and more than 20 event staff are working simultaneously at one point.
- Exceed 500 person days.

2.5 For this event the 'Construction' activities do not meet the above criteria for HSE notification through the F10 process.

3. EVENT SAFETY MANAGEMENT STRUCTURE



4. EVENT OVERVIEW

- 4.1 This is the second time that this event is to be held on the Skillet Hill Farm. For this year's event Skillet Hill Farm will be applying for a Temporary Events Notice.
- 4.2 It is anticipated that up to 450 people will attend the event and all attendees will be ticket holders or guests of Skillet Hill Farm or staff.
- 4.3 If safe conditions allow and it is deemed a reasonable step to take by Event Control, the gates may open earlier than scheduled.

Programme

- 4.4 The event this year will provide a DJ Set. These are detailed below:

Saturday 26th June

Event Timings

- 4.5 Detailed below are the event timings:
- Car Parks Open - 13:15hrs
 - Gates Open - 14:00hrs
 - Bars Close - 22:30hrs
 - Event Food Close - 22:45hrs
 - Event Closes - 23:00hrs
 - Car Parks Close - 23:59hrs

Ticketing

- 4.6 The details of the venue will only be made available to guests following purchase of a ticket.

Promotion

- 4.7 The event will receive promotion and publicity through a dedicated Instagram group for people interested in this kind of music.

Audience Profile

- 4.8 On the day it is anticipated that the event will attract an audience of adults of varying ages. The projected audience profile is expected to be 50% male and 50% female.

Travelling To & From The Event

4.9 The audience will travel to and from the event site using a number of methods:

<i>Travel Mode:</i>	<i>Numbers:</i>
Car	250
Taxi	200
Public Transport/On Foot	Minimal
Total	450

Traffic Management

4.10 A Traffic Management Plan will be produced following the guidance of Skillet Hill Farm management, based on previous events staged on the Estate and in consultation with the Local Highways Department and Constabulary.

There will be a taxi drop off point inside the lorry park and a separate car drop off point also inside the venue. Skillet Hill Staff will prevent vehicles from parking on the public highway.

Vehicle Parking

4.11 Skillet Hill Farm has ample space for vehicle parking as it is used as a major truck park.

4.12 For more details of the traffic management routes and car park that will be available for the event, please refer to site plan 1 &2

4.13 The event area will be surrounded by steel shield fencing. This provides sight line screening to prevent people gathering to see the show whilst also making it difficult for non-ticketed people to gain access.

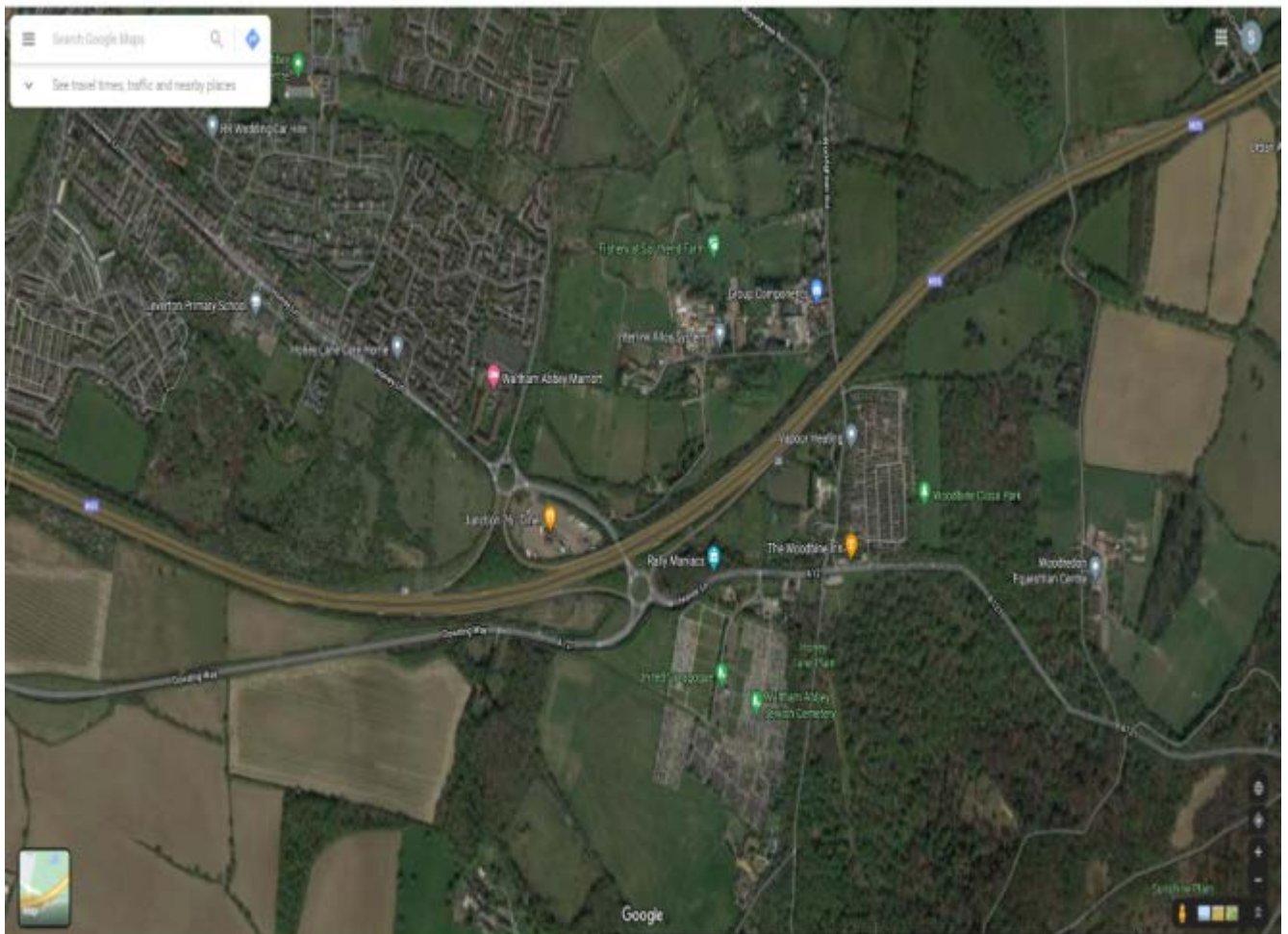
4.14 In addition, steel shield will be used to create a physical barrier to people entering and leaving the event site from accessing the M25 from the lorry park.

5. VENUE EVALUATION

5.1 Junction 26 is a large truck park offering short and long stay parking with overnight facilities. Located at Junction 26 of the M25 motorway in Waltham Abbey, Essex.

5.2 The Truck Park also houses an 88 seat Cafe

Skillet Hill Farm Location



Arena Site

5.3 The event arena is to be located on a flat, well drained, section of hard standing. The DJ will be housed in the sheltered patio area.

5.4 Vehicle access to the site will be via the normal trucking route roadway. The lorry parking will be suspended throughout the event. all event trucks will be managed by

banksmen and there will be no movement whilst the guests are on site. The traffic management staff will ensure that no trucks are waiting on the roadway outside the truck park.

6. RISK ASSESSMENTS

- 6.1 Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety at Work 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.
- 6.2 Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.
- 6.3 The risk assessment for The Junction 26 event is based on the activities that shall be undertaken whilst building, during and de-rigging at the event. The assessment shall also incorporate the experience of holding previous events.
- 6.4 A risk assessment is simply a careful examination of what could cause harm to people, how serious that harm may be and the likelihood that it will occur. By doing this, the organiser will be able to decide what precautions are required.
- 6.5 Knowing the event thoroughly is a precursor to conducting risk assessments. A hazard is something with the potential to cause harm, for a hazard to have effect, there has to be hazard event a risk is both the likelihood of that hazardous event occurring and the seriousness of its impact.
- 6.6 While hazards may be common to each event, the management of the risks created by those hazards is unique to each event. Safety management is about risk management, not hazard management, putting in place control measures to reduce risks to acceptable levels.
- 6.7 For more details of the control measures that will be in place for this event please refer to the Event Risk Assessment as detailed in Appendix A.

7. EVENT HEALTH, SAFETY STATEMENT

- 7.1 It is the policy of Skillet Hill Farm Ltd to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who, may be affected by their work activities, and to ensure compliance with all current legislation, in particular the 'Health and Safety at Work Act etc. (1974)'.
- 7.2 Skillet Hill Farm makes specific commitments with regards working safely, personal safety, care of the environment and being mindful of safety issues when planning music events.
- 7.3 Skillet Hill Farm considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.
- 7.4 Skillet Hill Farm CEO & Founder, Nick Thompson takes responsibility for the implementation of the Company's Health and Safety arrangements. Such responsibilities include but are not restricted to:
- Ensuring that Health & Safety, as well as licencing obligations, site requirements are a major consideration when planning outdoor events.
 - Undertaking suitable and sufficient assessments of all the foreseeable risks presented to and posed by any of the work activities undertaken whilst on site.
 - Ensuring staff under his control, including freelance workers and contractors are competent and fully aware of any potential hazards.
 - Informing all persons on site of what action to take in the event of a fire, bomb threat or any other emergency, and bring the emergency fire routes and evacuation areas to their attention.
 - Ensuring that adequate medical provisions are in place and that all event staff are aware of these provisions.

