



## Event Management Plan (EMP)

Content applicable to variation in relation to the event's:

1. Attendance level
2. Public or Private
3. Activities

This EMP is used as a master document for all LodeStar Events where the content will be used as appropriate and applicable to the event taking place and relative to above variables numbered 1, 2 and 3



License	4	Young Person's Risk Management	20
Location	4	Welfare	21
Event Management - Key Contacts	4	Disabled Campers	21
Venue Areas	5	Event Staff Welfare	21
Public Footpath 33 - 12	6	First Aid - Medics	21
Ticketing	7	Fire Risk Assessment	22
Identification of general event risks.	8	Fire -Levels of Risk	22
Managing the safe operation of Events	9	Fire Risk Assessment Review	22
Competence	9	Fire Safety	29
Control	9	The highest level of fire risk for this event will be:	29
Co-operation	9	Event Areas	29
Communication	9	Fire Protection Equipment	29
Event Operational and CDM Roles	10	Contractors - Managing	30
Event Organisation - Role Responsibilities	11	Work Schedule	30
Training	11	Personal Protective Equipment PPE	30
Volunteers at special risk	11	Noise Environment	30
First aid and reporting accidents at work	11	Contractor /Staff behaviour	30
Risk Management / Risk Assessment	12	Manual Handling	31
Control and Cooperation at the campsite	12	Working at Height	31
Access and Egress	12	Temporary Demountable Structures	31
Crowd Management	12	Electrical Safety	32
Site Security	12	Lighting - Site	32
Emergency Services Access Route	13	Severe Weather Management	33
Emergency Plan	14	Weather Monitoring	33
Major Incident	14	Wind Speed Management	33
Scale down criteria	14	Wind -Staff communication	33
Bomb Hoax / Terrorist Threat	15	Wind speeds causing concern	33
Announcements	16	Wind Level One	34
ETHANE and HOT	17	Action Level One	34
Lost Child and Vulnerable Persons (LC/VP) Procedure	18	Wind Level Two	34
CHILD SAFETY	18	Action Level Two	34
Lost Child and Vulnerable Persons Form	19	Wind and Wind Managed Structures	34
Young Persons attending	20	Weather log	35



Event Weather Flowchart	35
Rain and Flooding	36
Lightning - Hail	36
Response plan for wind-shear and hail	37
Recovery of Event	37
Event Cancellation Weather	37
Environment	38
Noise	38
Noise Regulations	38
Noise -Responsibilities of Employers	39
Employees Responsibilities	39
Employees should	40
Self-employed Responsibilities	40
Noise Working Environment Planning	40
Working Area Noise Risk Assessment	41
C. Working Area Risk of damage to hearing	41
Welfare Information Sanitation	44
Drinking Water	44
Waste Management	44
Information	44
Complaints / Compliments / Comments	44
Catering for the event	45
Health and Safety Policy of LodeStar Leisure Ltd	46
Reporting Of Accidents And Dangerous Occurrences	47
Out of hours emergencies (IN THE FOLLOWING CIRCUMSTANCES ONLY)	47
Incident Report Form	48
LodeStar safety rules	49
General	49
Access and egress	49
Tools and equipment	50
Manual handling	50
Contractors	51
Campsite management	51
Contractor Contact List	52

Pre Event Briefing for staff and contractors	53
Health and Safety Officer Responsibilities	53
Contractor Induction	54
Traffic Management Plan	55
Contracted Traffic Management Company:	55
Event Days - Traffic Management (T.M.)	56
Communication between T.M. staff, SIA and Event control	56
Emergency Vehicle Access - Traffic Management Plan	56
Traffic Management Plan - Road Map	57
Temporary Traffic Regulation Order TTRO	57
Traffic Control Signage - TTRO	58
Traffic - Car Parking	59



**License**

LodeStar Festival 16/00230/LIQ\_02 dated last licensing update 31/03/2016  
 11:00 - 23:00 and 11:00 - 02:00 camping areas  
 Site open Friday 11:00 - 00:00, Saturday and Sunday 00:00 - 00:00, Monday 09:00 - 14:00.

Noise - notify 4 weeks before event. Monitor Leq or Max 63 and 125Hz Leq 15 mins inaudibility for noise sensitive premises after 23:00.

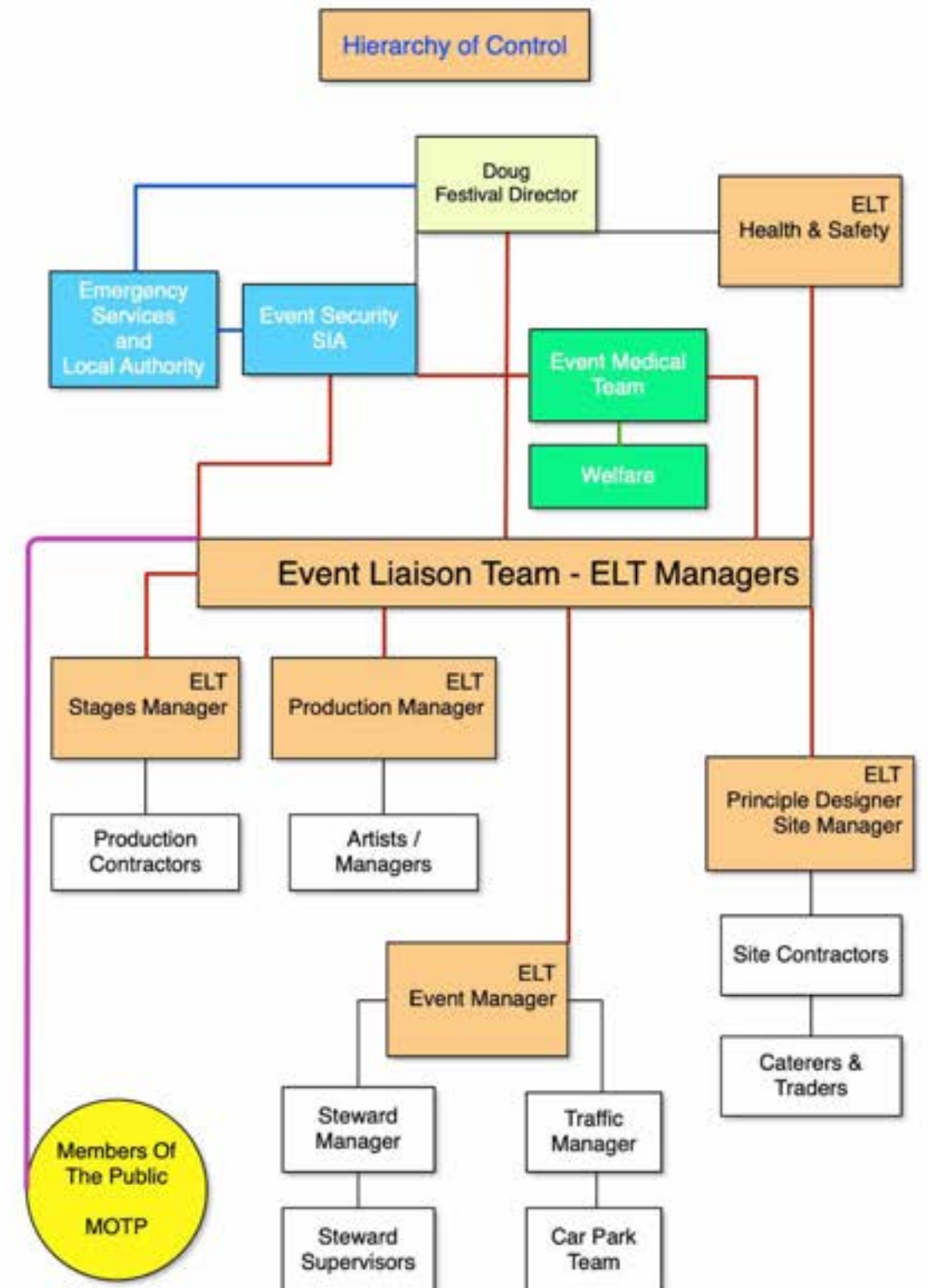
28 day Events 10:00 - 02:00 Noise levels reduced between 00:00 and 02:00  
 Lower bass levels at 23:00 and reduce amplified levels at midnight in increments to 02:00 if not before subject to audience. For gradual egress at large events.

**Location**

GPS Google plus code **762J+H3 Cambridge**  
 GPS coordinates **52.251746, 0.230171**  
 What 3 words location **//laughs.ample.retrain**

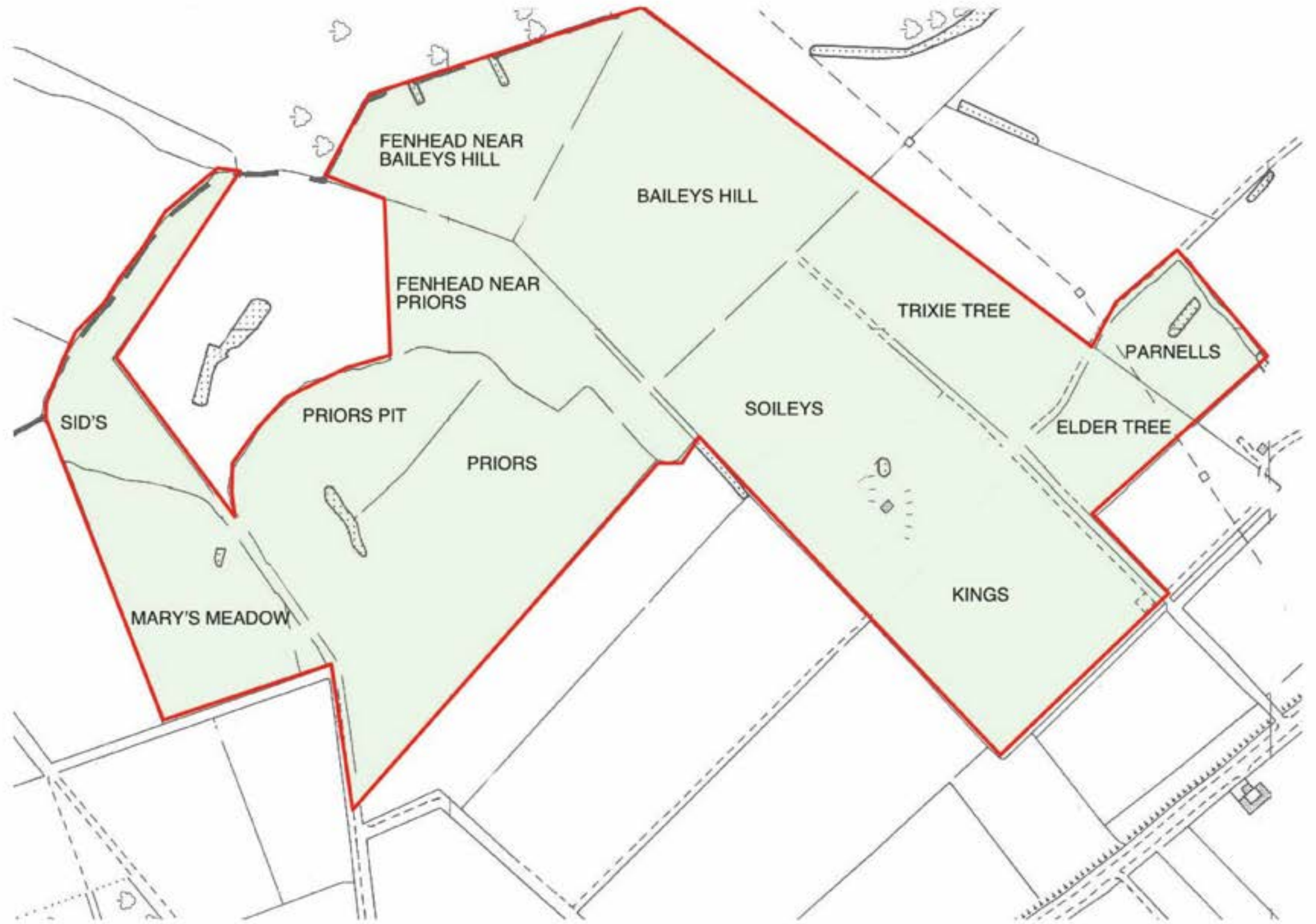
**Event Management - Key Contacts**

Role	Name	Mobile	Company
Director			LodeStar
H&S Officer			
SIA Supervisor			
Medical Lead			
Site Manager			
Event / HQ Manager			
Production Manager			
Traffic Manager			
DPS			
Bar Manager			
Catering Manager			
Staff Welfare Manager			
Volunteer Coordinator			
Fire Marshall Supervisor			
Welfare Manager			
Environment Manager			





Venue Areas







**Public Footpath 33 - 12**  
Lode Village - Fields of LodeStar  
Alternative walking route







## Ticketing

Tickets are electronic email based with barcoding on mobile phones.

Day visitors who have not booked will be directed to the payment lane.

Booked visitors are directed to to day, weekend or camping as the vehicle parking accreditation in windscreens.

Staff welcome campers, if applicable provide vehicle accreditation and directions to their area booked.

Only 16yrs old and above to book entry to LodeStar Campsite but must be accompanied by an adult.

Adults are deemed to be 18+ yr old.

Gates open and Ticket office from 008:00 to 17:00

Under 18yr olds must be accompanied by a responsible adult.

Campers must each have booked an event ticket.

Carers to email for free entry with person in your charge

Proof of age will be required at point of entry and at licensed bars.

Photo ID. Challenge 25 policy is used at all events.

Searches will be done on entry to the event, refusals will result in no entry to the event and no refund. LodeStar reserves the right of admission.

Anti-social behaviour will result in ejection from the site without refund or compensation.

No parking other than in the designated areas applicable to the parking booked.

Waste bins are provided, don't drop litter

The Fields of LodeStar are a NO SMOKING Area including and especially in your tent!

**NOT PERMITTED:** Fires or open flames, flares, fireworks or any pyrotechnics or explosive type of device or compound, illegal drugs, firearms, knives or any weapon or item that could be used to harm.

Fire points with firefighting equipment are shown by bamboo poles with red flags, misuse of equipment is subject to a £100 fine and you may be asked to leave.

Fire lanes marked out 50m apart by white lines must be kept clear at all times

Raise the alarm immediately if you see a fire, no matter how small

All personal details are secured to the highest industry standards.

By purchasing tickets you are confirming that you have read and accepted LodeStar's terms and conditions

### Ticket terms and conditions

LodeStar cannot be held responsible for any loss, damage or expense whatsoever caused by any force-majeure act including but not limited to disease, strike, civil commotion, fire, war, threat or war, terrorist activity, national or nuclear disaster, late delivery, adverse weather conditions, cancellation of performances, shows, tours, sporting events, tours or temporary or permanent closedown of attractions or stadiums causing the Event Organiser to cancel or postpone an event. In no circumstances shall LodeStar be responsible for any consequential loss or damage. Subject to these terms LodeStar's maximum liability to the Purchaser shall be the lower of the price paid and the value of the ticket. LodeStar always complies with the data protection legislation currently in force. Your personal information is used by us to contact you by post, phone or email when necessary in connection with the transaction that you have entered into. We will only contact you about other services or events should you provide your consent to receive further marketing information from us as detailed in the purchase process. Financial information that is collected is used to authorise payment and bill you for products and services. When you make a purchase, your consent is given to provide your financial or personal information to those third parties necessary to process your transactions with us, such as credit card companies, banks and the companies that handle shipping on our behalf. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction. Except as provided above, we will not share financial information with third parties without your prior consent. You should be aware that we may release your personal information or financial information when we believe it is necessary to comply with laws or regulations, to assist law enforcement, to enforce the terms under which you transacted with LodeStar, or to protect the rights, property or safety of LodeStar or others. All of these terms and conditions are governed by English Law.