7.5 The Event Manager, Hayley Rogerson, is also mindful that she too carries a responsibility for the safety of the public whilst events under his control are taking place.

7.6 Skillet Hill Farm are well aware of their responsibilities for ensuring the health, safety and welfare of all persons attending the site both before, during and after the entertainment. Steps have been taken to fulfil these responsibilities by the employment of competent persons including an Event Safety Advisor (Event manager). The Event manager's responsibilities include the following:

- Monitoring all plant and work equipment to ensure it is operated in a safe manner and that any safety devices that are fitted are used in the correct way.
- Maintaining a system of good housekeeping in order to reduce the risk of trip/slip hazards and fire risks.
- Ensuring that if Personal Protective Equipment is required that it is suitable and worn by all persons deemed to be at risk.
- Monitoring of contractors.
- Liaison with contractors, self-employed persons on site, and the health and safety enforcement authority.
- Preparation, as necessary, and monitoring of site safety rules.
- Checking of appropriate certificates in relation to electric, fire, etc.
- Monitoring and co-ordinating safety performance.
- Advising Skillet Hill Farm on unsafe work and the use of unsafe equipment.
- Assisting Skillet Hill Farm in stopping such unsafe work or the use of unsafe equipment.
- Liaison, as and when thought necessary and appropriate, with the Local Authority Personnel, etc. during the event.
- Provide safety advice, as necessary.

7.7 The Event Safety Advisor for this event is Steve Brown, Healthandfiresafety.com. The on-site-Event Safety Advisors during the event will be Hayley Rogerson & Nick Thompson

8. STAGE, TEMPORARY STRUCTURES, BARRIERS & FENCING

General Requirements

- 8.1 All temporary structures and equipment installations will be designed, built and installed by experienced, competent contractors.
- 8.2 Full details of temporary structures will be submitted to the Council Building Control Department on request. Full technical drawings, supporting structural calculations and any relevant test results will be made available if required before construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use.
- 8.3 All contractors will be required to submit risk assessments and method statements (RAMS) to the Event manager in respect of there on site activity; these will include details of employees/sub-contractors' competencies and training in respect of their ability to operate equipment.
- 8.4 All activities on the site relating to the erection and construction of the structures will be monitored by the Event manager or a nominated safety representative who should ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the companies RAMS.

Completion Certificates

- 8.5 The event manager will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for the event must provide completion certificates for the event manager and the site Manager and be available for inspection by Council and HSE Enforcement Officers (if in attendance).

Wind Management Plan

- 8.6 A Wind Management Plan will also be in place which will detail the actions to be undertaken in the event of high winds. The Event manager, in consultation with the Site Manager is responsible for the implementation of the Wind Management Plan.

Stage

- 8.7 All structures will be provided with suitable and sufficient means of access and egress, which should be shown on the site plans.

- 8.8 No stages will be erected on the site.
- 8.9 The Fencing will be provided with sufficient ballast to provide reasonable stability

Front of House Barrier

- 8.10 Given the nature of the event and the positioning of the entertainment, it is not considered necessary to provide a front of house barrier.

Disabled Platform

- 8.11 There will not be a Disabled Platform erected as the event affords good access to disabled guests.

Fencing

- 8.12 Steel shield fencing will be installed around the perimeter of the event to prevent unauthorised access and prevent sight lines.
- 8.13 All fencing will be appropriately braced following the manufacturers calculations/guidelines and being mindful of the possible wind loadings on the site.
- 8.14 The Event manager and the nominated safety representative, during the build period will check stores and stacked materials (fencing, barriers, staging components etc.) for suitability of location and stability and initiate remedial action where necessary. Where materials are to be stacked and left in position awaiting final positioning the initiating contractor should ensure that they are safe, secure and highlighted.

LOLER Compliance

- 8.15 All contractors will be required to produce documentary evidence (valid certificates) for all lifting equipment so as to be compliant with the 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER).
- 8.16 These certificates will be held in the Event Safety File and be available for inspection by the Local Enforcement Officers if required. The Event manager will manage this process.

9. ELECTRICAL & LIGHTING SYSTEMS

General Requirements

- 9.1 All electrical installations and equipment used should comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers “Regulation for Electrical Installations” and other relevant guidance. Regard should be paid to HSE Guidance Note GS50: “Electrical Safety for Place of Entertainment”. Temporary installations cannot fully comply in all respects with the IEE Regulations and details of variances should be provided.
- 9.3 All work necessary will be carried out under the control of a competent electrician. If require this person should provide electrical certificates in a form prescribed in the IEE Regulations prior to the public being given access to areas of the site. Copies of these certificates should be obtained by the Event Safety Advisor (Event manager) and made available to the local authority on request. Prior to the event opening, the Event manager should inspect the site and ensure that appropriate fire fighting equipment has been installed where necessary.
- 9.4 Many risks can be controlled by implementing simple procedures to ensure safety. For example:
- Ensure that the electrical installation as a whole is designed, installed and maintained in accordance with BS 79093 and BS 7671
 - Ensure only those who are competent are permitted to undertake electrical work on installations and equipment.
 - Ensure installations and equipment are properly insulated and correctly earthed.
 - Make appropriate use of residual current devices (RCDs).
 - Do not use or connect incompatible items of equipment.
 - Undertake simple visual checks to ensure the electrical wiring and connections are in good condition.
 - Ensure maintenance, inspection, testing and repairs are only carried out by competent staff.

Generators

- 9.5 Generators will be used to provide the on site power supply. The generators will be well maintained generators which are correctly installed and adequately earthed.
- 9.6 Where there is more than one generator and they are to be operated in parallel, the system will be designed so that the load is shared between them. Electrical earthing will be achieved with the use of earth rods.
- 9.7 The Event manager will inspect the condition of the generators and ensure that fire-fighting equipment (1 CO2 2kg extinguisher/1 form 5kg extinguisher) is provided prior to use. All generators will be barriered in to restrict public access.
- 9.8 Petrol generators should not be permitted on site or on any elements of the event.

Lighting Systems

- 9.9 As the event will progress into the hours of darkness a survey has been carried out by the organisers and it is thought that sufficient lighting is available.
- 9.10 There is sufficient site lighting provided plus there is significant borrowed lighting from the M25.
- 9.11 Suitable and sufficient lighting will be provided for all work undertaken in the hours of darkness.

Hand Held Tools

- 9.12 Hand held tools should, where possible, be 110v or battery operated. Where this is not possible and for other hand held equipment residual current devices having a 30mA tripping current and a maximum operating time of 30 milliseconds will be used. Test buttons should be incorporated.

10. FOOD, REFRESHMENTS & ALCOHOL MANAGEMENT

General Requirements

10.1 Skillet Hill Farm will obtain details of all caterers and it is advised to forward the information on to the Council at least fourteen days prior to the event. These details will include the following:

- Food Safety Management Systems
- Hazard Analysis Critical Control Points (HACCP)
- Food Hygiene Rating

10.2 Food and refreshments will be available to order from the bar area and served by a waitress. The Event Safety Advisor (Event manager) will ensure that all drinks are sold in plastic receptacles prior to and during the event .

10.3 Welfare arrangements for the caterers will be considered during the build up and breakdown.

Catering Units

10.4 Stewarding staff will ensure that catering vehicles do not move whilst the audience is still on site. Vehicles will not be permitted to move until after one hour following the end of the event. All contractor vehicles must use their head lights during movement.

10.5 Catering units that are grouped together should have a firebreak of 2.5 metres minimum (approximately a length of crowd control barrier). Sections of Heras may be used to provide compounds for catering units, preventing members of the audience accessing preparation areas and gas storage.

10.6 Gas appliances should meet current gas safety standards (NGSR) and be checked by a competent person.

Alcohol Management

10.7 A list of all Personal Licencing holders serving alcohol to the event attendees will be provided to Council Licensing Officer prior to the event.

10.8 Any person deemed to be intoxicated will not be served further alcohol; the Personal Licence holders will monitor alcohol sales closely. Any persons causing a disturbance

or displaying anti-social behaviour will be removed from the event site by the event security staff as expediently as possible.

- 10.9 No persons under the age of 18 will be served alcohol, documented proof of age will be requested by bar staff when in doubt.
- 10.10 The appropriate posters will be displayed in the bar areas to prevent persons under the age of 18 from attempting to purchase alcohol.
- 10.11 All bar staff will be 18 years old or over and trained on the requirements of the law regarding the sale of alcohol, this will include instruction on how to question and refuse sales if necessary.
- 10.12 Advice will be provided by the bar management to bar staff regarding what Age ID cards are acceptable. These can include:
- UK Passport
 - UK Driving Licence
- 10.13 All bar staff will be required to employ the “Think 21” age recognition protocol.
- 10.14 In the event of an individual being refused alcohol SIA Registered Door Supervisors will be on hand to assist in the management of any subsequent issues.

Drinking Water

- 10.15 Two drinking water points will be located in the event site; please refer to the site plan for the exact locations.