## Identification of general event risks.

In planning this event the event management bring together a team who have knowledge and experience of similar events to ensure that safety and legal requirements are complied with at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements found in:

1. Health & Safety At Work Act 1974
2. Management of Health & Safety At Work Regs 1999 RIDDOR 1995
3. COSHH regs 2002
4. Lifting Operations and Lifting Equipment Regs 1998 Electricity at Work Regs 1989
5. Provision and Use of Work Equipment Regs 1998 Disability Discrimination Act 1995
6. Working At Height Regs 2005
7. Regulatory Reform (Fire Safety) Order 2005
8. Other Guidance used:
9. HSG195 The Event Safety Guide
10. Temporary Demountable Structures - IstructE 2007 HSE Publications: Managing Crowds Safely
11. 1996 Home Office Publications: Dealing with Disaster 1997
12. ISAN Safety Guidance For Street Arts, Carnivals, Processions and Large Scale Performances HSG48 Reducing Error and Influencing Behaviour
13. Technical Standards for Places of Entertainment
14. Model National Standard Conditions for Places of Entertainment and Associated Guidance
15. CDM Regulations 2015

This document aims to reinforce the importance of competency to all involved and to remind individual workers and their employers of their duties for their own safety and the safety of others who may be affected by their work, their acts and their omissions. LodeStar Leisure Ltd will where possible, check the credentials and original papers and references of all contractors regarding their professional work for this event.

Item 12: HSG48 as listed above is useful in drawing out the relationship between the human factors and accidents involved in an event such as this. It demonstrates the key issues in this work and the interconnection between the individual, the job/task involved and the organisation as a whole. The management team will go to great lengths to detail, as closely as possible, work schedules and entertainment schedules and their relationship to time, place and the person or organisation responsible for particular tasks.

This document then can be seen as the method statement for the whole event.



## Managing the safe operation of Events

### Competence

The LodeStar Team involved with the planning are recognised as reliable, competent and experienced within the event and campsite industry.

All contractors used are known as reputable and chosen for their experience of similar events and working history. They are asked to provide Risk Assessments and Method Statements prior to their work schedule.

All contractors' staff will have previously received relevant training to give them the necessary competence to perform the tasks they are being asked to complete.

### Control

The Event Manager and the H&S Advisor input of the planning for the event will use the outcomes of the Team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the event as a whole. With an LodeStar's safety officer appointed to carry out, monitor and review risk assessments. The control documents and the risk assessments will set out the responsibilities of those involved and accepted by all involved.

Regular checks of control measures will be carried out during the build-up, during the event and, where necessary, during the clearance of the site.

### Co-operation

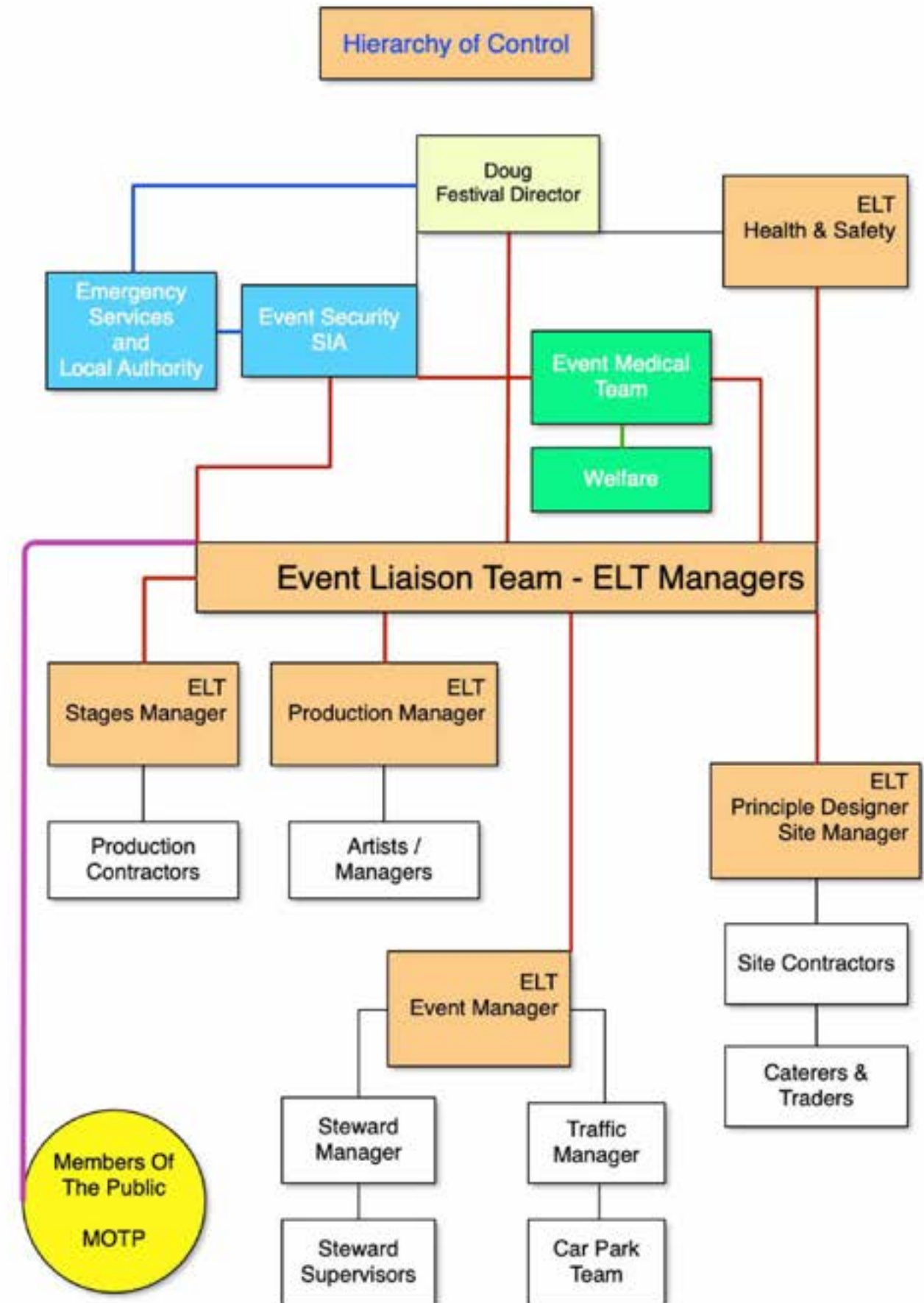
The Event Team to date have involved Local Council Departments, Emergency Services and contractors in planning the event. Held site meetings and reached a consensus on the various aspects of risk management, access control and emergency procedures and provisions.

- Produced Risk Assessments with the co-operation of all parties.
- Cooperated with other agencies on this exchange of information as necessary.

### Communication

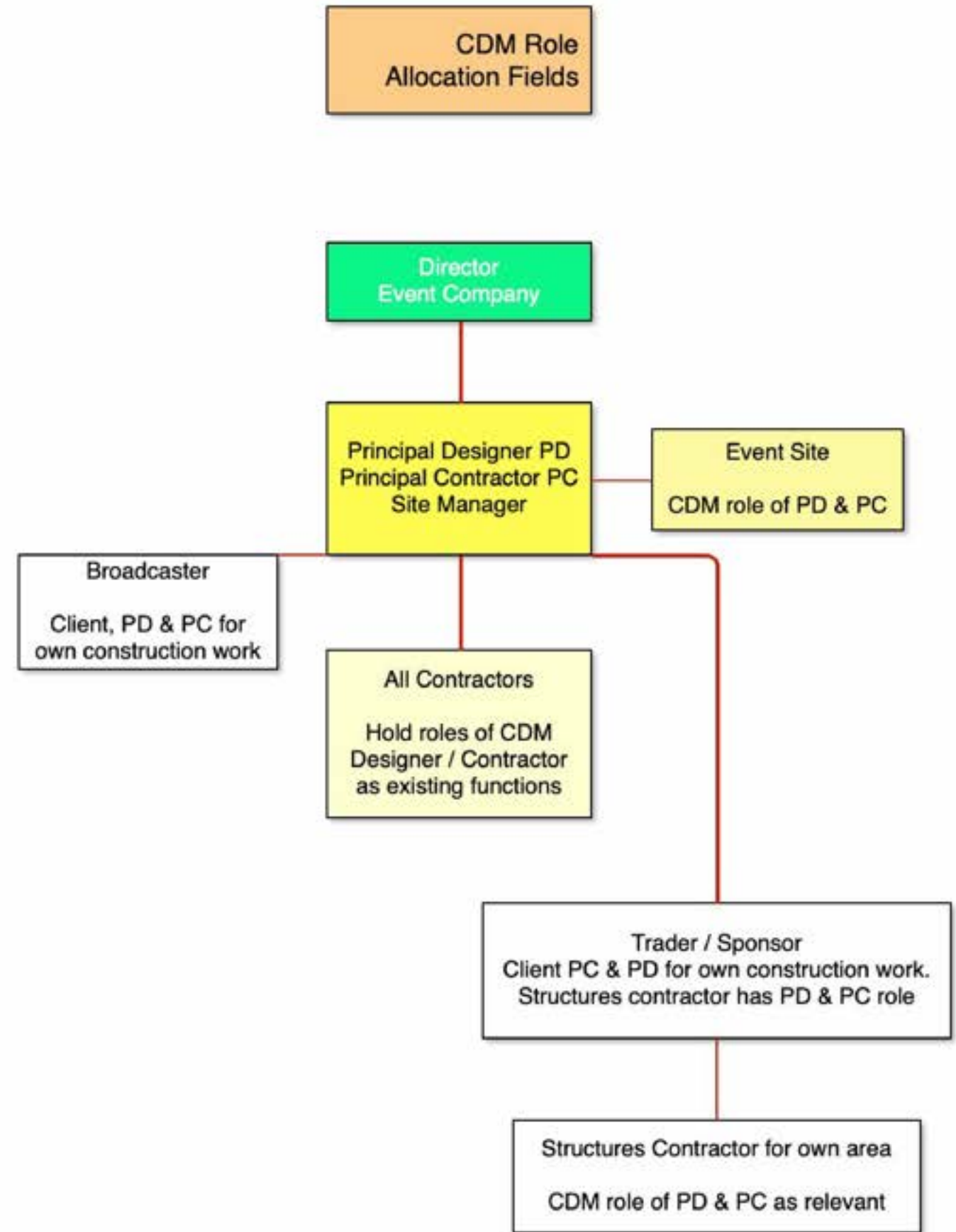
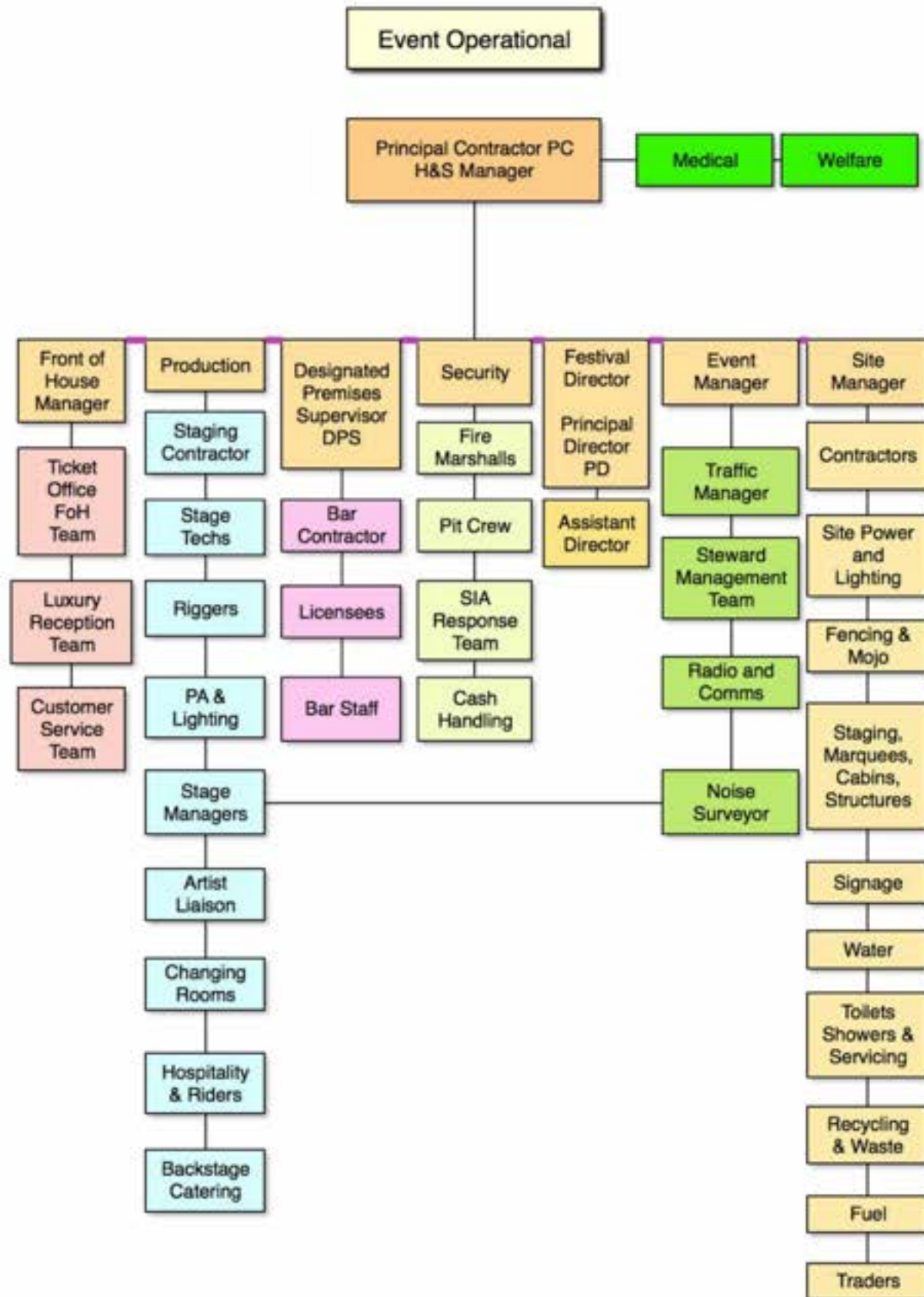
Effective communication controlling the risks and ensuring safe, professional operation of the event is in place.

1. Event management team by way of minutes from meetings, e-mails, telephone conversations, site meetings, plans and other documents regularly reviewed and agreed.
2. Communication with the public will mainly be by way of web, radio and newspaper news items and social media online.
3. During the event between contractors, event manager and the production will primarily be by way of digital two-way radios with a repeater. Mobiles as necessary and key contact numbers given out. SIA will have their own channel and monitor the event team channel
4. Communication with the public at the venue will be via the staff, a public address horn and Stage PA.





**Event Operational and CDM Roles**  
LodeStar CDM is held in a separate document







## Event Organisation - Role Responsibilities

1. The Management Team has overall responsibility for health and safety in the LodeStar.
2. The Event Director holds the position of Principle Designer and Principle Contractor with LodeStar own events Client as well.
3. The health and safety officer has responsibility for overseeing, implementing and monitoring health and safety procedures for LodeStar and for reporting back to the Management Team on health and safety matters. The safety officer will also conduct regular inspections of the workplace, maintain safety records and investigate and report on accidents at work.

## Training

1. Safety training is an integral part of an effective health and safety programme.
2. It is essential that every volunteer is trained to perform their job safely.
3. All volunteers will be trained in safe working practices and procedures.
4. Training will include instruction on the safe use of any equipment provided.
5. Most training will take place as part of site safety inductions.
6. Fire Extinguisher Training, will be dealt with in larger groups closer to the event.

## Volunteers at special risk

1. LodeStar recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities.
2. Therefore it is a requirement that all volunteers advise their supervisor if they become aware of any change in their personal circumstances which could result in their being at increased risk.
3. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.
4. LodeStar also acknowledges its responsibility to afford all "workers" the same facilities on site. Separate Risk Assessments will be carried out when Young Persons are suggested for particular posts/jobs on site.

## First aid and reporting accidents at work

1. First aid boxes are located at HQ.
2. All volunteers will be notified of the first aid boxes and given the names of the designated first aid personnel or the place where they may be found.
3. This information will also be written into the campsite volunteer manual.
4. All injuries, however small, sustained by a person at work must be reported to their supervisor or the safety officer and recorded in the accident book.
5. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive.
6. The safety officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.



### **Risk Management / Risk Assessment**

The purpose of this section is to consider and act on the many factors of risk affecting the safe and smooth running of the event. Its aim is to categorise the varying risks, both general and more site specific and explain the control measures and planning put into reducing the risks to the minimum acceptable in each case.

Risks posed by general hazards that will affect all areas of the operation.

### **Control and Cooperation at the campsite**

1. The Event Director will be in overall control of the event at all normal times.
2. For the actual campsite event while the site is open to the public, the Event Manager will control the site

### **Access and Egress**

1. There are public footpaths close to the site however event management negates the need to close these.
2. Emergency planning deals with evacuation of the site.

### **Crowd Management**

(See also -LodeStar's Steward's Manual)

1. The organisers understand that they have a duty of care to provide protection and stewarding for members of the public attending.
2. Site maps will be available.
3. All staff will receive thorough briefings as to the layout of the site and its landmark names.
4. An appropriate number of Staff, supervisors and managers for the duration of the event based on the risk assessment and crowd number will be maintained.

### **Site Security**

Site security will be appropriate to the level of risk.

Equipment Security: From the start of the site build until the last equipment leaves there will be a security presence on site. Where possible, working areas will be cordoned off from wandering public. Car Park Security: The car park and camping areas are recognised to be a target for thieves and vandals. Security and steward patrols will take place but the priority for LodeStar will be the campsites.

All security staff sign in on arrival to site and sign out again on departure. Once on site all staff to attend a event and site induction with a safety briefing to include a site walk for orientation. identification of emergency routes to safety, firefighting equipment placement, muster points and made aware of the required sequence for notifying and raising the alarm if an incident occurs.

All SIA badged staff must provide in date SIA badges, where numbers are recorded and held on file for a period of 21 days post event.

The event site includes entry and exit points to access via emergency services lane, attendees car parking, supplier and catering parking, general staff parking along with boundary fencing and internal restricted work zones. All areas of site are under constant monitoring during critical periods.

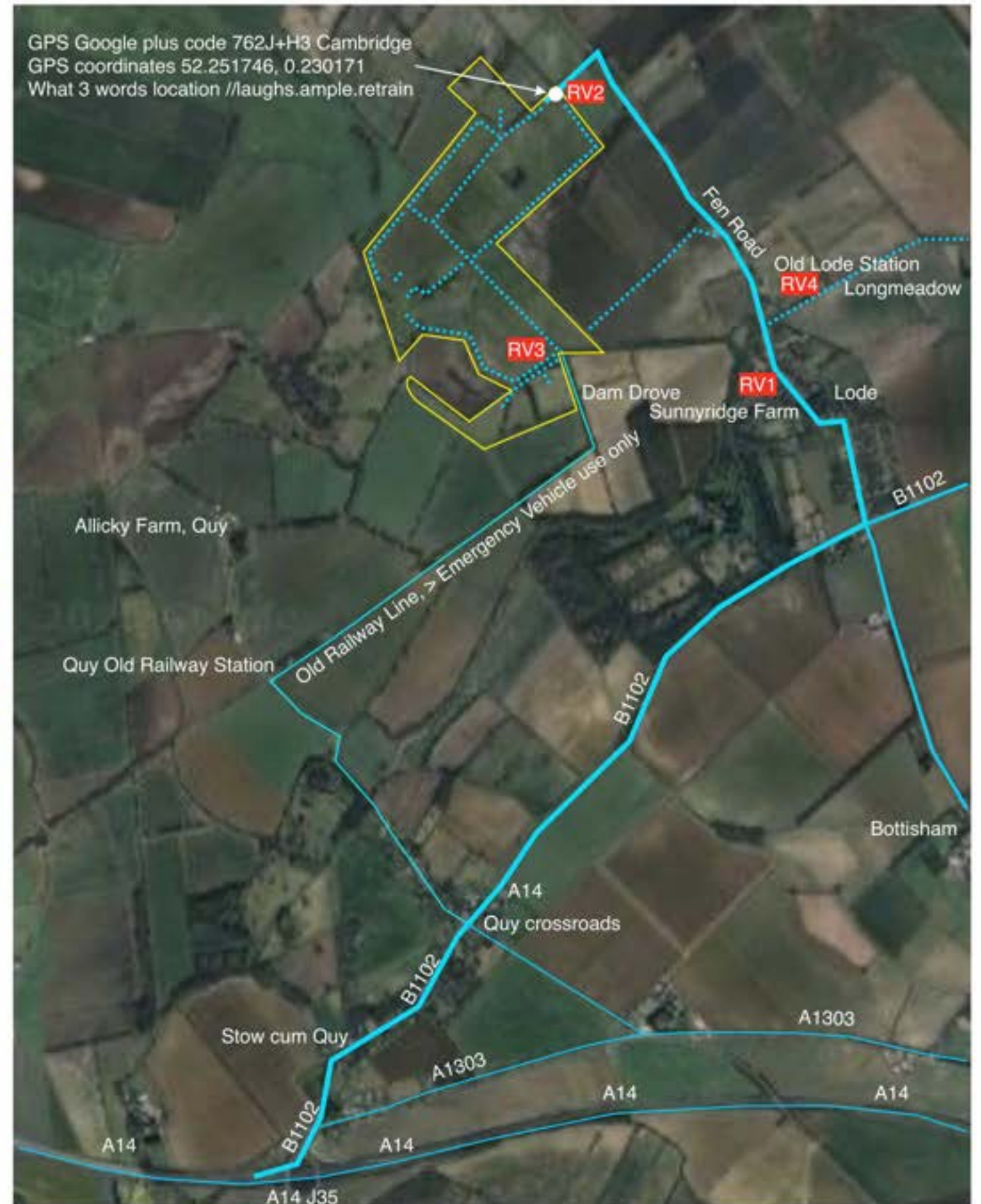
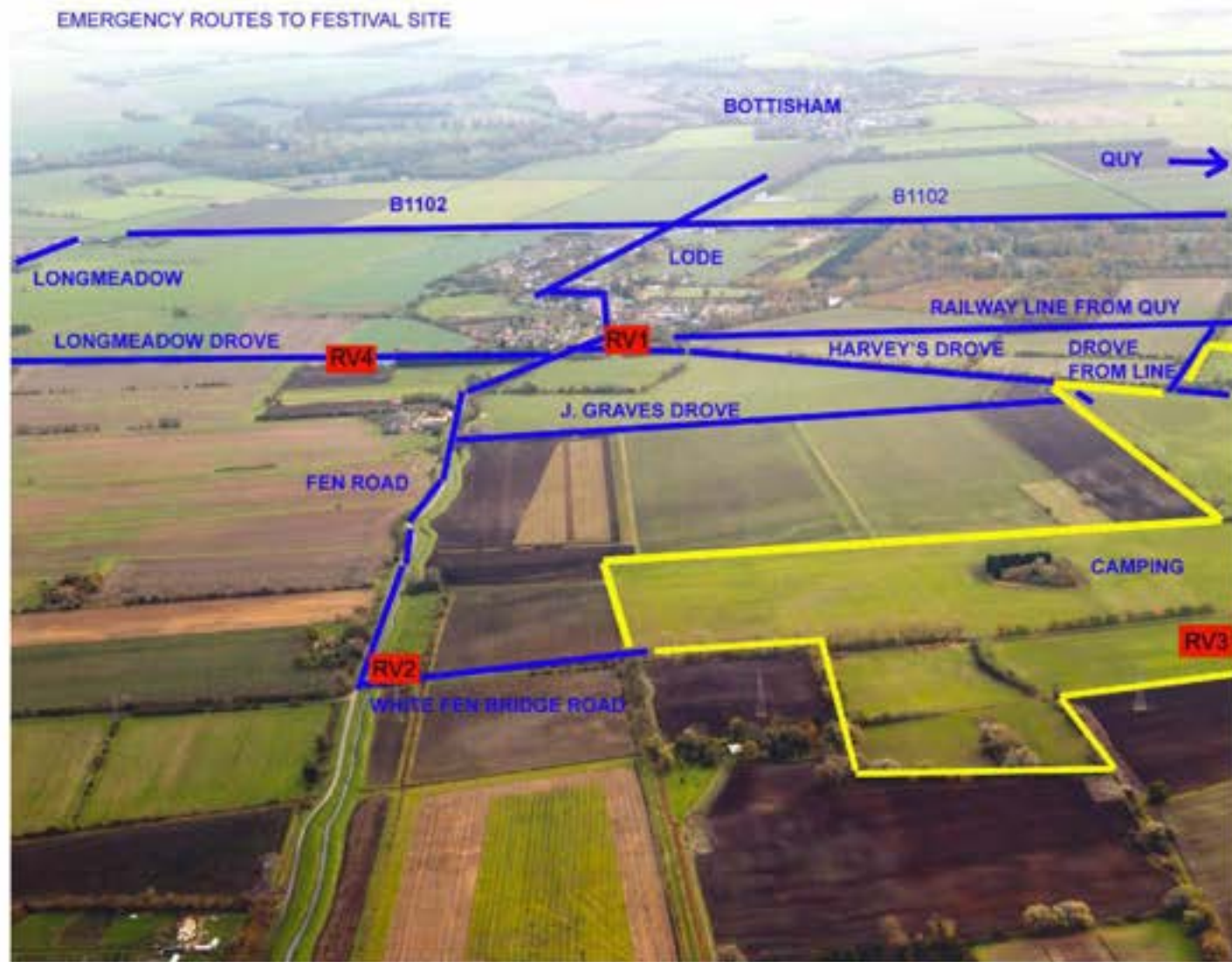
Event managers, health and safety officer, fire marshall, production, security personnel, medics and medical marquee / ambulance will be issued with 2-way radios. All radios have spare batteries that remain on charge.

All security incidents will be recorded in the event log book.





Emergency Services Access Route







### Emergency Plan

In the event of an emergency that requires evacuation of all or part of the site:

The event manager and LodeStar's safety officer will immediately communicate and advise public of action to be taken.

The PA would be used to communicate a clear and calm instruction to all persons.

The aim is to quickly establish the level of threat to the safety of all in the area and

1. Use a correct route for evacuation away from the area of danger.
2. Staff to be ready at the relevant assembly points of the given evacuation route in order to keep the public calm and provide a level of information.
3. Assembly points are as shown on current campsite plans and Staff /Security manuals.

### Major Incident

In the event of any emergency being deemed a major incident, control of the event will be surrendered to the Police and cascaded upwards to the emergency service that takes control of the situation.

Preservation of life will be the first priority of all involved.

All contractors and staff are instructed to follow and cooperate with the wishes of the emergency services.

The event manager and safety officer will liaise with the Police and Emergency Planning Departments.

### Scale down criteria

Introduction:

Risk assessments and planning for the event have in the main dealt with the mechanisms for setting up the event and operation of the event. Set out below are some criteria or incidents that may be used to initiate a scaling down of the event and /or a complete postponement or cancellation of the event.

CRITERIA OR INCIDENT	NATURE OF THREAT	EFFECT ON EVENT	DECISION MAKING
Weather: wind exceeding permitted speeds (info from staging contractors)	Danger to structures on site	1. Stage dismantled. 2. Postpone or stop the event	1. LodeStar and Contractors. 2. LodeStar and Police
Weather: Heavy rainfall	1. Danger to pedestrians 2. Wet Fields 3. Wet equipment	1. Stop or delay event while waiting for change 2. Muddy Fields 3. Protect electrics	1. HQ / EHO / Police 2. Tractors available to pull vehicles out, road and track-way available - HQ to deploy. 3. Safety checks following heavy rain - HQ / Contractors.
Police Intelligence: Terrorist Threat	Threat to all attending event	1. Stop, delay or postpone event. 2. Invoke procedures for evacuation	1. LodeStar and Police. 2. Police and LodeStar.
Major Incident: local to Cambridge	Loss of Emergency services resources	1. Delay event. 2. Stop event	1. LodeStar, Police, Civil Protection Unit (CPU) 2. LodeStar, Police, CPU
Civil Emergency	Loss of Emergency services	1. Delay Event 2. Stop Event	1. CPU, Police 2. CPU, Police

Decisions to delay, stop, postpone or cancel the event will be taken in consultation at all levels.

The event manager will contact Radio and News media to assist in preventing people coming to the event.

A major incident will probably be coordinated by CPU (Civil Protection Unit).

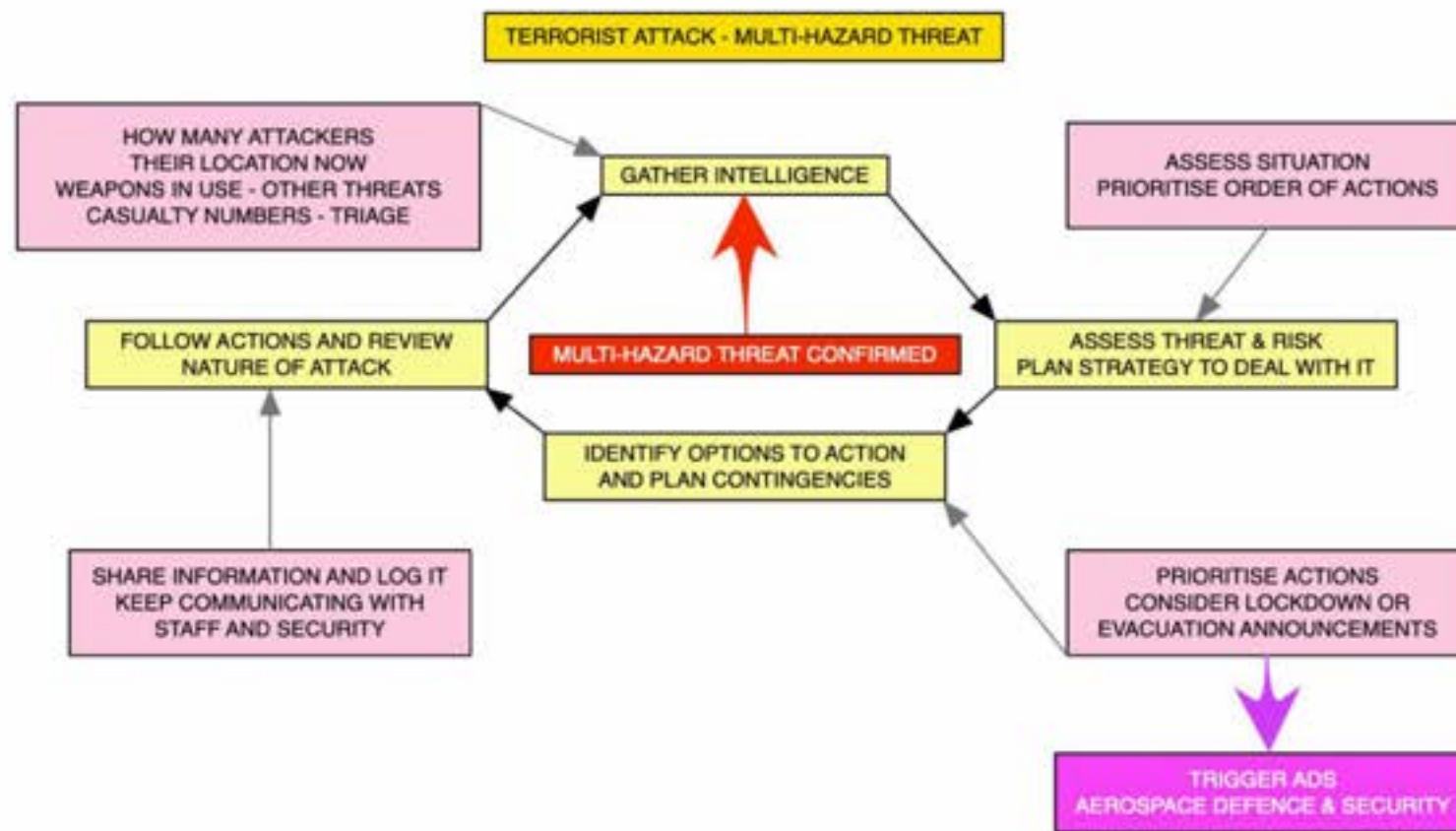




**Bomb Hoax / Terrorist Threat**

Staff should be briefed to be vigilant and to report any suspicious packages to event management. HQ staff to fill information as shown if they receive such a call :

- a) Timed to go off at? b) Location of bomb? c) Identity or code word or caller? d) Text of message?