11. WASTE MANAGEMENT & DISPOSAL

- 11.1 Sufficient bins will be provided for all catering waste in the secure areas to the rear of catering units. The Event Safety Advisor (Event manager) will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period.
- 11.2 An appropriate number of litter pickers will be deployed throughout the duration of the event. However, crowd behaviour and density may limit their effectiveness and use.
- 11.3 All areas in the immediate vicinity of the site should be cleared of litter. All clean-up staff must be provided with appropriate PPE.
- 11.4 Waste should be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal should be carried out.
- 11.5 Waste bins will be monitored and where necessary emptied periodically during the event.

12. SECURITY & STEWARDING

12.1 Skillet Hill Farm has contracted London Protection to provide security service to the event. London Protection are well known to the Skillet Hill Farm management and have worked on other events.

12.2 London Protection will provide the Security Plan for the event. The Security Plan will identify the numbers and location of security and stewarding staff. This document will be submitted to the Essex Constabulary for approval if required.

General Requirements

12.3 All security staff working on the event will be SIA accredited 'Door Supervisors'. Their SIA Licence badge will be worn at all times. Security staff will also all wear a recognisable uniform.

12.4 Detailed below are the basic duties for security staff, summarised as follows:

- to understand their general responsibilities towards the health and safety and welfare of the audience, other security staff, event staff and themselves.
- To carry out safety checks.
- To control or direct audience members who are entering or leaving the event site, to help achieve an even flow of people to and from the arena viewing areas.
- To assist in the safe operation of the event, not to view the entertainment taking place on stage.
- To staff entrances, exits and other strategic points; for example, perimeter and exit gates which are not continuously secured in the open position while the event is open.
- To recognise crowd conditions so as to ensure the safe dispersal of audience members and the prevention of overcrowding, particularly on the FOH barrier.
- To assist the emergency services as required.
- To provide basic emergency first aid.
- To respond to emergencies (such as the early stages of a fire); to raise the alarm and take the necessary immediate action.
- To undertake specific duties in an emergency or as directed by the Security manager or the appropriate emergency service officer.

- 12.5 Security staff will at all times be polite, courteous and helpful to all members of the audience.
- 12.6 Security staff will at all times be smartly dressed. Their appearance will be clean and tidy.
- 12.7 Security staff are not employed, hired or contracted to watch the event. They should at all times concentrate on their duties and responsibilities.
- 12.8 Security staff should never:
- celebrate or show extreme reaction to the event.
 - Eat, drink or smoke in view of the public.
 - Consume alcohol before or during the event.
 - Use obscene, offensive or intimidatory language or gestures.
- 12.9 Key security staff will use radios and be trained in radio protocols and discipline.

Search Lanes

- 12.10 Security staff will use appropriate search techniques at the entry checkpoints to the event site in order to enforce conditions of entry. All bags will be searched and a metal detecting wand will be used.
- 12.11 Any suspected illegal drug, weapon, or other prohibited item including legal highs found on the Site shall be retained securely and handed to police as soon as is reasonably practicable.

Security Control

- 12.12 The Security team will be located at the café. A Security Controller will be appointed and located in Event Control and this individual will keep a comprehensive Event Log. The Event Log will keep a record of every significant event, to include but not be restricted to:
- Details of the pre-event inspections.
 - Details of the pre-event briefing.
 - Audience numbers admitted to the event site.
 - The numbers and posts of all first aiders and doctor(s) in attendance

- Incident forms recording any accident or incident which might have led to an accident.
- Details of all first aid or medical treatment provided, while preserving medical confidentiality regarding the identity of those treated.
- Details of any non-routine opening of an exit door or gate.
- Details of any assumption of control by the police.
- Details of any defects relating to the safety of the event site arising from the event, plus details of any remedial action taken.
- Details of all fires and fire alarm activations.
- Details of any emergency systems failures

12.13 The Event Control will also serve as the Emergency Liaison Team (ELT) meeting point in the event of an emergency.

12.14 Prior to the first event a full security briefing will take place delivered by the Security Manager to ensure that all security staff fully understand the configuration of the event site, the emergency procedures and the location of the First Aid Point and welfare provisions.

Ejections from Site

12.15 Where security staff removes any person from the event site, or from any part of it, all reasonable steps shall be taken to ensure the safety and welfare of the person being removed.

12.16 Skillet Hill Farm will designate one place (one of the main entrance entry lanes) from which persons may be removed (forcibly or otherwise) from the event site. The location of the 'removal point' will take into account the safety and welfare of persons being removed, the safety and availability of security staff and the need for ready vehicular access by the police if necessary.

12.17 The removal point has been marked clearly on the site plan and will be made known to the Constabulary if required.

12.18 A written record will be made in the Event Log of the date and time of any removals, the name or description of the persons being removed and the reason for the removal or alternative action taken.

13. EXIT VALUES & OCCUPANCY CAPACITIES

Exit Values

- 13.1 The exit calculations and occupancy capacities included in this document have relied on extensive knowledge and experience of the application of the Health and Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 (in particular Open Air Events and Venues Section)

Evacuation Times

- 13.2 The maximum escape time for open-air events can vary between 5 and 10 minutes. The times suggested depend largely on the level of fire risk present. Where the open-air event has a higher risk, escape routes should be based on an escape time of not more than 5 minutes. Where the open-air event has a lower fire risk, escape routes may be based on an escape time of up to 10 minutes.

Risk	Time
Higher	< 5 minutes
Normal	> 5 < 10 minutes
Lower	< 10 minutes

Risk Definitions

Higher Risk	In premises where there is a likelihood of a fire starting and spreading quickly (or a fire could start and grow without being quickly detected and a warning given) and affect the escape routes before people are able to use them then the risk should normally be regarded as 'higher'. Such premises could include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g., heat producing machinery and processes; premises where significant numbers of the people present are likely to move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.
Normal Risk	In most cases the risk will usually be 'Normal'.
Lower Risk	In premises where there is a low occupancy level, and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire; few if any

	highly combustible or flammable materials or other fuels for a fire; fire cannot spread quickly; and will be quickly detected so people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'Lower'.
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13.3 Based on the above risk definitions the fire risk on this event has been assessed as Normal.

Escape Route Capacities

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

- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/metre/minute.

13.5 Taking into account the audience profile there will be two emergency exits, one being the main entrance and the other at RVP 2 (see site plan for details).

13.6 Assuming that one of the two exits both to be at least 2m wide has been compromised by the fire the final exit value calculation to a 'Place of Safety' is as follows:

Fire Exits

- 2m x 60 people per minute = 120 people,
- 450 people evacuate time = < 5 minutes

13.7 Security staff will be positioned at the Fire Exits and will act as the Fire Marshals, directing the audience to the nearest fire exit in the event of an emergency evacuation.

Occupancy Capacities

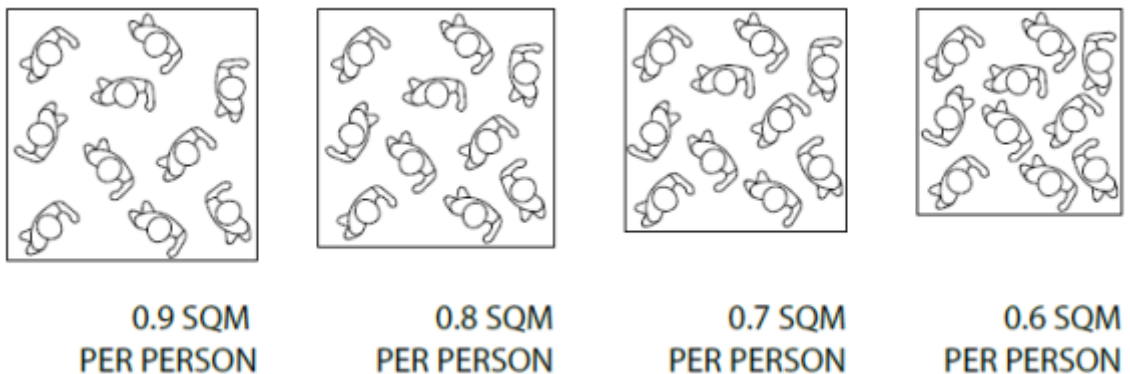
13.8 The table below has been drawn from the Regulatory Reform (Fire Safety) Order 2005 (in particular Open Air Events and Venues Section) and applied when calculating the available space in the event arena.

Occupied Area Type	Typical Occupant Density m²/person
Standing audience area or bar area	0.3
Assembly area, standing event space	0.5
Dining area or restaurant	1.0
Seated event	1.0
Shop, sales area	2.0
Display, production or workshop area	5.0

13.9 Based on the table above and the audience profile across the event day, a calculation of 1 person per 0.75sqm has been applied when calculating the viewing capacity with no site line issues. The capacity of the event site overall allows for well over 1sqm per person at 450 people and, the nature of the event gives rise to guests to naturally 'spread out'.

Visualisation of Occupancy Capacities

13.10 Detailed below is a visualisation of occupancy capacities for reference:



13.11 It has been calculated that within the event arena there is approximately 500 sqm of audience space available with a clear sightline to the stage. This figure has taken into account the configuration of the site infrastructure and the available, obstruction free, audience sightlines.

13.12 Applying the occupancy calculation of 1 person per 0.75sqm, this provides a total arena capacity of 900, including secondary viewing capacity.