Protective Marking: Restricted

This part should be completed once the caller has hung up and police/building security officer have been informed

Time and date of call:

Length of call:

Number at which call is received (that is, your extension number):

ABOUT THE CALLER: Male  Female  Nationality?  Age?

THREAT LANGUAGE: Well-spoken  Irrational  Taped  Foul  Incoherent

Message read by threat maker?

CALLER'S VOICE: Calm  Crying  Clearing throat  Angry  Nasal   
 Slurred  Excited  Stutter  Disguised  Slow   
 Lisp  Accent  Rapid  Deep  Familiar   
 Laughter  Hoarse  Other (please specify)

\* What accent?

If the voice sounded familiar, whose did it sound like?

BACKGROUND SOUNDS: Street noises  House noises  Animal noises  Crockery  Motor   
 Clear  Voice  Static  PA system  Booth   
 Music  Factory machinery  Office machinery   
 Other (please specify)

REMARKS:

ADDITIONAL NOTES:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NOW SAVE AND PRINT IMMEDIATELY – HAND COPY TO POLICE OR SECURITY**

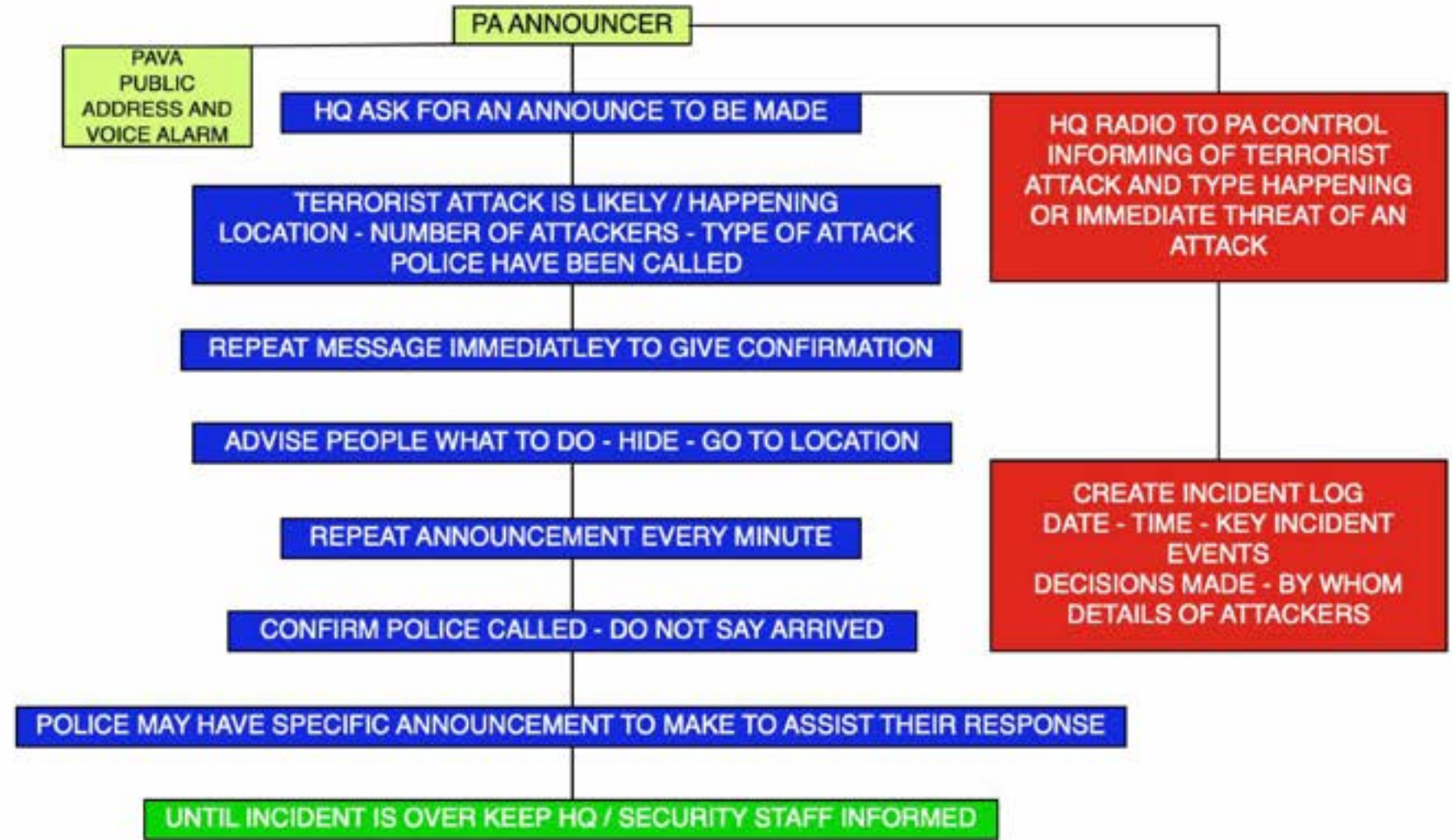
Retention Period: 7 years  
UP 06703



**TERRORIST ATTACK - PA - STANDARD OPERATING PROCEDURES SOP**

**Announcements**

1. If a bomb threat is received staff should contact HQ immediately.
2. The Event Director, SIA Supervisor and HQ manager will liaise immediately with the Police and Fire & Rescue services.
3. At the same time:
4. The area and location identified by GPS and event grid plan.
5. Provide the best route for people to use in evacuating from the danger area.
6. Staff placed to ring fence the danger area from ingress of persons from other directions. Staff to be well away from the area and make use of the large field sizes.



The steward manual has been written on a recognised principle of raising alarm without disturbing the audience causing panic problems with crowd safety.

Should a decision to evacuate be taken an instructional message will be broadcast over the PA.

LodeStar working with SAG hopes to receive notification from the Police should a there be a known level of threat for concern leading up to and over the event period.





**ETHANE and HOT**

- Exact Location
- Type of incident
- Hazards present or suspected
- Access - routes that are safe to use
- Number, type, severity of casualties
- Emergency services present and those required

**ETHANE checklist**

Initial actions at a terrorist major incident:

**Exact location**

Confirm nearest junction or exact address	
Geographic size of the incident	

**Type of incident**

Explosion, building collapse, firearms incident etc.	
--	--

**Hazards**

Identify the hazards present or suspected (e.g. number of hostiles, types of weapons etc.)	
Consider potential or secondary devices	
Is evacuation or invacuation necessary and safe?	

**Access routes**

Update with routes that are safe to use	
Clarify routes which are blocked	
Nominate and search the RVP	

**Number of casualties**

List type and severity	
Approximate number of dead, injured, survivors and witnesses	

**Emergency services**

List those services present and those required	
Conduct a joint dynamic hazard assessment with the emergency services	

**UNATTENDED ITEMS:  
LOST... or SUSPICIOUS?**



**H**

**Hidden?**

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



**O**

**Obviously suspicious?**

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



**T**

**Typical?**

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

**If after applying the HOT protocols you still believe the item to be suspicious, call 999.**





## Lost Child and Vulnerable Persons (LC/VP) Procedure

Lost Child supervision by DBS checked staff will be located at the Ticket Office close to the campsite area.

### CHILD SAFETY

1. Parents / Guardians are requested to keep their children with them at all times and arrange a landmark meeting spot for older children.
2. Occasionally children may become separated from their parent / guardian/carer.
3. The Lost Child and Vulnerable Persons Form is to assist in protecting them and yourself, and to help expediting reuniting the family.
4. Lost Children and Vulnerable Persons Point (LC/VP-P) is located at the Ticket Office. This is the only one on-site and therefore helps communication being the one focal point.
5. The location is marked on the campsite map and the information map for campers.
6. This is where any lost LC/VP they should be escorted to and for anguish parents / guardians to enquire or be directed to by Staff.
7. If a child appears unattended for their age or in distress Staff should introduce themselves and try to establish who the child's name and escort the child to the LCP even if the parent is already at the LC/VP-P as they need to be identified.
8. Parents need to be asked the questions as shown on the Lost Child Form including where they last saw their child.
9. A child should never be forced to go to the LCP.
10. Always stay with the child until DBS - LC/VP Staff arrive.
11. Always talk calmly to keep them from becoming distressed. In doing so it will help to keep them with you and not run away.
12. Only pass them on to those you know as the LC/VP Staff or SIA security team.
13. Avoid situations where you are alone with children, especially anywhere you are unlikely to be seen or heard.
14. This is to protect you from suspicion as well. If you can't avoid being alone with a child, you should take prudent precautions:
  - a. Try to move with the child to a place where other people are.
  - b. Avoid unnecessary physical contact, if you do have to touch them, make sure to get their agreement beforehand, keeping contact to a minimum and as appropriate.
  - c. Before returning to your duties, inform HQ Control that you have handed the child over.
15. The LC/VP form is simple to fill in and should assist everyone in the organisation in reuniting with the true parents / carers.
16. The bottom section of the form should be signed by the person collecting the child or vulnerable person and you should ask for some form of identification if possible and worded so as not to cause offence but show the care being taken. Also observe the interaction between them to confirm they know and trust each other. If the LC/VP is reluctant to go with the collecting person then advice from Police should be requested.  
Note, the child may have the parent / guardian mobile number on their wristband or written on their wrist. (This may however have been written by the person trying to abduct them).
17. If you have any doubts or gut instinct about handing the child over, contact HQ Control who will liaise with the Police and local Child Welfare Officer.
18. If the parent /guardian or child has not been found after a reasonable time (depending on child demeanour or parent /special circumstances of child i.e. a medical condition):
  - a. Notify HQ Control who should escalate the search and make a PA announcement.
  - b. Communication with HQ is very important throughout this process.
  - c. HQ will log the initial call and will refer to it as each subsequent message is received.
  - d. HQ must be informed when a child has been collected
  - e. They will then make a note and time record in the campsite log.
19. Lost Child Forms should be completed with discretion and filed securely at HQ when each case is dealt with for Data Protection purposes
20. Child or Vulnerable Person reported missing action
21. If parent / carer of LC or companion of VP is reporting to a Steward then brief details should be radioed to HQ, the Steward should then escort them to HQ.
22. Their name should not be given over the radio or any public address
23. HQ staff along with the SIA supervisor will use the LC/VP form to take a full description of the missing LC/VP
24. Details of the missing LC/VP are to be radioed to all SIA including the roaming team, all staff members and medical, welfare teams
25. Entertainment on stage /s will be paused and an announcement made asking attendees to look around in their immediate vicinity and continue to do so until until they hear a found announcement
26. If after a full site search the LC/VP is not found then the Police should be informed immediately.





**Lost Child and Vulnerable Persons Form**

*(Please refer to notes)*

**DATE:**                      **TIME:**

**PERSON FILLING OUT THIS FORM:**

**CHILD'S NAME:**

**CHILD'S AGE:**

**ADDRESS:**

**CHILD'S CLOTHING:**

**DISTINGUISHING MARKS:**

**ANY HEALTH DETAILS:**

**CHILD'S BEHAVIOUR:**

**PLACE CHILD FOUND:**

**DOES CHILD KNOW PHONE NUMBER?:**

**WHO WAS CHILD WITH & WHERE:**

**PARENT/GAURDIAN NAME:**

**OTHER INFO:**

**PERSON COLLECTING CHILD:**

**NAME:**

**ADDRESS:**

**RELATIONSHIP TO CHILD:**

**IDENTIFICATION:**

**SIGNATURE:**

**DATE:**

**TIME:**



**Young Persons attending**

Management of Health and Safety at Work Regulations 1999 requires that a separate risk assessment be carried out where children and young persons may be involved or affected by work activities.

1. "Immaturity can lead to carelessness and no previous industrial experience means that they are often unaware of dangers. Young people are also susceptible to peer pressure";
2. A child is a person who is not over the minimum school leaving age
3. A young person is a person who has not reached the age of 18
4. Severity x Likelihood = Rating of hazard

**Young Person's Risk Management**

	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING			WHO IS RESPONSIBLE
				L	S	R						
Y1	Attendance	Children and Young persons	May be subject to abuse, scared by size of event, become a liability, etc	3	4	12	Tickets will only be sold to persons over the age of 16. Anyone wishing to bring persons under 16 will be told of their responsibility for them at all times. No crèche facilities will be provided.	Children will be given unique wristbands which will enable staff to identify them and their parent /guardian.	2	4	8	LodeStar Staff Parents
Y3	Attendance	Lost Children	Children lost being found by Staff	3	4	12	There will be a designated area and a written procedure for dealing with lost children. No member of staff will be left alone with children. Any staff dealing with Lost Children will be CRB checked (probably through SIA licensing)	There will be robust communication channels regarding lost children. An amount of time will be agreed before performances are stopped and announcements putout. Police will be informed after an agreed period.	2	4	8	LodeStar Staff
Y4	Attendance	Lost Children	Parents informing HQ/Staff that they have lost a child.	3	4	12	There will be a written procedure for dealing with lost children notices.	See above.	2	4	8	LodeStar Staff
	HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING			WHO IS RESPONSIBLE
				L	S	R						
Y5	Attendance	Children Young Persons	Children in Bar areas Underage drinking	3	4	12	Children will not be permitted into bar areas. There will be "off-sales" counters to the side of bars where children may wait with their parent or guardian.	Bar staff will be aware of the Law regarding sales to persons under 18. ID will be requested of anyone appearing to be under 18.	2	4	8	LodeStar DPS





## Welfare

### Disabled Campers

1. The terrain is mainly flat grass surfaces and limiting for those less mobile patrons and those in wheelchairs.
2. Toilets areas include disabled units.
3. In the event of an emergency evacuation, Staff will assist anyone they see in difficulty or unable to move quickly to a place of safety. Staff will also respond to requests by parents / guardians / carers for help and look to assure and calm all persons. In extreme cases, site vehicles will be used to take infirm or wheelchair-bound persons to safety.
4. Where possible all caterers and traders will provide the same services for disabled patrons as others including low serving counters, hatches.
5. Staff will try to note where disabled campers are and LodeStar will encourage an area close to entertainment arenas and reasonable distance from disabled parking but they will be free to camp where they wish. SIA and Stewards will be encouraged to observe disabled and special needs persons locations as the ingress of attendees takes place.

### Event Staff Welfare

1. A marquee for staff will be provided for catering and general welfare also enabling conversations and communication of any observations of note for general knowledge in what happened or to look out for.
2. Stewards will be given a manual or brief information pack on the event and procedures depending on need for the scale, activities and length of time of the event
3. Radio training will be offered and code words for major incidents to communicate to HQ and SIA
4. PPE will be provided
5. Adequate rest times will be provided along with information on shift change over procedures, contained in the staff event information pack or if the event size calls for then a Steward Manual

### First Aid - Medics

A person with first aid knowledge will be on site for build and take down, also contractors will be asked to confirm they have a first-aider in their team

The first aid point will be close to but not on the campsite, care will be taken in planning the location strategically within the event with emphasis on an area close to activity where injury may be likely. This will be shown on the Site Plan

All events will be assessed for the level of medical needs dependant on the size of the event and numbers attending, activities at the event, entertainment and audience profile.



## Fire Risk Assessment

The following event fire risk assessment is based on the guidance provided in the HM Government publication "Fire Safety Risk Assessment: Open Air Events and Venues" which offers guidance in compliance with the Regulatory Reform (Fire Safety) Order 2005. It is also based on experience with the campsite activities and the event site since 2007. This is in addition to the Fire Risk Assessment included in the appendix.

### Fire Risk Assessment Explanatory Notes

Assessment Categories	Risk Groups	Likelihood	Level of Risk Severity Value**
1. Ignition Sources	1. Staff & Contractors	<b>Very Unlikely</b> - Little or no chance, would require an unusual combination of factors to result.	5
2. Sources of Fuel	2. Members of the Public	<b>Unlikely</b> - Conceivable occurrence. Would require a multiple failures of systems & controls or a rare combination of factors.	10
3. Fire Fighting Equipment & 4. Facilities		<b>Likely</b> - Known to have occurred and represents a credible scenario.	20

### Fire -Levels of Risk

1. Each hazard will be examined and the risk will be classified by one of the five levels of risk charted above.
2. The level of risk associated with each individual hazard calculated is based on the existing control measures that are implemented by the event.
3. If the level of risk is still above the normal level then further action will be proposed to reduce or eliminate the hazard and the new level of risk will be recorded based on the proposed actions being implemented by the event.

\*\* NOTE – in terms of the SEVERITY of each hazard, it is assumed within this document that fire always carries a potential severity of fatality and major damage and in each case = Severity of 5.

### Fire Risk Assessment Review

1. Ensure that both existing and proposed control measures within the Fire Risk Assessment are being implemented
2. Assess how effectively the risks are being controlled
3. Monitor significant changes on site that may affect existing fire precautions
4. It will be necessary to continually monitor the Fire Risk Assessment and where necessary revise.
5. For the purposes of this event, the assessment will be reviewed during the following three periods:
  - a. Build Up and Load In, during the building of infrastructure and delivery and installation of equipment and services Event
  - b. while the site is open to the public.





- c. Load Down and Break Down, during the removal of equipment and services and dismantling of infrastructure.
6. If during any of the three periods above, a process, activity or hazard is identified, that poses an immediate likely / probable fire risk then Event Management may also issue an Advisory Notice containing control measures to reduce or eliminate the risk in conjunction with the amendments to the Fire Risk Assessment.

Ref #	Subject Area	People At Risk	Hazard (What might happen)	Rating Likelihood x Severity Rating = Primary Risk based on no controls	Control Measures	Rating Likelihood x Severity Rating = Residual Risk	Further precautions
<b>1</b>	<b>Ignition Sources</b>			<b>L S R</b> Likelihood Severity Rating		<b>L S R</b> Likelihood Severity Rating	
1.1	Site Vehicles	Staff & Contractors	Poorly maintained vehicles and plant equipment during build.	2 5 <b>10</b>	1. Campsite Management to ensure all vehicles are to comply with current testing legislation in respect of their type and use.	1 5 <b>5</b>	
1.2	Public Vehicles	Members of the Public.  Artists & Performers	1. Radiated Heat from vehicles. 2. Radiated heat from Exhausts	2 5 <b>10</b>	1. Have traffic management parking plan in place to allow for adequate space between vehicles. 2. Keep traffic flowing at a steady, even pace and do not allow cars to idle on grassy areas. 3. In the event that cars must queue before entering/ exiting green field parking site, steward to request they turn of engines.	1 5 <b>5</b>	Grass to be short and well before public arrival to reduce combustible material.
1.3	Site Traffic	Staff & Contractors  Members of the Public  Artists & Performers	1. Traffic collision	3 5 <b>15</b>	1. Traffic management plan in place with minimal vehicle movements during event. 2. Staff to monitor any area where vehicle movement is likely to interact with another flow of vehicle movement on-site to ensure safe traffic flow.  3. No contractors vehicles or plant to be reversed without a banksman.	1 5 <b>5</b>	



1.4	Site Provided Electrical Installations	Staff & Contractors  Members of the Public  Artists & Performers	1. Electrical equipment malfunction.	4 5 20	<ol style="list-style-type: none"> <li>1. Temporary sources of power will be provided via generators supplied from a reputable company.</li> <li>2. All generators earthed and in ventilated area.</li> <li>3. All electrical installations to have current compliance certificates.</li> <li>4. All electrical installations to be inspected and tested as fit for use by a competent person, in accordance with The Electricity at Work Regulations 1989.</li> <li>5. All plugs to be properly fused.</li> <li>6. RCD protection for outdoor cabling.</li> <li>7. A reputable company to be used for installing the technical equipment (sound &amp; lights). This company able to produce safety documents (PAT, electrical testing) for all equipment and cabling used.</li> <li>8. Electrical cabling to be kept free of combustible material and kept ventilated to prevent overheating.</li> <li>9. All traders to supply certificates showing safety compliance for their electrical equipment.</li> </ol>	2 5 10	
1.5	Traders and Food Catering Stalls	Staff & Contractors.  Members of the Public.	<ol style="list-style-type: none"> <li>1. 1. Liquid Petroleum Gas (LPG) supplied cooking installations within Food Trade units.</li> <li>2. Electric supplied cooking equipment within Food Trade unit.</li> <li>3. Radiated Heat from Concession Units.</li> <li>4. Catering BBQ grills</li> </ol>	4 5 20	<ol style="list-style-type: none"> <li>1. All LPG installations to have current compliance certificates as issued by a registered Gas Safe inspection.</li> <li>2. Gas Safe inspector must be qualified to inspect mobile catering traders.</li> <li>3. Catering units to be designed and built to current regulations and carry proof of inspected by their Local Authority.</li> <li>4. Fat fryers to be equipped with thermostatic cut out controls and flame failure devices to prevent gas escape and build up.</li> <li>5. Electric supplied cooking equipment to have current compliance certificates as inspected by a registered inspector.</li> <li>6. Trade stalls to submit a Fire Risk Assessment and carry appropriate fire extinguishers and blankets.</li> <li>7. Adequate separation between units as controlled by the Event Manager.</li> <li>8. Catering stalls featuring barbecue grills to isolate grills from public access and specifically risk assess and have methods of extinguishing the BBQ.</li> <li>9. Stalls with cooking / heating equipment to be 8m apart, Fish and Chip or other deep hot fat fryers type caterers to be 12m apart</li> </ol>	1 5 5	Site and Stall managers to control stall spacing





1.6	Public campsite	Staff & Contractors.  Members of the Public.	1. Smoking materials not extinguished properly or near accumulated waste.	3 5 15	<ol style="list-style-type: none"> <li>1. Event organisers to mark out campsite with fire lanes.</li> <li>2. Designated BBQ areas to be provided.</li> <li>3. Formal fire points to be set up with correct fire extinguishers and alarm system in place.</li> <li>4. Staff to oversee arrivals of campers to site.</li> <li>5. Ensure correct space is available between each tent.</li> <li>6. Monitor in all circumstance that fire-lanes are kept clear.</li> <li>7. Monitor tower to be set up in campsite.</li> <li>8. Ensure all security staff are briefed in order to oversee campsite.</li> </ol>	3 5 15	<p>Full briefings to all staff carried out ensure reporting structure is understood and any code-words in use are published and handed to all staff.</p> <p>Provide advance event information campers guide on the website and print on the day in ticket office.</p>
1.7	Smoking	Staff & Contractors  Members of the Public  Artists & Performers	1. Smoking materials not extinguished properly or near accumulated waste	3 5 15	<ol style="list-style-type: none"> <li>1. No smoking permitted inside buildings or marquees in line with national legislation.</li> <li>2. Provision of sand buckets in some locations for proper extinguishing of smoking materials.</li> <li>3. Positioning of fire points and extinguishers around the event site.</li> </ol>	1 5 5	Security and Staff to maintain watch for signs of fire.
<b>2</b>	<b>Sources of Fuel</b>						
2.1	Temporary structures	Staff & Contractors  Members of the Public  Artists & Performers	1. Marquees commercial tents and stage textiles igniting	3 5 15	<ol style="list-style-type: none"> <li>1. Contract only reputable firms for stage textiles and marquees.</li> <li>2. All contractors to provide proof textiles have a fire retardant rating.</li> <li>3. Traders to provide proof textiles have a fire retardant rating of their marques.</li> <li>4. Structures to have minimum 6xmetre spacing.</li> </ol>	1 5 5	
2.2	Décor Art Installations Signage	Staff & Contractors  Members of the Public  Artists & Performers	1. Drapes, banners, décor, soft furnishings igniting.	3 5 15	<ol style="list-style-type: none"> <li>1. All drapes and banners etc. will be certified to the relevant resisting/retardant standard.</li> <li>2. Samples of décor textiles should be available for testing upon request.</li> <li>3. Soft furnishings in no smoking areas only and away from electrical supply or equipment.</li> </ol>	1 5 5	
2.3	Wood	Staff & Contractors  Members of the Public	1. Building materials, pallets. wood igniting	3 5 15	<ol style="list-style-type: none"> <li>1. Where possible, wood used will be treated with fire retardant to help prevent easy burn.</li> <li>2. Fire extinguishers to be placed with any structure or building containing wood.</li> <li>3. Waste wood to be disposed of in proper waste containers, away from sources of ignition</li> </ol>	1 5 15	



2.4	Flammable Liquids	Staff & Contractors.	<ol style="list-style-type: none"> <li>Cleaning solvent &amp; spirits.</li> <li>Alcohols.</li> <li>Fuel.</li> <li>Paint.</li> <li>Cooking oil.</li> </ol>	2 5 <b>10</b>	<ol style="list-style-type: none"> <li>Minimal amount of flammable liquids on site, only what is necessary for use.</li> <li>Cleaning solvents, spirits and paints to be kept in dedicated store area with no access by public.</li> <li>Bar supply of alcohol to be kept in dedicated store area with access by bar staff only.</li> <li>Food Traders' fat fryers to be equipped with thermostatic cut out controls to prevent overheating.</li> <li>Generator fuel to be diesel and to be stored in an isolated area, transported in purpose built bunded containers and refuelling done by experienced designated contractor.</li> <li>Minor spills to be promptly cleared using spill kits.</li> <li>Major fuel spills to be reported to HQ.</li> <li>H&amp;S Officer to be available to deal with initial response.</li> <li>Cambridge Fire and Rescue Service and Environment Agency to be notified of any significant spills, for further assistance and guidance.</li> </ol>	1 5 <b>5</b>	
2.5	Flammable Gas	Staff & Contractors  Members of the Public	<ol style="list-style-type: none"> <li>LPG used by Food Traders.</li> </ol>	4 5 <b>20</b>	<ol style="list-style-type: none"> <li>Minimal use of LPG on site.</li> <li>LPG to be used only in accordance with Section 1.0 Sub-Section 1.5 of this Fire Risk Assessment Plan.</li> <li>One cylinder in use and one spare per food trade unit.</li> <li>All other cylinders to be stored in designated, secure and well vented compound.</li> </ol>	1 5 <b>5</b>	
2.6	Waste	Staff & Contractors  Members of the Public	<ol style="list-style-type: none"> <li>Combustible litter.</li> <li>Packing materials.</li> <li>Waste from site build material.</li> </ol>	3 5 <b>15</b>	<ol style="list-style-type: none"> <li>Waste bins provided throughout site and emptied at regular intervals in order to prevent build up.</li> <li>Contractor hired to litter pick and manage waste on site.</li> <li>Litter and waste to be held in a designated area, isolated from public access and away from sources of ignition until it can be removed from the site all together.</li> </ol>	1 5 <b>5</b>	Regular touring inspection by Staff and waste management team to monitor build up.
2.7	Straw	Staff & Contractors  Members of the Public	<ol style="list-style-type: none"> <li>Straw bales used for seating.</li> </ol>	2 5 <b>10</b>	<ol style="list-style-type: none"> <li>Event management is a professional forage merchant who will supply straw bales being a tight contractor bale.</li> <li>Straw bales to be positioned away from structures and spaced apart.</li> <li>Water buckets to be positioned near straw bale seating.</li> </ol>	1 5 <b>5</b>	To date Event management has not used bales, only wooden folding chairs.
<b>3</b>	<b>Fire Detection and Warning</b>						
3.1	Fire	Staff & Contractors  Members of the Public  Artists & Performers	<ol style="list-style-type: none"> <li>Fire developing unnoticed.</li> </ol>	3 5 <b>5</b>	<ol style="list-style-type: none"> <li>Event team to hire professional services of an event fire extinguisher supplier.</li> <li>Team to identify areas of isolation within the site with little public or staff/contractor footfall.</li> <li>Security, Staff and all staff to be briefed to monitor the site, including isolated areas for signs of fire.</li> </ol>	1 5 <b>5</b>	





3.2	Communications /PA systems	Staff & Contractors  Members of the Public  Artists & Performers	<ol style="list-style-type: none"> <li>1. Failure to notify all persons within the area of a significant fire.</li> <li>2. Failure to notify persons within the area of the need to evacuate part of or the whole of the area.</li> </ol>	2 5 <b>10</b>	<ol style="list-style-type: none"> <li>1. Through radio systems, PA, bullhorns and or/in-person Security &amp; Steward patrols and Site Staff to notify persons in hazard area of proximity to fire.</li> <li>2. Security and Key Safety Staff to ensure that the fire hazard area is evacuated.</li> <li>3. Emergency communication set up with controllers of music sound systems and stages to relay emergency messages to crowd in the event of fire.</li> <li>4. Security or Staff to be in radio contact with Event HQ to receive information about the arrival of emergency services or the call to evacuate an area.</li> </ol>	1 5 <b>5</b>	<p>Campsite to have an Emergency Plans in place.</p> <p>This plan to be communicated to all staff and contractors.</p>
<b>4</b>	<b>Fire Fighting Equipment</b>						
4.1	Fire Extinguishers	Staff & Contractors  Members of the Public  Artists & Performers	<ol style="list-style-type: none"> <li>1. Fire extinguishers failing to perform.</li> <li>2. Insufficient quantity of portable fire extinguishers.</li> <li>3. Incorrect use of portable fire extinguishers.</li> </ol>	3 5 <b>15</b>	<ol style="list-style-type: none"> <li>1. Fire extinguisher supplier to be equipped with all necessary stock in order to replenish and act if required and supply an assortment of fire fighting equipment.</li> <li>2. All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor.</li> <li>3. All fire extinguishers refilled in accordance with BS5543 part 1.</li> <li>4. Appropriate fire extinguishers to be located in all campsite structures on site and at key site locations as decided by Event Manager and H&amp;S Officer.</li> <li>5. Traders on-site are required to carry appropriate fire extinguishers at their stalls.</li> <li>6. Training &amp; instruction given staff, security and Staff on selection and use of correct fire extinguishers.</li> <li>7. Signs highlighting location extinguishers.</li> </ol>	1 5 <b>5</b>	
4.2	Other Fire Fighting Facilities	Staff & Contractors  Members of the Public	<ol style="list-style-type: none"> <li>1. Fires within boundary.</li> <li>2. Larger fires (structures, vehicles).</li> </ol>	3 5 <b>15</b>	<ol style="list-style-type: none"> <li>1. Area to be supplied with fire points consisting of barrels of water and buckets at regular intervals throughout the campsite.</li> <li>2. Fires involving either a vehicle, concession unit or structure will be reported to Cambridgeshire Fire and Rescue Services and SAG debrief.</li> </ol>	1 5 <b>5</b>	HQ to have communication equipment to summons Cambridgeshire Fire and Rescue Services for assistance.
<b>5</b>	<b>Escape Routes</b>						