Entrance Gate Flow Rates

- 13.13 When assessing the entrance gate flow rates Skillet Hill Farm has been mindful that owing to the recent pandemic audience members will want to regulate their pace in order to maintain social distancing, therefore their flow rate will be slower.
- 13.14 The Guide to Safety at Sports Grounds (also known as the Green Guide), in particular the 'Supplementary Guidance 02: Planning for social distancing at sports grounds' has been applied when calculating the entrance gate flow rates.
- 13.15 Method One (based on a 1m circle) has been applied to the entrance gate flow rate, which equates to 72 people per queuing lane per minute. This is based on the queuing lane being 1.5m wide.
- 13.15 The entrance gate has a total width of 2m, this will allow more than adequate width to manage attendees as the nature of this kind of event is that people arrive at different times and minimal numbers are expected to queue.

14. CONTRACTOR MANAGEMENT

14.1 Skillet Hill Farm, in hiring the services of contractors, intends to fulfil its responsibilities under Health and Safety Legislation and good practise by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations. All contractors will be expected, prior to commencing work, to complete Podium Event Group's Control of Contractors Questionnaire.

General Requirements

14.2 Each Contractor will be required to make provision for sufficient competent resources to safely carry out their works at all stages of the event and designate a Safety Supervisor, who shall manage all day-to-day issues relating to health and safety on site. In addition to the duties incumbent on all companies, the person responsible for the supervision or management of H&S within the company is required to:

- Implement procedures that result in the production of relevant and task specific risk assessments and method statements to a suitable standard and in sufficient time to allow all interested parties to review/comment on them, and for such comments to be adopted where appropriate, prior to commencement of the works. Copies of Method Statements and Risk Assessments have been sent to the Event Safety Advisor two weeks prior to work commencing on site.
- Issue and explain appropriate risk assessments and method statements to all affected staff prior to them carrying out the tasks covered by them.
- Supervise/manage the works of the staff under his/her control so as to ensure, as far as is reasonably practicable, that safe practices and procedures are adhered to.
- Ensure that all staff under their control have a thorough understanding of the safety requirements relevant to their work.
- Ensure that all operatives have the necessary skills to enable them to adequately perform the given task or job. Copies of these may be required at the behest of the Event/Site Manager as evidence of competence and compliance with method statement submissions.

- Implement a safety awareness campaign among their own staff consisting of relevant safety information and safety briefings, training, and other initiatives.
- Inspect all areas within their control at regular intervals and if necessary, instigate corrective measures.
- Have regard to the safety training of staff under their control and ensure that any deficiencies in training with regard to health and safety are corrected.
- Ensure that any sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives and that any operation carried out by themselves which may affect others will be fully communicated to the affected persons.
- Monitor the issue of any personal protective equipment (P.P.E) and the condition of any generally held safety equipment under his/her control. If any deficiency or fault exists in this equipment, he/she is to take immediate steps to ensure the safety of any individual concerned is not compromised.
- Maintain an accident and incident record system, investigating accidents or incidents as necessary and making any necessary reports to statutory bodies.
- Report to the Event/Site manager any matters arising from the above where he/she cannot immediately resolve the matter within his sphere of responsibility.

15. COMMUNICATION

Management Responsibility

- 15.1 Clear, efficient and reliable communications are an integral part of any safety management operation. This applies regardless of the type of event site or the nature of the event. Skillet Hill Farm's management recognised that good communications are not solely dependent on the provision of advanced equipment or modern systems. The skills, awareness and efficiency of the event management team, security staff, medical staff and other personnel form a vital part of all links.
- 15.2 Skillet Hill Farm's management responsibility for communications can be summarised as follows:
- To provide, operate and maintain the necessary means of communication.
 - To provide, equip, maintain and manage the operation of the Event Control/ELT.
 - To keep open and maintain all necessary lines of communication, in both normal and emergency conditions.
 - To ensure that the event management team, security staff and medical staff are competent and suitably trained in the practice of good communications, with or without equipment, as conditions allow.

Radios Communications

- 15.3 Radio communication will be used by all relevant personnel including Skillet Hill Farm's management team, medical staff, security staff etc. It is imperative that all radio frequencies are submitted to the Production Manager prior to the event in order to prevent crossover. Correct radio procedures and protocols and discipline should be maintained.
- 15.4 All senior staff will have operational mobile phones to back-up radio communications. The Emergency Liaison Team (ELT) will be located within the Event Control Portacabin located to the rear of the stage.

Audience Communications

- 15.5 Communication with the audience will be carried out when necessary by using the Event PA system providing clear and audible messages.

Event Liaison Team Communications

- 15.6 Meetings of the ELT i.e. the Security Manager, Medical Service provider, Event Safety Advisor (Event manager), Council representatives and the Operations Manager take place at specified intervals throughout the event to discuss the event to date.
- 15.7 The first on-site Event Liaison Team (ELT) meeting is scheduled for 12pm . This will give an opportunity for any other members of the local Safety Advisory Group to join the ELT team to inspect the site prior to opening. The times for subsequent ELT meetings will be confirmed at the preceding meeting taking into account any issues that may arise through the course of the event, however, at this time the further meetings will be planned for:

16. MEDICAL PROVISIONS

16.1 Skillet Hill Farm's management will liaise and consult with a suitable event medical service to identify the overall medical/first aid provisions required for this event.

Medical Plan

16.2 Skillet Hill Farm will require their appointed Medical Service Provider to prepare a Medical Plan. The Medical Plan will give outline details of the event and the resource assessment from the medical risk assessment clearly stating:

- The name and roles of the provider(s).
- The skill mix of staff, with numbers of each.
- Start and finish times of the cover.
- The name of the Medical Manager, their contact details and other relevant contact information.
- The intended receiving hospital(s) for casualties from the event, along with confirmation that they have been advised of the event (if appropriate).

16.3 Skillet Hill Farm will rely on NHS ambulances to convey patients from the event site to hospital.

16.4 The Medical Plan will also be communicated to the regional NHS Ambulance Service, although they are not directly involved. The Medical Plan will also be made available to the Council Licensing Department in sufficient time for them to comment. If requested the Medical Plan can be presented to the Safety Advisory Group (SAG).

16.5 Having regard to the nature of the event and locality of hospitals, etc. full consultation with the ambulance service will be undertaken if required. The nearest Accident & Emergency Department to the Skillet Hill Farm is approximately 6.4 miles away and is located at:

North Middlesex Hospital
Sterling Way
London
N18 1QX
Tel: 020 8887 2000

First Aid Points

- 16.6 Audience members will be able to access first-aid assistance readily and the First Aid Point will have appropriate signage. All security on-site will be briefed as to how to summon assistance for audience members and also the location of the medical facility.
- 16.7 The First Aid Point will be set up in a suitable structure. The following infrastructure will be in place:
- The structure will be able to withstand adverse weather conditions.
 - Appropriate hard flooring will be in place. This should be even and stable.
 - The structure will have effective heating that can be controlled as required.
 - An adequate and safe electrical supply will be provided. There will be enough sockets to run all equipment, both medical and non-medical.
 - The First Aid Point will be well lit.
 - There will be an adequate water supply, with hot and cold water.
 - There will be a supply of drinking water (bottled water).
 - There will be easy access to toilets with appropriate attention to wheelchair access.
 - The First Aid Point will have facilities to clean patients if required.
- 16.8 First aid facilities will be provided on site for all staff and audience members during the event period. For the build and breakdown periods, each contractor will provide first aid kits and a nominated first aider. In the event of an accident, the ambulance service will be called via the 999 system.
- 16.9 Skillet Hill Farm will consult with the Medical Service Provider and the NHS Ambulance Service to enable calls that are received from the event, made by members of the audience, to be redirected to the Medical Service Provider on-site via Security Control.

Site Plans

- 16.10 A detailed Site Plan will be available in advance of the event. To avoid miscommunication, on-site groups and agencies should be working from this single Site Plan.

- 16.11 The Site Plan uses grid coordinates, e.g. a letter and number system. Larger scale versions of specific crowded areas of the Site Plan will be provided.
- 16.12 The position of the First Aid Point will be clearly marked, as well as site access and egress routes, sterile routes.
- 16.13 Site Plans will be immediately available for external agencies in the event of a major incident or emergency.

Ambulance Movement

- 16.14 Every effort will be made to avoid conflict between vehicle and pedestrian movements. Prior to any ambulance movement into crowds there must be agreement from Event Safety Advisor; there should be full prior liaison with Security and Medical Manager.
- 16.15 Prior to the event commencing all on site ambulance staff and the Security Manager will be briefed and made aware of the contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point). EVRP's will be reviewed by the Event Safety Advisor (Event manager) and designated depending on the location and type of emergency.
- 16.16 Emergency vehicles must be able to access any point on the event site in an emergency situation, including locations just outside the site where event related incidents might occur.

Emergency Rendezvous Points (ERVPs)

- 16.17 Emergency Rendezvous Points (ERVPs), marshalling and the location of any other holding areas will be shared with all staff to assist a smooth flow to any incident, whether major or not.
- 16.18 The proposed Medical Plan for this event is detailed in Appendix D.

17. FIRE SAFETY

Introduction

- 17.1 Good management of fire safety is essential to ensure that a fire is unlikely to occur, or if it does break out, that it can be controlled quickly and safely without putting staff and the public at risk.
- 17.2 Skillet Hill Farm has taken guidance from the “Purple Guide” and from the Regulatory Reform (Fire Safety) Order 2005 (Open Air Events & Venues) and also Skillet Hill Farm’s Licence conditions.

Fire Prevention

- 17.2 There are a number of important elements to fire prevention. Most involve the elimination or control of fuels and/or of sources of ignition. Detailed below are the control measures that Skillet Hill Farm’s management will implement:
- Only permit fire-retardant fabrics.
 - Ensure there is an adequate distance between temporary structures, traders and refreshment stands etc. Use fire breaks between groups of stands to reduce the spread of fire, allow people to escape and provide access for emergency vehicles.
 - A separation distance of 2.5m metres with a fire break every 24 metres will be implemented.
 - Remove rubbish and waste, including fat waste, from the event site regularly.
 - Pick up litter and provide sufficient waste bins and collection.
 - Effectively control catering units and cooking facilities
 - Ensure LPG cylinders are installed, stored, used and transported safely.
 - Safely store flammable solids and liquids (the diesel fuel point will be barriered)
 - Ensure all electrical equipment is installed and maintained by a competent person
 - Ensure generators are located and used safely, including when they are being refuelled. Restrict the use of petrol generators
 - Maintain vegetation during dry conditions so it does not become a fire risk (cut grass in car parks)

Evacuation & Escape Routes

17.3 For large crowds and in certain environments full evacuation may be inherently dangerous and disruptive, as such the options to partially evacuate, or invacuate (move within the site) will be assessed.

17.4 Escape route need to lead to a place of safety, not just out of a structure. Skillet Hill Farm's management will consider the kind of obstructions/incursions that commonly restrict the effectiveness of escape routes. They will not lead:

- To closed compounds (unless there is a ready means of opening the perimeter).
- Past gas or other flammable stores.
- Through the kitchen or other likely source of the incident.
- Into areas with no defined access route.
- Through an area that narrows to the point where it become dangerous.

Raising the Alarm

17.5 Suitable arrangements will be put in place to detect and raise the alarm of fire. These include security ushering people out, air horns and use of the event's public address system.

Fighting Fire

17.6 Fire extinguishers will be located at identified fire points around the event site e.g. at exits to tents, stages, and on exit routes. The extinguishers supplied will be appropriate to the nature of the potential fire. They should be checked regularly to ensure that no tampering has taken place. In keeping with good event industry practice extinguishers will generally be under the control of security staff.

17.7 Where necessary, signs will be displayed to show where extinguishers are located. Staff will be trained to use extinguishers and to understand the operating instructions printed on them. This will reduce the likelihood of using the wrong extinguisher, e.g. using a water-filled extinguisher on an electrical fire.

17.8 Fire appliances will be able to access all parts of the site and to get within 45 metres of any part of any structure, including fuel storage facilities.

- 17.9 Off-road fire-fighting vehicles may be required to access some parts of the event site. The layout fire lanes will take into account the reach of the hose reels on the fire-fighting vehicles available for the event.
- 17.10 All on-site 999 emergencies will go via the Security Control. Staff will be advised of this arrangement during the on-site briefing. Should any 999 calls be made directly by the public, the 999 Centre should communicate with Security Control before action is taken.

Gas Safety

- 17.11 Skillet Hill Farm will ensure that LPG cylinders are located in a safe secure and well ventilated place, where they cannot be interfered with, can be kept upright (with valve protection fitted), are away from sources of ignition and /or readily ignitable materials, and are away from any corrosive toxic or oxidant materials.
- 17.12 Each caterer will be only permitted 1 spare LPG cylinder with the unit, for each cylinder in use unless this amount is considered to be excessive on site. This level of provision should be sufficient for the duration of each day of the event.
- 17.13 It is required that all caterers submit certification to the effect that their LPG installations were installed and have been inspected by a GSR engineer in the 3 months preceding the event.
- 17.14 Piping conveying gas or flammable liquid should be, as far as practicable, of rigid material. Any necessary piping should 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.
- 17.15 Any connections to the flexible piping should be of an approved pattern (i.e. screwed otherwise secured to prevent accidental disconnection).

Catering Units

- 17.16 All groups of catering outlets will be a suitable distance apart. Catering vehicles and outlets will be required to provide at least one operational 2kg Dry Powder

extinguisher and a light duty fire blanket. Where a Caterer is using oil in the cooking process, then they shall provide a Wet Chemical Fire Extinguisher.

17.17 At this time it is not anticipated that outside catering will be used.

Fire Risk Assessment

17.18 An Event Fire Risk Assessment is appended to the Event Risk Assessment

18. SANITARY PROVISIONS

- 18.1 As part of event planning, Skillet Hill Farm's management has considered welfare and sanitary provision for event staff. In terms of protecting public health, Skillet Hill Farm's management has also considered welfare and sanitary provision for those expected to attend the event.
- 18.2 Skillet Hill Farm's management has considered the number and type of toilets and washing facilities. Audience size and demographics have been factored in, e.g. provision of suitable facilities elderly or disabled and wheelchair users attending, who may take longer to use a facility, also:
- The duration of the event.
 - Location of the event.
 - Type of facilities available, e.g. cubicles or urinals.
 - Frequency of emptying temporary toilets.
 - Access to mains services temporary or otherwise.
 - Perceived audience food and fluid consumption.
 - Requirements during intervals and breaks in performance when use may peak.
 - Weather conditions and temperature.
- 18.3 Ground conditions have also been considered for vehicle access to both public and staff sanitation points. By nature, tanker lorries are large and very heavy when full, but are imperative where facilities are not connected to mains water or drainage.
- 18.4 By examining the factors above, Skillet Hill Farm's management will determine what level of facilities will be required to reduce the likelihood of excessive queuing. Rapid and constant use of facilities can lead to overcrowding, possible disorder and unhealthy conditions.

Toilet Numbers & Gender Split

- 18.5 Podium Event Group's management has applied the Purple Guide's calculations for the appropriate number of toilets required on the event site and the gender split. The figures are based on a maximum audience capacity of 450.

Purple Guide Table

Event Duration	Female W/C	Male W/C
For events with a gate time of less than 6-hours duration opening.	1 per 100	<ul style="list-style-type: none"> • 1 per 500 • 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served.	1 per 85	<ul style="list-style-type: none"> • 1 per 425 • 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity.	1 per 75	<ul style="list-style-type: none"> • 1 per 400 • 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males.	1 per 75	<ul style="list-style-type: none"> • 1 per 150 • 1 urinal per 250

18.6 Applying the data in the above table the minimum toilet requirement for Proms in the Park is detailed below:

Gender Split	Toilet numbers
225 Females	3 x W/C
225 Males	1 x W/C 3 x Urinals
Total	4 x W/C 3 x Urinals

18.7 The space has existing toilet provision and will supplement to reach the required numbers if required:

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

Hand Wash Basins

18.8 Hand wash basins can cause similar or even greater queuing than for W/Cs, especially for female toilets. Therefore Skillet Hill Farm will provide hand-washing facilities in the ratio of one hand wash basin per two toilets for females, one hand wash per four toilets for males, applicable in installations of mains connected toilet facilities.

- 18.9 However for single plastic toilet installations hand-washing facilities will be provided normally in the ratio of one hand wash basin per five facilities (WCs & Urinals) with not less than one hand-washing facility per ten toilets provided.
- 18.10 Skillet Hill Farm will locate toilets for the audience at different points around the event site rather than concentrating in one small area, to minimise queuing, which could lead to overcrowding problems.
- 18.11 Skillet Hill Farm have also considered ease of access for cleaning and waste-removal staff and vehicles, which are essential to maintaining sanitary and hygienic facilities.

Catering Toilets

- 18.13 Skillet Hill Farm will provide separate sanitary facilities specifically and exclusively for the use of food handlers within 50 metres of all food concession outlets. These facilities will be kept secure against the use by people who are not caterers assigned to food concessions. Toilets for the caterers will be located in the secure compounds behind the concessions. Signage will be posted prohibiting the use of these toilets to non-food handlers.
- 18.14 These units will be supplied on a ratio of 1 toilet for every 20 food handlers or 1 per 4 concession units.
- 18.15 Skillet Hill Farm will ensure that the sanitation facilities for food handlers are kept supplied with hand wash facilities including running water to enable hygienic means of washing and drying hands.

19. CONTINGENCY & EMERGENCY PLANNING

General Requirements

- 19.1 As part of the overall event planning process Skillet Hill Farm understand the need to plan for health and safety related incidents and emergencies. It is also necessary to plan for disruptive influences which might occur during the various phases the event for which contingency arrangements may be required. The aim of these plans should ensure a return to normal levels of service where it is possible to do so.