5.1	Structures	Staff & Contractors  Members of the Public  Artists & Performers	Overcrowding within structures 2. Insufficient or inappropriate exits from structures 3. Blocked escape routes within structures	4 5 <b>20</b>	<ol style="list-style-type: none"> <li>Capacity of marquees and campsite structures to be calculated and numbers maintained.</li> <li>Exit time to be calculated between 2 and 3 minutes, depending on the structure and risk present.</li> <li>As far as possible marquees to have approximately 50% of the sides up to assist with public circulation.</li> <li>Enclosed Structures to have minimum of two exit points for the public and two for backstage/staff only areas.</li> <li>Travel distance to any exit point not to exceed 18 meters.</li> <li>Minimum exit width to be 1.05 meters, larger if possible in order to meet calculated exit time.</li> <li>Furnishings and technical equipment within structures are not to be positioned in structure exit routes.</li> <li>Exit points to be illuminated by regulation green "Running Man" signs.</li> </ol>	1 5 <b>5</b>	Security and Staff to monitor structure capacity and keep exit routes clear at all times.
5.2	Open Areas	Staff & Contractors  Members of the Public  Artists & Performers	<ol style="list-style-type: none"> <li>Uncontrolled evacuation of area.</li> <li>Crushing and tripping.</li> <li>Large number of people unfamiliar with site.</li> <li>Obstructions in Emergency Exits and Escape Routes.</li> <li>Obstructions in emergency vehicles access routes.</li> <li>Poor lighting of emergency route.</li> <li>Poor ground conditions along escape route.</li> </ol>	3 5 <b>5</b>	<ol style="list-style-type: none"> <li>Event Management to ensure design for arenas have a minimum of three escape routes with room for audience to travel well clear of the area of danger.</li> <li>Escape routes to be indicated with regulation green "running man" signs and accompanying arrows positioned at a height as to be visible.</li> <li>Exit points signed as such and illuminated for ease of location during hours of darkness.</li> <li>Staff and contractors to be made aware of site emergency procedures and escape routes during their site induction.</li> <li>Escape routes to be free of obstructions and exit points to be positioned in areas where the ground is relatively flat.</li> <li>Fire lanes and any gated areas to be of a sufficient width to accommodate emergency vehicles.</li> <li>Security and Staff to be ready at RVP and maintain a clear vehicle route for emergency services getting to the required area.</li> </ol>	1 5 <b>5</b>	Event Manager to ensure staff and Staff are orientated to the site layout and named areas and structures.
5.3	Disabled persons and young children.	Staff & Contractors  Members of the Public  Artists & Performers	1. Inability to locate or move along escape routes.	2 5 <b>10</b>	<ol style="list-style-type: none"> <li>Security, Staff and staff briefed to offer assistance to those with mobility issues, including families with children.</li> <li>St John Ambulance to care for persons under their charge and to be responsible for ensuring their safe evacuation.</li> </ol>	1 5 <b>5</b>	Any spare Staff to help as necessary.





### Fire Safety

1. All contractors will provide fire-fighting equipment (extinguishers) as appropriate to the level of risk their equipment may create on site. LodeStar only accepts contracts where the company has provided risk assessments and shown to comply with current legislation including fire safety and if applicable procedures in their staff using equipment and any fuels likely to ignite.
2. Caterers and other traders will be checked they have a provision of extinguishers as part of their contract.
3. Caterers and Traders are asked to provide all paperwork including Fire Risk Assessments before being accepted to attend the event.
4. Any company, contractor that fails to provide fire fighting equipment on arrival to site will not be allowed entry until they have rectified the lack of provision.

### The highest level of fire risk for this event will be:

1. **Diesel fuel** from the generators catching fire. (Bunded tanks and regularly maintained generators from reputable contractors will be used.)
2. **Electrical fires** (all equipment on site will be visually inspected and be part of an ongoing maintenance and inspection regime).
3. **Grass fires** in the car park (drivers will be asked to switch off engines as soon as they are stationary) Grass is kept to a minimum length and residue present.
4. **SSQ / Camp fires** (Open fires are not permitted).
5. **Camping Stoves.** Campers are requested to use designated BBQ areas with the LodeStar website and camping information pages handed out at the ticket office.
6. **Arson** Security and stewarding presence and vigilance at all times.

### Event Areas

1. All working areas, marquees and campsites /s will have fire points with an appropriate number and type of fire extinguishers.
2. The gap left between tents in the campsite will be large due to the space available on the site and cover any future social distancing as was required with covid 19 government recommendations that would be current at the time.
3. Fire lanes will have flagged entry and exit points and white lined the full length to maintain an access roadway for the fire and rescue services. The fire lanes will be 50metres apart allowing for minimal hose length.

### Fire Protection Equipment

Event equipment will be based on the risk assessment covering number and type of risk at each area of the site, structures and shown on the Campsite plans if the event has camping.

1. Fire Points – will be shown on the submitted site plan for the event at the time and assessed for structure size and type, campsite fire points dependant on camper numbers but placed no more than 30 metres apart. Fire Points will have a pole and red flag with a Fire Point Sign and number of extinguishers with type suitable for the needs in that area.
2. Water Type Extinguishers, CO<sub>2</sub> Type Extinguishers, Dry Powder Extinguishers, will also be kept in a vehicle to respond quickly and backup existing supply of extinguishers at fire points, including generators and other danger points such as fuel storage, tankers.



## **Contractors - Managing**

All contractors and trades are to supply full documentation before being accepted. Insurances including Public and Employee, Risk Assessments, Method Statements, Term of Business, Delivery, Build and Completion dates, if working at height required and in risk assessment

Contractors will be stopped at the entrance to be advised of site safety and LodeStar's H&S Policy, the route to take for off-loading /loading supplies and equipment. This includes where to park if stopping on site and as soon as the need for the vehicle has been completed not to move without Staff / banksmen.

The site manager and staff are to check caterers and traders paperwork and fire equipment in place before entering their pitches. This will include PAT tested certificates for any electrical equipment.

### **Work Schedule**

Work on the site build will be scheduled at an appropriate period before the public / client arrival date.

Work areas will be cordoned off where needed during build and de-rig of the site.

Contractors have all necessary PPE provision for their staff.

Contractors H&S documents and method statements are to be adhered to and checked by LodeStar's safety officer.

It is LodeStar's intention to clear of the site as soon as possible after the event.

### **Personal Protective Equipment PPE**

All contractors are to provide suitable and sufficient Personal Protective Equipment (PPE) as required by their own risk assessments or as advised by LodeStar's safety officer.

The event manager will decide any requirement for specific dress during the event.

### **Noise Environment**

The Health and Safety Officer will take regular noise level readings and record them in the event log. Signage in the pit areas and staff instructions on noise level harm with informing them to wear ear protectors supplied in high noise level environments and to keep a minimum amount of time in those areas with regular shift changes scheduled/

### **Contractor /Staff behaviour**

Horseplay and practical jokes are not tolerated as they invariably result in accidents or harm.

This is a time-critical event build but contractors should allow adequate breaks in the working days.

Any contractor or staff member suspected of being under the effects of alcohol or drugs will be asked to leave the site with no claim for recompense against LodeStar Leisure Ltd or any of its partners or contractors.

Any worker on prescription drugs that may affect their work performance or risk injury to others should advise their manager who should inform LodeStar's safety officer.



**Manual Handling**

Manual Handling Operations Regs 1992.

All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used.

1. Manual handling should be avoided or reduced as much as possible.
2. Site manager to advise on equipment delivery as close as possible to the place of use /offloading.
3. Where possible, large loads will be broken into component parts, mechanical aids will be provided, Staging equipment should be delivered in wheeled boxes.
4. Telehandlers will be available on site and only drivers with an appropriate original certificate will be allowed to operate them.
5. The use of mechanical aids (sack-barrows/trolleys/etc) when moving equipment around the site.
6. Contractors should produce Risk Assessments and Method Statements on Manual Handling.
7. Reference to Manual Handling using the T.I.L.E. (or L.I.T.E.) method of Risk Assessment which observes the Task, the Individual, The Load and the Environment to ensure consideration of all the detailed aspects of the task to match the task and individual.
8. Contractors should ensure adequate staff present
9. Adequate footing and surfaces taken into account and include consideration of any possible fall areas or pinch points against wall structures or equipment.
10. Any contractors with manual handling problems should consult with LodeStar' safety officer before the build or at the time as necessitates.

**Working at Height**

1. Working at height will be kept to a minimum and monitored by LodeStar's safety officer.
2. Where absolutely necessary, ladders will be inspected for safety before use by LodeStar's safety officer. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying the head of the ladder to a secure point.
3. Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.
4. Any contractor erecting an access tower should hold a current, valid PASMA certificate or equivalent and be able to produce evidence of competence.
5. Contractors with more complex rigging or working at height needs will provide LodeStar's safety officer with a specific risk assessment and plan pre-event.

**Temporary Demountable Structures**

1. All temporary demountable structures will be signed off by the installing LodeStar contracted company and a certificate given to LodeStar's safety officer.
2. LodeStar's safety officer will have the necessary theoretical and practical knowledge to check such structures.
3. All contractors will provide their H&S documents for examination and record in advance of any work commencing.

**Electrical Safety**

1. All Generators, tower lights and any large electrical installations are to be fenced off with high voltage warning signs and no unauthorised entry signage.
2. All electrical items on-site to be PAT tested.
3. The site manager and LodeStar's safety officer will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence.
4. Random checks of electrical equipment will be carried out by LodeStar's safety officer or site manager.
5. Any equipment with no PAT test or showing recent damage will be removed from use.
6. Generators and power distribution will be signed off by the contractor with a temporary installation certificate presented to LodeStar's safety officer for the record.
7. All circuits and lighting where members of the public, performers, artists and crew could come into contact with them, however remote a chance will be protected by a 30mA, 30ms RCD breaker for safety.
8. All cable runs in public and work areas to be made safe by fixing, (cable ties etc) flown overhead with a minimum of 2.5m or covered by matting in pedestrian areas or vehicle cable ramps

**Lighting - Site**

1. The hours applied for in the Premises License include operation during the hours of darkness.
2. People camping will be on-site 24 hours during the event.
3. Key areas will be adequately lit during the hours of darkness. This will be through a combination of self-powered tower lights, pole mounted floods and festoon lighting.
4. Tower lighting will not only supply lighting for these areas but also for more light in the event of an emergency evacuation.
5. Arenas for entertainment will be lit until the entertainment is over and the audience has left.
6. After this time, the lights will be reduced to a minimum
7. Campsites light levels will be kept to a minimum.
8. All 24-hour facilities (certain traders, toilets, first aid posts) will be lit throughout the night.
9. All lighting and lighting structures added for the event should not, in themselves, create additional hazards and will be fenced off.
10. Lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section.
11. Stages will have "theatrical lighting" for performances
12. All Backstage and work areas will have adequate lighting for safety.
13. All internal spaces (e.g. marquees) will have adequate emergency lighting and lit exit boxes.

The power and distribution contractor to issue a BS7909 after a complete full load test record showing all circuits as tested including the loads on the system and provide a copy to the event director / health and safety officer.



## Severe Weather Management

- A. The event organisers recognise that extremes of weather are one of the major threats to the event, both on show days and throughout the construction build and de-rig phases. Initial forecasts for the event dates will be monitored as the event approaches.
- B. The Festival Director uses mobile phone applications (including Weather Radar) for up to date weather information and automatic warnings from the Met Office. The information covers all weather aspects including wind speeds, precipitation and temperatures.
- C. This document is intended to detail the actions in mitigating, so far as is reasonably practicable, the effects of extreme weather on event staff, audience members and members of the public who may be affected by the event.
- D. LodeStar has identified a number of possible hazards that may be present from extreme weather and these, and the actions to be taken to mitigate the effects, are detailed in the relevant sections below.

### Weather Monitoring

- 1. 2. Because of the possible risk that weather may present to the audience and event team, we propose to implement constant weather monitoring on site from arrival to the end of the event. Initial weather monitoring will use commercial weather information sites such as The Met Office who give accurate short term predictions as well as reasonably accurate long range and extreme weather predictions and
- 3. trends.  
The Site manager, Big Top and main stage suppliers will monitor wind speeds from the top of the structures and the crew will carry out any remedial or emergency action as necessary.
- 3.1. Monitored information will be checked by LodeStar's Health and Safety Manager.
- 3.2. The monitoring system will trigger an alarm should the primary or secondary action limits be reached.
- 3.3.
- 4. Monitoring will be carried out during the build and de-rig by LodeStar's Health and Safety Manager who will inform the necessary managers of weather updates or initiate any appropriate action.
- 4.1. During the event, weather monitoring will be undertaken by the ELT, who will co-ordinate any necessary action.

### During the event

- 1. Weather monitoring and triggers
  - 1.1. Constant vigilance: Continuously monitor weather reports and radar, looking for rapid changes in wind speed, reports of hail, and approaching storm systems.
- 2. Set specific action triggers:
  - 2.1. Establish precise, objective triggers for action.  
For example: Alert: A severe weather warning is issued or conditions are approaching the pre-determined threshold.
  - 2.2. Evacuate: Wind speeds exceed a specific limit, or hail becomes a direct threat.
  - 2.3. Suspend: The event is put on hold until conditions improve.
  - 2.4. Cancel: The event is terminated for the day.

### Wind Speed Management

**To ensure the safe operation of facilities on site up to a maximum gust wind speed.**

- 1. Wind speed to be continually monitored electronically linked communications and visibly by Production and Stage Managers and the H&S Officer.
- 2. Strong winds or gusts above a safety margin for any structure would be a severe danger for people in close proximity and those inside using the temporary demountable structures.
- 3. Our responsibilities are for the all –the public, those working as either members of the technical teams, contractors at work and performers entertaining within provided structures.
- 4. The object of this management plan is to ensure absolute definition and clear understanding of the actions required should wind speeds exceed the operational maximum wind speed taken as:
  - a. A one second gust (see level one and level two below) measured via the stage contractors installed anemometer positioned on top of the main stage.
  - b. This position is one of the least sheltered areas of the campsite.

### Wind -Staff communication

All staff and volunteers are to be informed of the wind speed management plan with Level One awareness and procedure to follow if Level Two is necessary, as shown on following page.

### Wind speeds causing concern

Procedures and actions to be taken if the operational maximum gust wind speed is likely to be exceeded.



**There are 2 levels of warning:**

Wind speeds will be monitored from an anemometer sited on top of the stage and linked by radio to FoH, the device is set to trigger an alarm at primary and secondary action levels, these are:

<b>Primary Acton Level</b>	<b>17 mps</b>	<b>38mph</b>
<b>Secondary Action Level</b>	<b>22 mps</b>	<b>50 mph</b>

**Wind Level One**

Is when monitored wind speed gust becomes **in excess of 75 %** of the operational maximum gust speed (measured at a minimum of 1 Orn above ground level) taken in conjunction with an increasing general development of recorded wind speeds.

**Action Level One**

Managers, Supervisors and staff should be radioed /spoken to and put on alert that action may be required.

**Wind Level Two**

Gust wind speed **in excess of 90 %** of the operational maximum gust speed in conjunction with an increasing development in wind speed records.