Event Emergency Plan

- 19.2 The Event Emergency Plan identifies issues around the event site and the ability of the event to take place or continue. Developing and implementing these plans is the responsibility of Skillet Hill Farm. Such plans will cover issues such as:
- What to do if the event is cancelled prior to opening, or indeed abandoned
 - How to inform attendees, and other relevant people, if the event is to be rescheduled
 - Identifying key messages and information (who is to say what, when, where and to whom regarding the rescheduling)
 - Engaging with the media, if this is necessary, about the revised schedule
 - Using social media to disseminate information quickly
 - Taking actions to reduce risks
- 19.3 Skillet Hill Farm's management will develop and implement an Event Emergency Plan to manage incidents and situations as varied as performers cancelling at short notice, severe weather, unavailability of key staff in the team, or incidents external to the event site that may cause the event to be postponed, cancelled or abandoned.
- 19.4 Event management will work with the emergency services and other key agencies to develop arrangements and plans for more serious occurrences that will require the support of the emergency services and the implementation of event specific or existing emergency plans.
- 19.5 Skillet Hill Farm management will negotiate and implement appropriate protocols and agreements to ensure clarity of the respective roles and responsibilities, between the

Event management team and emergency services, including the potential for a transfer of primacy.

Emergency Liaison Team

- 19.6 The event will operate under the guidance of the Emergency Liaison Team (ELT) located in the Event Control. The ELT can be made up of representatives of the following organisations:
- ~~Event Manager~~
 - Council Representatives
 - Security Manager
 - Medical Manager
 - Police
 - Event Safety Advisor (Event manager)
- 19.7 Personnel numbers in the Event Control will be kept to a minimum so as to avoid the hindrance of essential duties.
- 19.8 The Emergency Liaison Team will meet at various agreed times throughout the event
- 19.9 Event management, in consultation with the Event manager, Medical Manager and the Security Manager accept that they are normally responsible for dealing with most emergencies that could occur within the immediate vicinity of the event infrastructure and the site and for taking appropriate decisions. However, the circumstances in which the police would take over this responsibility will have to be established. This will be done by means of a verbal hand over by the Operations Manager confirmed by the Skillet Hill Farm's management.
- 19.10 The Emergency Plan will be developed in liaison with the emergency services and the licensing authority. The plan will include:
- Identification of key decision making personnel.
 - Provisions for stopping the event if necessary.
 - Identification of emergency routes and relative places of safety within the event space – see Site Plan.
 - Details of coded messages.
 - Details of script to address audience.

- Identification of rendezvous point for emergency vehicles (EVRP)– see Site Plan.

Access & Egress for Emergency Vehicles

- 19.11 Skillet Hill Farm's management will ensure that adequate access and egress is provided for emergency vehicles to all areas of the event site, this includes BOH areas and car parks (see site plan).
- 19.12 The Emergency Vehicle Routes (EVR) is separate from those used by the audience for ingress and egress.
- 19.13 The Essex Constabulary, the Essex Fire & Rescue Service and ambulance authorities will be consulted about the suitability of access routes in order to produce an agreed plan of action, including access for emergency vehicles, for all foreseeable incidents

Contingencies

- 19.14 Keeping contingencies in their most simple and immediate form, the following risks and contingencies have been identified:

Severe Weather (Heat)

- Constant supply of drinking water
- Bottled drinking water freely available from multiple points
- Sunscreen/block supply with medical personnel
- Constant advice via stage screens

Severe Weather (Wet & Cold)

- Provision of ground cover immediately in front of stage area to prevent slipping
- Consideration of shortening/stopping show if very severe
- Messages via stage PA advising people to leave if cold and wet

Overcrowding

- Constant monitoring from Security Control and the ELT to evaluate levels of crowd density

- Briefing of Event Director regarding crowd advice messages on moving back from stage
- Consideration of security line at FOH to be deployed to assist in movement backwards
- Consideration of show stop

Structural Collapse

- Constant monitoring of all structures throughout event to prevent overcrowding and unauthorised entry
- If collapse occurs, suspension or termination of show to be considered
- Inner cordon of stewards in immediate vicinity to separate crowd from area
- Consideration of outer cordon to enable emergency services to deal with incident site

Extreme Wind Speeds

- Weather reports monitored constantly throughout the build, event and breakdown
- Wind Management Plan in place
- Anemometers in use on site at all time

20. EVENT INSPECTION

20.1 In order to allow inspection to be carried out by all relevant person's the site will be inspected at a time to be agreed.

Pre-Event Inspections

20.2 The Event Safety Advisor (Event manager) will ensure that, before the event opens, structures, installations and components are inspected and tested by competent persons, to check that:

- All structures are free from any damage, corrosion or deformation which might create a potential danger to the public.
- Perimeter gates are functioning.
- All entry and exit routes are clear of obstruction, free from trip hazards, and their surfaces are not slippery; and all such routes can be safely and effectively used.
- Queuing lanes and entry monitoring systems are functioning.
- No accumulations of combustible waste or litter, particularly in areas vulnerable to fire.
- Any hazardous materials have been removed, or safely stored, well away from audience areas.
- Fire-fighting equipment is in position and in good order
- Access to back stage areas are prohibited are appropriately secured.
- Exit & information signs are in place and, where appropriate, illuminated.
- All equipment that has had to be installed for the event is working satisfactorily before the event commences (Check with the Event Manager).
- Event area clear of all vehicles.

20.3 In each case, if problems are identified, remedial action should be taken before the event gates are opened.

Inspections During the Event

20.4 During the event the Event Manager will ensure that:

- Litter and waste is not allowed to accumulate and is removed to secure containers whenever possible.
- Materials are not allowed to accumulate or be stored in circulation or exit routes.

- All walkways, emergency exits and escape routes are kept clear.
- The event site is free of trip, slip and fall hazards.

21. ACCIDENT REPORTING & INVESTIGATION

Introduction

21.1 An accident may be defined as an unplanned and uncontrolled event that may, but does not have to, result in personal injury. Accidents where no personal injury occurs are often referred to as “near miss” incidents.

21.2 The following reporting procedures are aimed at achieving an early response in the event of an accident. They need to ensure:

- The immediate treatment and welfare of the injured person.
- That an entry is made in the store accident book.
- That the statutory requirements of RIDDOR are complied with, i.e. the immediate reporting to the Health & Safety Executive or local environmental health office of specified serious injuries and dangerous occurrences.
- That the investigation is initiated as soon after the accident as possible.

Accident Investigation

21.3 It is essential that all accidents be investigated. The time and effort put into the investigation may vary considerably according to the potential severity of injury and/or damage. An accident report form need not be completed for very minor knocks and cuts.

21.4 Skillet Hill Farm’s management will carry out the initial investigation with immediate responsibility for the area, process or people concerned.

Accident/Incident Report

21.5 In the Skillet Hill Farm’s Accident/Incident Report collect all of the information relevant to the incident, e.g.

- Who was involved in the accident.
- Details of any witnesses to the accident.
- The nature of the injuries and/or damage that occurred.
- The precise location of the accident.
- Exactly what this person was doing at the time of the accident
- The conditions at the time of the accident (e.g. lighting, weather, etc.).
- What inflicted the injury or damage (e.g. moving vehicles, falling box, etc.)

- Which company or other standards were not met or deviated from.
- Exactly what happened.

21.6 Photographs, sketches and plans can be a useful method of recording conditions at the site. Apportioning blame is not an objective of the investigation; this may arise as part of the investigation finding but should not be emphasised at this stage.

Basic & Root Causes

21.7 By careful analysis of the information collected in determining what happened above, Skillet Hill Farm's management, will be able to identify the unsafe acts and/or unsafe conditions which caused the accident. The root causes are the personal, organisation or job factors that caused the unsafe acts/conditions.

Remedial Action(s)

21.8 Actions should be taken to remedy all of the deficiencies determined in the above stages to prevent re-occurrence. It is essential that progress on the identified remedies be closely monitored, to ensure that they do not get unnecessarily delayed or even forgotten.

ACCIDENT REPORTING (RIDDOR 2013)

Introduction

21.9 For most types of incident, including:

- Accidents resulting in the death of any person
- Accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and dangerous occurrences

21.10 Skillet Hill Farm's management will notify the enforcing authority without delay, in accordance with the reporting procedure.