**Action Level Two**

1. The Safety Officer along with other structure managers, Stage owners and Stage Managers will secure the areas in question against access by ALL Technical teams, performers, all other staff on duty and members of the public in attendance at this event.
2. If we record an isolated wind speed in excess of 90% of the operational maximum gust speed against a background of generally falling levels of wind speed. We will continue to monitor and record wind speed before adopting the above described actions.
3. We will measure wind speed in "clean air " avoiding turbulence and shelter from surrounding features ie other buildings, trees etc.
4. Where wind speed has been recorded as a result of a level one action we will record a hard copy of readings taken for later inspection

**Wind and Wind Managed Structures**

1. There are a number of structures on site which may be affected by high winds and, if the correct measures are not taken, may present a hazard to audience members and event staff. Structures which may require wind speed monitoring and possible remedial action are:
  - 1.1.Main Stage
  - 1.2.P A delays and supports if used
  - 1.3.Screen and projector structures if used
  - 1.4.Marquees - Use of kentledge blocks and strapping to manufacturers recommendations
  - 1.5.Traders who may have large fascias which will need to be monitored and fastened down, as appropriate.
  - 1.6.Heras fencing, LodeStar adds triangles at regular spacing for greater stability in high winds.
2. These are general site levels so that LodeStar's Health and Safety Manager will be aware of any necessary impending action.
3. The different structures on site have varying levels of required action at various wind speeds; a table of actions will be held in HQ so the Event Manager knows who to inform and how and what remedial action is to be taken.
4. When wind speeds reach the primary action level LodeStar's Health and Safety Manager and Site Manager will be informed and will meet with the crews from the suppliers to decide on priorities of actions.
  - 4.1.No working at height will be undertaken until safe to do so including noting manufacturers recommendations for working at height machinery such as cherry pickers
5. Should wind speeds continue to exceed the secondary action level and the possibility of structural failure become a risk to public safety the Event Manager, following consultation with LodeStar's Health and Safety Manager, Site Manager, Senior Police Officer and Local Authority will consider cancelling the event. In the unlikely event that this is the case the decision will be communicated to the audience by the most appropriate means.
6. Should the event be preceded by extreme winds, the event organisers will meet regularly with the parties referred to above to consider the various courses of action which are available.





**Rain and Flooding**

1. The site is free draining and never been known to flood other than isolated puddles in certain areas and known by the Festival Director.
2. Should the need arise:
  - 2.1. Warm up areas will be made available for audience members to use should they become soaked or cold; these areas will be situated in the floored and heated marquees away from the first aid post.
  - 2.2. There may be a camp equipment supplier on site with essential items for sale such as sleeping bags and spare tents.
  - 2.3. Supplies of bark chips will be at hand to treat small, waterlogged areas that may develop.
3. All marquees will be checked, daily, for structural integrity by the Site Manager / LodeStar's Health and Safety Manager to ensure that any rainfall has not loosened the ground fastenings or metal structure.
4. All electrical installations and connections will be installed to BS: 7909, Standards for Temporary Electrical Installations, thereby ensuring that connections and distribution will not be affected by damp or water.

**Extreme heat**

1. 2. Periods of time exposed to extremes in temperature could result in hyperthermia, heat exhaustion, sunstroke and / or sunburn.
- The following measures are in place to counteract these ailments:
- 2.1. Audience members will have access to the tented structures to shelter them from the sun.
  - 2.2. Sun cream will be available at welfare.
  - 2.3. Traders will be selling items such as sun hats and cream to audience members.
  - 2.4. Water points supplied by a known potable water company with the installation certificated and water tested and distributed situated around the site and the campsites (if camping present at the event) for audience members. If the event is longer than 24 hours further testing will be done by the water company and checked by Doug the event organiser or communicated and confirmed being done by the site manager.
  - 2.5. Potable water as water bottles will be available on site and secondary use should the temporary plumbed supply fail and not be usable for any reason
  - 2.6. Medical professionals will be onsite to help and advise anyone suffering from a heat related illness.
  - 2.7. Messages about covering up, using sun cream and keeping water intake up will be delivered to ticket holders during the event by use of the festival's PA and social media.

**Lightning - Hail****Lightning Safe**

A structure which has sufficient protection to ensure it is not significantly damaged or puts the occupants at risk in the event of a direct lightning strike.

**Lightning Strike**

The point at which cloud to ground lightning hits. Typically this would be buildings or trees which are then hence described as being 'struck by lightning'.

**Lightning Stroke**

This is the actual discharge of energy (the 'lightning flash'), usually appearing as a massive spark between clouds or clouds and ground. For simplicity in the main body of this document only the word strike has been used.

**Lightning Unsafe**

A structure which does not have sufficient protection against a direct lightning strike and may become significantly damaged or put the occupants at risk.

**Safe Refuge**

A physical location that provides a substantial degree of protection from lightning, by virtue of its design or because it is lightning protected in accordance with BS EN 62305.

**Side Flash**

The high voltages from lightning can arc across air gaps between metallic parts. It can flashover to a person giving them a shock, or the person might suffer physical injuries and burns from an explosion of components. Burns can occur at the point of entry / exit, and along the internal path the current takes through the body.

Asking people to leave a marquee even if it has no lightning conductor may result in them sheltering under trees, a public announcement is to be made informing them not to go near trees.



### Response plan for wind-shear and hail

1. Communicate the threat: Issue immediate, clear, and calm communications detailing the threat and necessary actions.
2. Instruct staff to secure light objects that may move with strong gusts causing injury
3. Suspend activities and evacuate structures:
  - 3.1. All performances and activities should be suspended.
  - 3.2. Attendees should be directed to evacuate temporary structures as hailstones could overload the roof of marquees
  - 3.3. PA announcement asking people to stay away from trees, high temporary fencing and light objects that may move.
4. Instructions for hail:
  - 4.1. Advise people to seek shelter immediately and stay away from light objects.
  - 4.2. Attendees should use anything available (e.g., backpacks, coats) to shield their heads from large hailstones.
  - 4.3. Vehicles: instruct people to stay inside their vehicles and cover themselves with blankets or coats to protect against shattering glass.

**Note that temporary structures are not suitable for shelter during high winds or hail.**

### Recovery of Event

**(if able and not cancelled) post storm occurrence**

1. Ensure the all-clear:
  - 1.1. Wait for a confirmed "all-clear" from a weather service or meteorological source before considering resuming the event or allowing people to re-enter the site.
2. Inspect and re-certify structures:
  - 2.1. Have a structural engineer or qualified professional inspect all temporary structures for damage before any performances or activities resume.
3. Assess site damage:
  - 3.1. Check the event site for new hazards such as debris, fallen trees, or damaged equipment.
4. Provide post-incident communication:
  - 4.1. Keep the public and stakeholders informed about the status of the event, including resumption or cancellation details.
5. Debrief and learn:
  - 5.1. After the event, hold a debriefing with all staff and contractors to review the response and identify improvements for future plans.

### Event Cancellation Weather

Strong winds and constant gusts over 50mph

Torrential Rain - site not ready, public areas flooded although that has never been known in over 70 years.

Lightning and Hail - localised weather events



## Environment

### Noise

1. The event management team are aware that, aside from traffic considerations, music escaping from the site may form a nuisance.
2. Stage location and direction is always planned to direct sound away from nearest residents.
3. All amplified music will end by 02:00hrs latest and bass levels reduced at 23:00hrs.
4. LodeStar will use a marquee with staging with stacked PA systems of low power in all four corners to create a 'sound bubble'.
5. A professional sound and lighting company to manage sound requirements for DJ sets.
6. Sound levels will be monitored over the campsite period.
7. All generating plant will be of event standard for noise and switched off when not required.
8. The monitoring is done by Doug Durrant the event organiser
9. For all other noise sources on site, the HSE Action levels will be adhered to.
10. The campsite H&S officer will retain control over all sound levels.

### Noise Regulations

The Control of Noise at Work Regulations 2005 (The Noise Regulations).

1. Require employers to prevent or reduce risks to health and safety from exposure to noise at work, so far as is reasonably practicable.
2. Employees have duties under the Noise Regulations too. The Regulations specify the minimum requirements for the protection of workers from the risks to their health and safety arising, or likely to arise, from exposure to noise at work.
3. The duties in the Noise Regulations are in addition to the general duties set out in the Health and Safety at Work etc Act 1974 (the HSW Act).
4. These general duties extend to the safeguarding of the health and safety, including the risk of hearing damage, of people who are not your employees, such as contractors and members of the public.
5. Employees also have duties under the HSW Act to take care of their own health and safety and that of others whom their work may affect and to co-operate with employers so that they may comply with health and safety legislation.
6. This guidance does not address protection of the public.
7. LodeStar Event Management Team recognises its responsibilities under the Control at Work Regulations 2005 (the Noise Regulations) and carry out an event risk assessment of noise.
8. Including identification of those people who are deemed to be at risk, musicians and performers, technical staff and others working directly on the entertainment.
9. This assessment also includes staff involved in work activities connected to the entertainment ie security and stewarding staff, volunteer workers, cleaning teams, bar and catering staff.
10. The assessment will take into consideration staff location and length of time spent in a given noisy location.





11. General Responsibilities "Everyone working at live music events needs to take personal responsibility to think about their own noise exposure and take reasonable care not to damage their own hearing or that of other people" taken from HSE Sound advice.
12. A full pre event briefing to all staff working in support of this planned event with specific information given in reference to noise issues on site.
13. The staff manual will also include further information and general reminders to staff with regards noise and methods of management and guidance on the issue and use of appropriate hearing protection.

### **Noise -Responsibilities of Employers**

The primary responsibility for complying with the Noise Regulations rests with the employer, LodeStar Campsite and Contractors.

LodeStar undertakes to:

1. Assess the risks to our employees from noise at work.
2. Take action to reduce the noise exposure that produces those risks.
3. Provide employees with hearing protection if the noise exposure cannot be reduced enough by using other methods.
4. Make sure the legal limits on noise exposure are not exceeded.
5. Provide employees with information, instruction and training. It is important that employees understand that the Noise Regulations also apply to them.
6. Carry out health surveillance where there is a risk to health.
7. People at particular risk.
8. Workers with a pre-existing hearing condition should be given particular consideration.
9. New and expectant mothers – we will assess the nature, degree and duration of exposure to noise.
10. Young people (those under 18) must not be employed where there is a risk to hearing damage through excessive noise.
11. Part time workers given the same care as full time employees in order to ensure exposure to noise is properly managed.

### **Employees Responsibilities**

1. Under the H&S at Work Act (1974), employees must take reasonable care for their health and safety and that of others while at work including maintaining safe equipment and machinery.
2. Co-operate with their employer to enable the employer to carry out their legal duties.
3. Employees should take care to avoid actions that might damage their hearing or the hearing of others.

### Employees should

1. Use control measures in accordance with their employer's instructions.
2. Wear hearing protection in accordance with their employer's instructions.
3. Take care of hearing protectors and noise control equipment.
4. Report faults and difficulties in using noise control equipment.
5. Make themselves available for health surveillance.

### Self-employed Responsibilities

1. The H&S at Work Act, defines a self-employed person as an individual who works for gain or reward but is not under contract of employment.
2. Under the Act, self-employed people must conduct their work in such a way to ensure their own health and safety and that of others.
3. Under the Noise Regulations they have the same responsibilities as employers and employees for their health and safety arising from the exposure to noise and for other people whose hearing might be damaged by their acts or omissions.
4. Although self-employed people are not required to provide themselves with health surveillance, it is recommended that, where appropriate, they consult an occupational health service provider.
5. Many performers and sound operators are self-employed.

### Noise Working Environment Planning

1. LodeStar's noise assessment is integral to our pre-event planning in order to assist us in identifying potential noise risks.
2. Our pre-event work will consider the following elements.
  - a. The nature of the event and music.
  - b. The site and venue layout.
  - c. Show heat paths on the event plan identifying areas that require hearing protection. (Protection zone).
  - d. Where there may be a risk from noise and who will be affected.
  - e. Expected sound levels and expected durations.
  - f. Selection of speaker types and other sound equipment.
  - g. Suitable control measures available for noise hazards.





**Working Area Noise Risk Assessment**

1. The following tables and definitions review potential noise hazards consistent with a greenfield site and other potential hazards unique to Lodestar campsite.
2. This is a dynamic assessment to be reviewed, updated and amended as necessary during the planning of this event.
3. Any changes will be circulated to campsite managers and supervisors of staff whose duties occur in the risk areas.
4. No changes shall be made without complete approval of the Event Manager and H&S Officer.
5. This risk assessment follows recommendations within HSE 195 "The Event Safety Guide" and Sound Advice issued by the HSE among other guidance, regulation and laws pertaining to this industry.

C. Working Area Risk of damage to hearing

Severity / Consequence					
Likelihood	1. Negligible	2. Minor	3. Moderate	4. Serious	5. Major
1. Very Unlikely	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Possible	3	6	9	12	15
4. Likely	4	8	12	16	20
5. Probable	5	10	15	20	25

<b>1 – 6 Low</b>	May be acceptable. However, due care must be taken and the tasks reviewed to ensure risks are reduced to minimum.
<b>7 – 14 Medium</b>	Tasks should only proceed with the appropriate authorisation. Where possible the task should be redefined and/or measures employed to reduce residual risk.
<b>15 -25 High</b>	Task must not proceed. It must be redefined or further control measures put in place prior to the task commencing.



Ref #	Subject Area	People At Risk	Hazard (What might happen)	Rating Likelihood x Severity Rating = Primary Risk based on no controls	Control Measures	Rating Likelihood x Severity Rating = Residual Risk	Further precautions
1	Physical Hazards			L S R Likelihood Severity Rating		L S R Likelihood Severity Rating	
1.1	Main stage Work area Monitors and Side fill speakers Amplifiers used for instruments Side of stage and rear work areas	Contractors Staff Performers	Severe hearing loss due to continual high volumes in use from various sources	4 3 12	<ol style="list-style-type: none"> <li>1. Minimise time spent working on stage by introducing a production schedule managed by stage manager</li> <li>2. Identify on stage pa testing times and limit staff in the vicinity during this time.</li> <li>3. Carry out pre event activity briefings.</li> <li>4. Ensure stage entrances are displaying appropriate safety signage.</li> <li>5. Safety officer to monitor noise levels and take continual readings.</li> <li>6. Monitor engineer to use type one monitor on stage and ensure levels do not exceed those set as standard</li> <li>7. Production Manager to ensure that monitor system is equipped with correct third octave equalisation enabling fine adjustment of erroneous frequencies.</li> <li>8. On stage foldback cabinets to be positioned correctly and if not required taken out of use.</li> <li>9. Guests of artists to be refused stage access during work periods.</li> <li>10. Instrument amplifiers to be monitored in terms of volume control.</li> <li>11. All staff to be issued with appropriate PPE.</li> </ol>	3 3 9	
1.2	Main stage PA On stage Side and rear of stage Pit areas	Contractors Staff Pit staff Press Artist liaison First Aid team	Damage to hearing due to proximity of PA system	3 4 12	<ol style="list-style-type: none"> <li>1. All pit staff to be briefed in advance.</li> <li>2. PPE issued and use monitored in all circumstance.</li> <li>3. Production schedule issued in order to identify when main PA will be tuned and in operation.</li> <li>4. FOH engineer to ensure type one meter is in use at all times with readings taken and recorded.</li> <li>5. All press photographers be issued with a time limited pit access pass, usually first five minutes of performance in order to get suitable photograph.</li> <li>6. All press to be monitored in all circumstance movements limited or overseen on site.</li> <li>7. All guests and press to be briefed and issued with ear protection on arrival to event site.</li> <li>8. Pit security to monitor own staff and time spent in the pit, supervisor to ensure all shift breaks and rotations are adhered to.</li> <li>9. Pit design to ensure minimum 4 metres space between barrier line and cabinets in use.</li> <li>10. PA system to be correctly positioned and tuned accordingly.</li> <li>11. PA designer to provide predicted heat path diagrams for noise dispersal.</li> <li>12. All first aid staff to be briefed in advance.</li> <li>13. H&amp;S Officer to agree pit position in advance.</li> <li>14. H&amp;S Officer to monitor activity and ensure awareness of louder bands and the nature and style of the performance expected.</li> </ol>	3 2 6	<p>All staff briefed on arrival.</p> <p>Use of PPE monitored and activities overseen.</p> <p>Ensure correct noise meter is available as required.</p> <p>All visitors, guests, press and other associations to be briefed and all movements overseen on all occasions.</p> <p>Security and stewarding staff to be monitored under all circumstances.</p> <p>Stage pit design to be agreed and designed formally with design stored on site.</p> <p>Experienced PA designer and supplier employed.</p> <p>First aid staff to be monitored with briefing records maintained.</p>