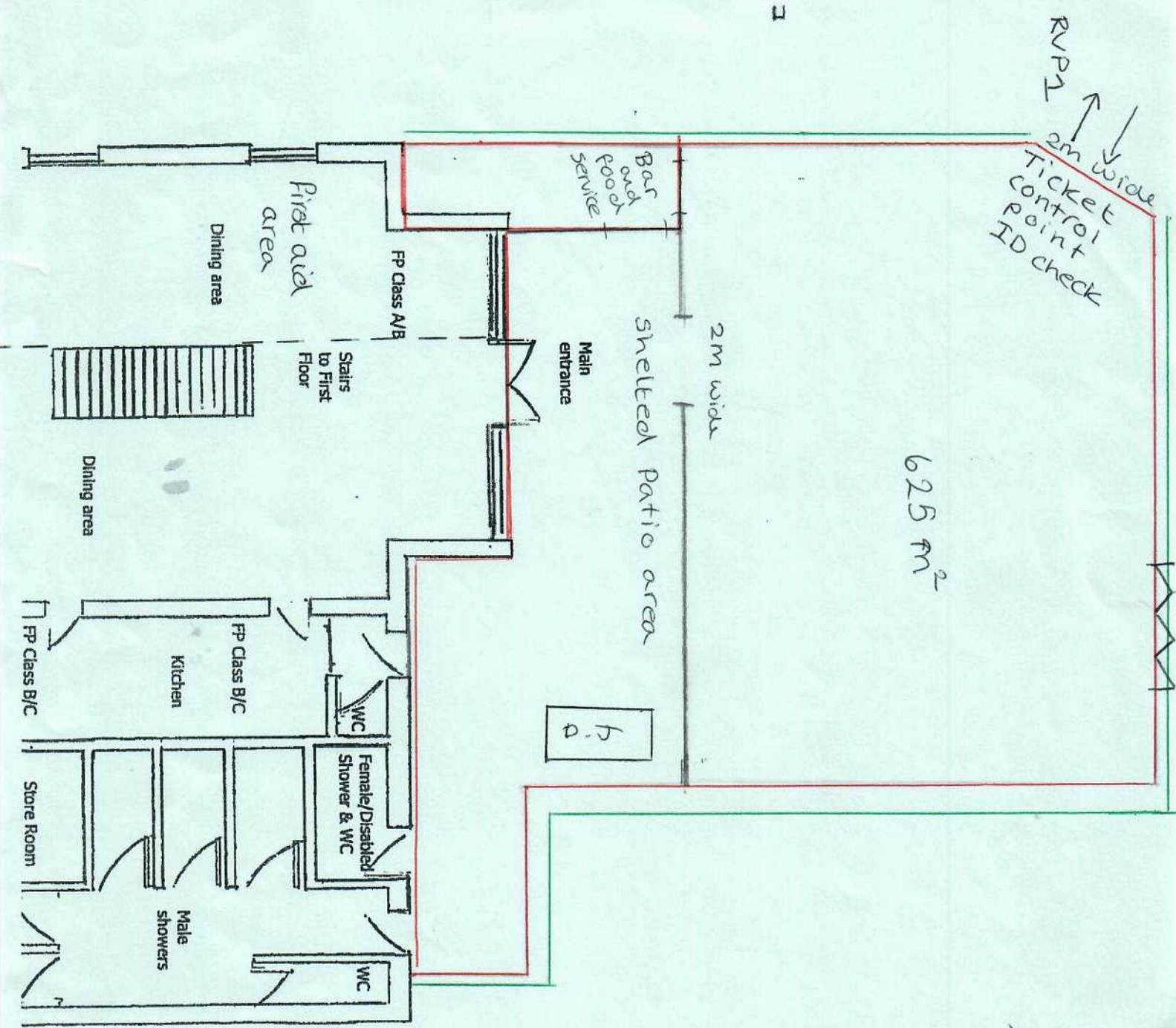
21.11 This will be done by reporting online using the HSE's website. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, Event management will phone 0845 300 9923.

21.12 Event management will ensure that a report is received by the HSE within 10 days of the incident.

21.13 For accidents resulting in the over-seven-day incapacitation of a worker, event management will notify the enforcing authority within 15 days of the incident, using the appropriate online form.

22. ACCESSIBILITY

- 22.1 Skillet Hill Farm are aware of the legal requirements under the Disability Discrimination Act 1995 (DDA) and the subsequent Equality Act 2010. They have therefore taken the appropriate steps to ensure reasonable access and facilities are to be provided to all persons with special needs who may attend the event.
- 22.2 A suitably placed viewing area will be located on the site adjacent to the stage to provide clear sightlines for those with mobility issues.
- 22.3 At this time it is planned that the area will be able to accommodate sufficient wheelchairs and space for carers, if demand suggests a greater requirement, then the size of the area will be increased accordingly.
- 22.4 Close to the area there will be a purpose designed Disabled Toilet, this will be signed accordingly. Disabled parking will be made available close to the area; competent stewards will be in attendance to assist as required.
- 22.5 All emergency and information signage will be clearly posted in a suitable font size and use appropriate contrasting colours.
- 21.6 All emergency and information announcements that may need to be made will be via the Event PA.
- 21.7 Contingency plans for emergency evacuation should take into account the needs of audience members with disabilities. Separate emergency evacuation routes for disabled audience members will allow for them and their Carer to be evacuated at the same time if required.



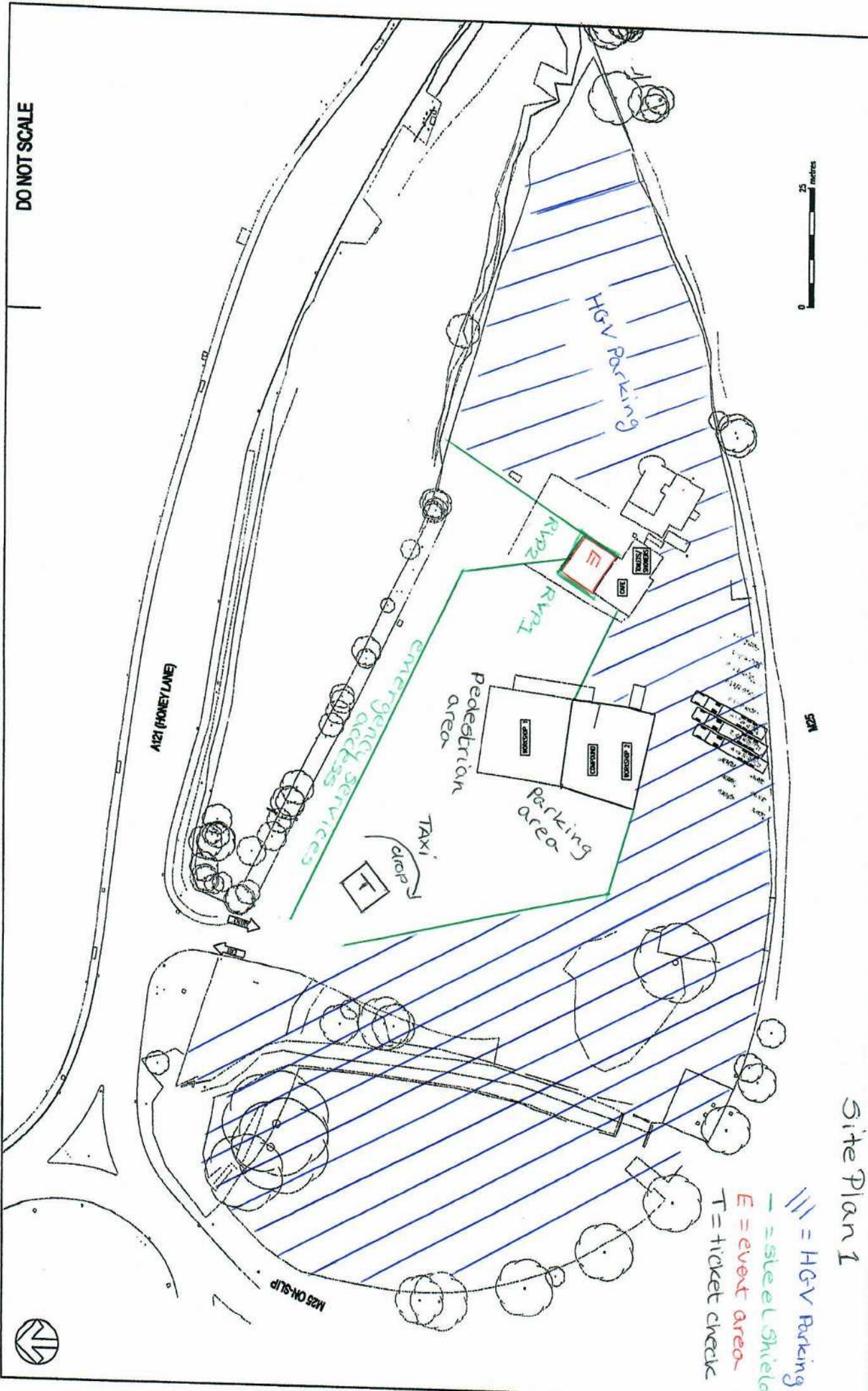
Event Plan

- = Licensed area
- = Steel shield
- ⚡ = RVP 2 emergency exit 2m wide

FP = Fire Point

Skillets Hill Farm Lorry Truckstop
Honey Lane, A121 - Waltham Abbey

DO NOT SCALE



Site Plan 1

- /// = HGv Parking
- = steel shield
- E = event area
- T = ticket check

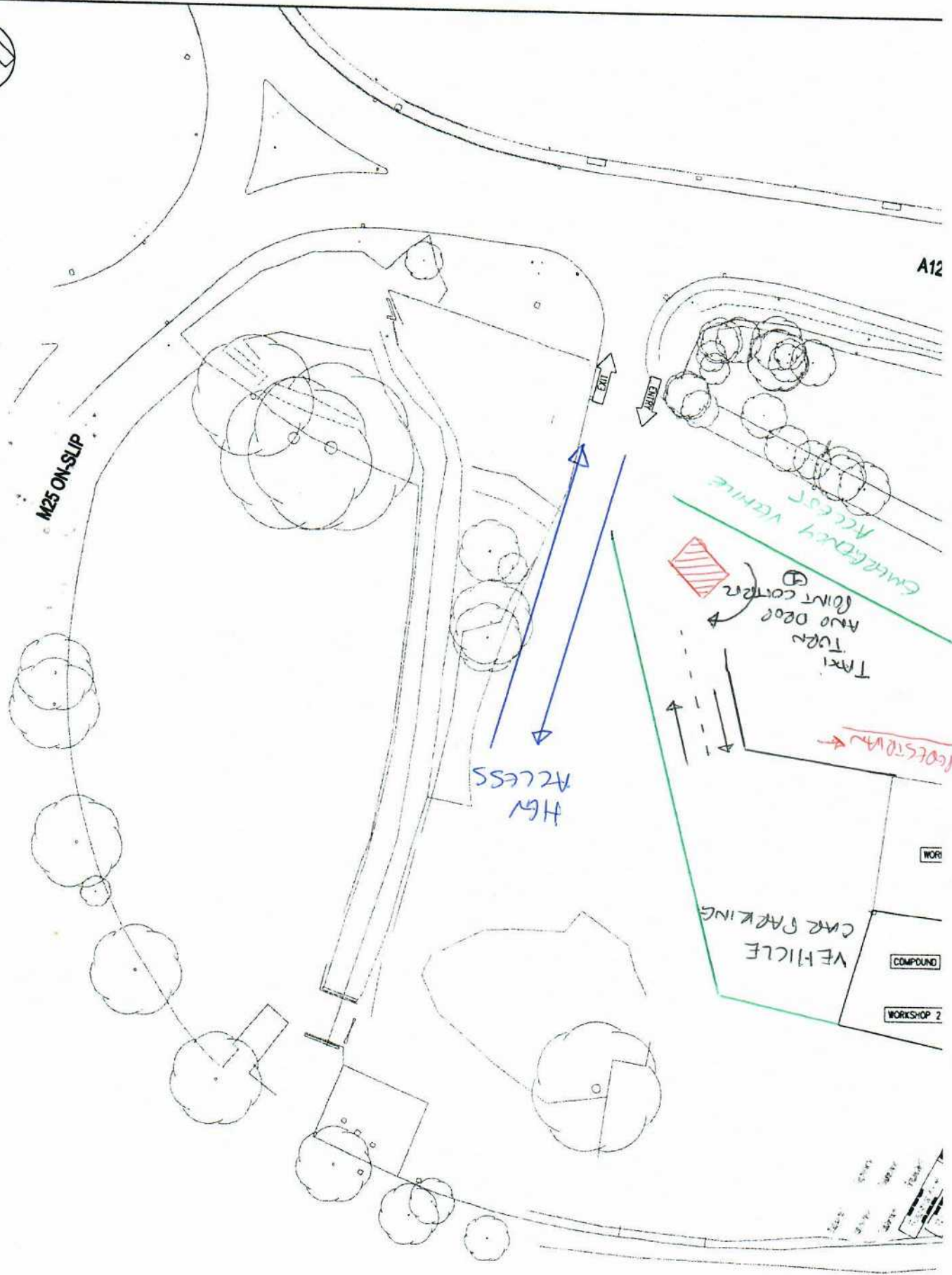
DATE		REVISION		SCALE		PROJECT	
February 16		DSB		1:500		JUNCTION 26 TRUCKSTOP, WALTHAM ABBEY	
REV		DATE		ISSUE		DESCRIPTION	
A		11/02/16		DSB		FIRST ISSUE	
REV		DATE		ISSUE		DESCRIPTION	
A							
DRAWN BY		CHECKED BY		DATE		PROJECT	
GA005		GA005		February 16		GOODS VEHICLE OPERATING CENTRE	
DRAWN BY		CHECKED BY		DATE		PROJECT	
GA005		GA005		February 16		GOODS VEHICLE OPERATING CENTRE	
REV		DATE		ISSUE		DESCRIPTION	
A							

FOR INFORMATION ONLY

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SITE PLAN ② ACCESS PUBLIC HIGHWAY



TICKET GATE CONTROL POINT 1

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DRAWING STATUS:	A	11/02/16	DSB	FIRST ISSUE	PROJECT:
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Licensing Epping Forest District Council,
Civic Offices,
323 High Street,
Epping,
Essex
CM16 4BZ

Ronan Mc Manus
Essex Police Licensing Unit
Blyth's Meadow
Braintree
Essex CM7 3DJ

**POLICE OBJECTION NOTICE To a
Temporary Event Notice (TEN)
Section 104 Licensing Act 2003**

01245 452035

Name of Premises User: Mr Nicholas THOMPSON Thursday 29th April 2021

Address of Premises: PLOTS 34 & 35, J26 TRUCK CAFÉ, SKILLETTS HILL FARM, HONEY LANE, WALTHAM ABBEY, ESSEX, EN9 3QU

Date (s) required for TEN(s) Saturday 26th June 2021

On the 29th April 2021 Essex Police received the above Notice(s).

The Police are satisfied that the allowing the premises to be used in accordance with the notice(s) would undermine one or more of the licensing objectives.

The licensing objective(s) of relevance to this objection notice are:

- **Leads to Crime & Disorder**
- **Public Nuisance.**
- **Public Safety**

The reasons for being so satisfied are:

Sunday 30th August 2020 at 17:31hrs Police were called to the site to deal with an unlicensed music event. Officers described 100 people present, dancing in the car Park and there were signs of drug abuse. The premises licence allowed licensable

activities on the premises of J26 Diner between 12 noon and 23:00 Monday to Sunday, for a maximum of 40 customers at any one time.

Having reviewed the Event management documents, I have the following issues:

- The site is still being used by large good vehicles with both pedestrian and vehicles sharing the same entrance & exit point. Large vehicles manoeuvring in close proximity with people under the influence of alcohol at night. Given the number of people expected (450) Essex Police believe this is an unacceptable risk.
- The site is located adjacent to junction 26 of the M25 motorway, the site is not secure and there is a real possibility of people under the influence of alcohol making their way through the back of the site onto the motorway.
- I note the Banks men qualifications and their credentials, however their training and expertise is in directing the operations of cranes or other large vehicles not in a large public event involving 499 people many of which will be under the influence of alcohol.
- In relation to post event considerations, there is none. The event organisers have weighed heavily on taxis getting people away from the event and the number required is quoted as 200 taxis. I have contacted the taxi companies servicing the Waltham abbey Area:

Apollo & Olympic Taxi firm they would have about 7/8 vehicles available on a Saturday night.

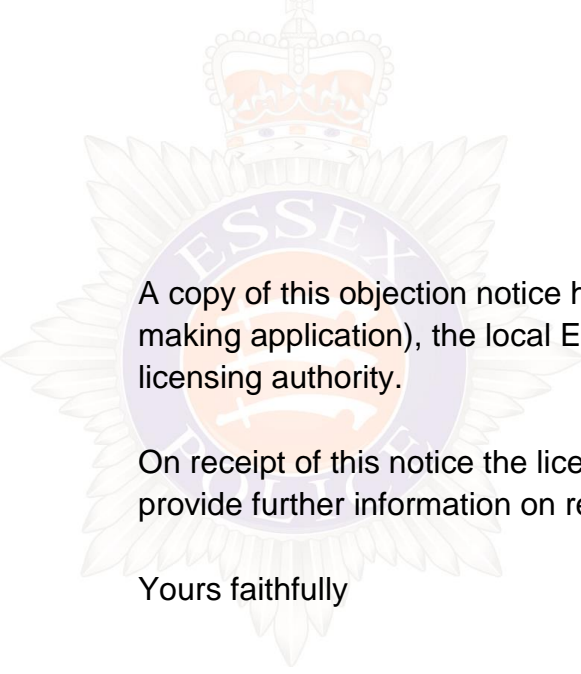
Abbey Cars quoted having 5/6 vehicles available.

Waltham Cross taxis reported having 10/12 vehicles available.

Far below the expected 200 to service this event.

considerations on how to get 450 people under the influence of alcohol safely away from the venue at 23:00hrs?

- I have reviewed public transport information on the TFL website and the last public bus from this location is at 21:53hrs. With the nearest train stations being Waltham Cross 6kms away, Enfield lock railway station 6kms away and Cheshunt station 5.5kms. Given the public transport links and timings it is unlikely that the local transport system can accommodate this event. Which in turn will translate into 450 people under the influence of alcohol in the vicinity of the venue with no ability to leave the area. Placing additional burden on Police resources and nuisance to the local community.
- I have also reviewed the event management plan and my observations are that this is a framework but lacks detail for example:
 - How many SIA qualified staff will be on duty and timings.
 - Briefing where and when to be held
 - No detail on Fire provision noted.
 - No detail on medical provision.
 - The document although extensive is generic and lacks both depth & detail.
- A SAG meeting was held on Monday 12th April 2021 where many points of concern were raised but have not been adequately addressed to date.
- On 31st March a similar TEN application was made, Essex Police appealed with a licensing hearing was held on Wednesday 14th April 2021 heard all arguments and rejected this application.
- In conclusion it is the view of Essex Police that this is not an appropriate location to host such an event.



A copy of this objection notice has been served upon the premises user (or agent making application), the local Environmental Health Department and the relevant licensing authority.

On receipt of this notice the licensing authority will issue a 'Counter Notice' and provide further information on related procedures.

Yours faithfully

Ronan McManus

Licensing.applications@essex.pnn.police.uk

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