1.3	Additional on site PA systems from other performance spaces.	Contractors Artists Guests Press	Damage to hearing.  Long term sustained hearing damage due to work area.	3 4 <b>12</b>	<ol style="list-style-type: none"> <li>1. All staff to be briefed on arrival.</li> <li>2. Staff handbook issued with information outlining hearing management.</li> <li>3. Event production schedule issued with all on stage activities agreed in advance.</li> <li>4. On stage work activities timed with agreed and scheduled limited access.</li> <li>5. All speaker mix positions to include type 1 noise meters with constant readings taken to ensure adherence to agreed noise levels.</li> <li>6. Speaker systems to be correctly installed and tested pre event.</li> <li>7. Additional instrument amplifiers to be positioned correctly with levels fixed and tamper free.</li> <li>8. On stage foldback levels to be monitored using type 1 noise meter.</li> <li>9. Appropriate 1/3 octave equalisation to be installed on all pa systems.</li> <li>10. On stage side fill and monitor systems to be placed correctly and output volume monitored.</li> <li>11. All staff requiring stage access to be monitored with limit set on time spent on stage during high noise levels.</li> <li>12. All PA equipment installed by main contractor to include heat path and sound dispersal diagrams.</li> </ol>	3 2 <b>6</b>	<p>Briefing records maintained and stored on site.</p> <p>Production schedule used as an aide memoire.</p> <p>All stage activities monitored continually.</p> <p>PA design to be agreed in advance.</p> <p>Backline technician to be employed.</p> <p>On stage speakers to be monitored with volume pre set as part of pa set up.</p> <p>Stage manager to ensure numbers on stage are managed.</p> <p>Design agreed and published in advance.</p>
1.4	Additional PA systems in use via concessions and food traders.  Bar suppliers	Contractors Staff Artists Guests	Damage to hearing.  Long term sustained damage due to work area and use of amplified music	3 4 <b>12</b>	<ol style="list-style-type: none"> <li>1. All trader positions to be agreed in advance.</li> <li>2. Site plan copy's issued.</li> <li>3. All trader positions identified on the ground.</li> <li>4. Ensure all traders are set outside the main PA heat path for sound.</li> <li>5. H&amp;S Officer to monitor all activities and ensure all trade positions are set out as agreed.</li> <li>6. Site general noise levels monitored on a continual basis with findings recorded by Environmental Noise Consultant.</li> <li>7. Overall boundary limits to be monitored and adhered to in all circumstances.</li> <li>8. Caterers and Traders are not allowed to use PA's or any equipment other than for the use of their trade.</li> </ol>	3 2 <b>6</b>	<p>Employ a Noise Management consultant for the duration of the event</p> <p>Subjective monitoring carried out.</p>

**Welfare Information Sanitation**

1. The site has no Mains Drainage or Water supply.
2. All toilets are re-circulating or "Portaloo" type.
3. The contractor has experience of similar events and will have a permanent presence on site to effect repairs, empty and clean toilets regularly.

Provision of toilet numbers are booked by the campers, one portaloo / disabled toilet per pitch.

**Drinking Water**

1. Potable water will be available from tapped large tanks pressurised by pumps supplied by a known Water Contractor.
2. The free drinking water will be available at the bars, campsites and for caterers including their washing facilities, caterers will be checked to ensure they have a facility to supply hot water for washing of staff hands and catering items

**Waste Management**

1. LodeStar Campsite wishes to recognise and promote Corporate and Social responsibility with regard to waste management.
2. LodeStar works with Amey to provide recycling facilities at the event.
3. Recycling bins will be sufficient for pitches used to control volume of materials dumped
4. Litter picking volunteers will keep the site clear.
5. Waste from toilets will be removed by the approved contractor providing the units.
6. LodeStar has an environmental policy and commitment of sustainable development.
7. Actively managing the supply chain and reviewing to measure and evaluate the event in relation to the objectives set.
8. LodeStar's working practice is to continually improve through sensible local sourcing and recycling products and materials.

**Information**

1. LodeStar believes that communication with the audience is of great importance.
2. Signage around the site will mostly be large messages.
3. There will be message boards for campers.
4. Any stage set-up will have a "running-order" posted by the entrance to that particular arena and any delays in proceedings will be announced over the PA.

**Complaints / Compliments / Comments**

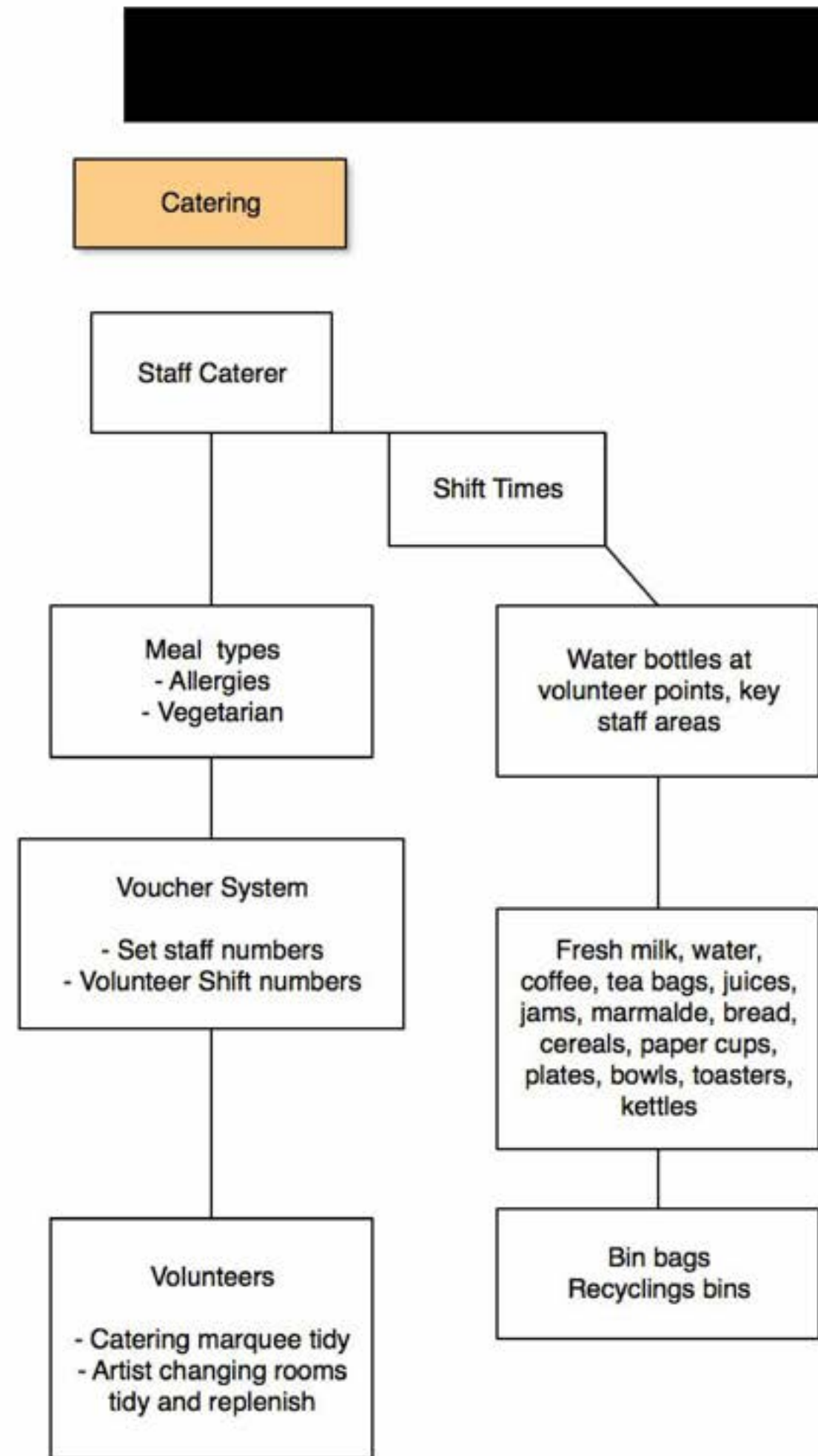
All event staff and Staff should be capable and willing to take complaints, compliments and comments from members of the public and pass them on to event control.

These messages may assist us in improving the event as we go along or may serve as pointers for any de-brief that takes place.



### Catering for the event

1. Caterers will only be engaged when LodeStar is satisfied on their quality of food, reasonable pricing, following catering food regulations and hold local council certificates and hygiene rating of 4 or 5 only. They will need to hold a £5million public liability insurance cover a minimum.
2. All caterers power sources, including LPG, and equipment should be appropriately and currently certified as safe. In most cases LodeStar will provide Site power to caterers to minimise noise and have control via the site power and distribution company engaged by LodeStar. Each caterer will be checked and recorded by the site manager to have appropriate fire fighting equipment with their catering unit /kitchen.
3. Each catering outlet is to have a responsible person (food business operator) managing the outlet and food storage and preparation to the HACCP (Hazard Analysis and Critical Control Point) system as a fundamental food safety management system to prevent, eliminate, or reduce hazards in the food production process to ensure the food sold is safe for consumption.
4. Caterers must have refrigerators or a chill trailer for their food stock if handling food that needs to be kept cold for storage.
5. Catering trailer units will be spaced a minimum of 6metres apart or further depending on the unit size and food product i.e. Fish and Chip van with high temperature oils being used. Gazebos for food preparation must be at the back of the catering unit and away from public access. They must be strapped down sufficiently if high winds are forecast and temporary dismantled if a storm is forecast.
6. LodeStar often visits events where possible caterers may be engaged by LodeStar to be satisfied in the caterers quality of food, prices, working practices, care of their event site and interaction with the event attendees.
7. LodeStar also supplies the event staff with food and drink.
8. LodeStar has a trader / caterer application form for events - example here: [REDACTED]
9. Full information and contact details of caterers will be emailed by LodeStar to ECDC's EHOs.





### Health and Safety Policy of LodeStar Leisure Ltd

LodeStar Leisure Ltd is committed to ensuring the health, safety and welfare of its crew and volunteers, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each person helping or employed to familiarise themselves and comply with the LodeStar's procedures and systems on health and safety.

While LodeStar will take all reasonable steps to ensure the health and safety of its crew and employees /volunteers, health and safety at work is also the responsibility of the people themselves. It is the duty of each to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person. If they are unsure how to perform a certain task or feel it would be dangerous to perform a specific job or use specific equipment, then it is their duty to report this as soon as possible to their supervisor, their health and safety representative or the safety officer.

Disciplinary action may be taken against anyone who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may mean a summary dismissal.

LodeStar will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. Paying particular attention to:

1. maintaining the workplace in a safe condition and providing adequate facilities and
2. arrangements for welfare at work
3. providing a safe means of access to and egress from the workplace
4. the provision and maintenance of equipment and systems of work that are safe
5. arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
6. the provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees /volunteers and other persons.

LodeStar also recognises its duty to protect the health and safety of all visitors to the campsite site during the build-up to the event, during the campsite itself and whilst the site is being cleared. This includes contractors and volunteers, as well as ticket holders and any members of the public who might be affected by the event operations.

SIGNED      DATE 10/05/2010



**DOUG DURRANT, DIRECTOR, LODESTAR LEISURE LTD / LODESTAR EVENTS LTD**



## Reporting Of Accidents And Dangerous Occurrences

the Event H&S Officer (EHSO) will report any relevant incident to the Health & Safety Executive (HSE) using one of the following procedures: -

### Telephone (preferred option)

The quickest and easiest way to do this is to call the Incident Contact Centre with **no need to fill in a report form. Just call [REDACTED] (Monday to Friday 8:30am to 5:00pm)** and speak to an ICC Operator who will complete a report form over the phone.

The HSE will send a copy for our records. The (EHSO) is the responsible person delegated to make this phone call. In his absence and with the approval and advice from the current H&S officer, **Doug Durrant the Event Organiser will make the call.**

### E-mail

Download the [appropriate form](#)<sup>[8]</sup> and email it to [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk).

### Online

- [Report of an injury](#)<sup>[1]</sup>
- [Report of a dangerous occurrence](#)<sup>[2]</sup>

Complete the appropriate online report form shown above. The form will then be submitted directly to the Incident Contact Centre. A copy is sent for a record.

### Out of hours emergencies (IN THE FOLLOWING CIRCUMSTANCES ONLY)

1. Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
2. Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
3. Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If it is felt that the incident fits these descriptions, or if we are not sure, then we will ring the du [REDACTED]

The duty officer will take your message and will ask you for a phone number to allow the HSE to contact the message named person. They will pass your details to an appropriate HSE officer, who may wish to contact you further. If the Duty Officer number is unobtainable please ring [REDACTED]

The Campsite Local Authority contact will also be informed ASAP in the week following the incident.



**Incident Report Form**

TIME	INCIDENT	HOW RESOLVED	NOTES





## LodeStar safety rules

### General

1. all employees /volunteers should be aware of and adhere to the LodeStar's rules and procedures on health and safety
2. all employees /volunteers must immediately report any unsafe working practices or conditions to their supervisor, their health and safety representative or to the safety officer. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
3. any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardize the health and safety of any person
4. employees /volunteers must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
5. all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
6. no employee should undertake a job which appears to be unsafe
7. no employee should undertake a job until they have received adequate safety instruction and
8. they are authorised to carry out the task
9. all injuries must be reported to the employee's supervisor or to the safety officer
10. all materials must be properly and safely used and when not in use properly and safely secured
11. work should be well-planned to avoid injuries in the handling of heavy materials
12. and while using equipment
13. employees /volunteers should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their supervisor or to the safety officer
14. suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate

### Access and egress

1. walkways and pathways must be kept clear and free from obstructions at all times
2. if a walkway or pathway becomes wet or muddy it should be clearly marked with warning signs and the supervisor informed immediately
3. trailing cables should not be left in any pathway
4. where objects are stored in or around a pathway, care must be taken to ensure that no long or sharp edges jut out into the pathway
5. where a pathway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

**Tools and equipment**

1. LodeStar machinery, tools and equipment are only to be used by qualified and authorised personnel - if you are unsure of your status, check with the safety advisor
2. it is the responsibility of all employees /volunteers to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a supervisor or to the safety officer
3. all tools must be properly and safely stored when not in use
4. no tool should be used without the manufacturer's recommended shields, guards or attachments
5. approved personal protective equipment must be properly used where appropriate
6. persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
7. employees /volunteers are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

**Manual handling**

1. lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
2. the load to be lifted or moved must be inspected for stability before moving
3. when lifting or moving a load with sharp or splintered edges, gloves must be worn
4. the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
5. employees /volunteers should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Employees /volunteers should ask for assistance if there is any danger of strain
7. when lifting an object off the ground, employees /volunteers should assume a squatting position, keeping
8. the back straight. The load should be lifted by straightening the knees, not the back

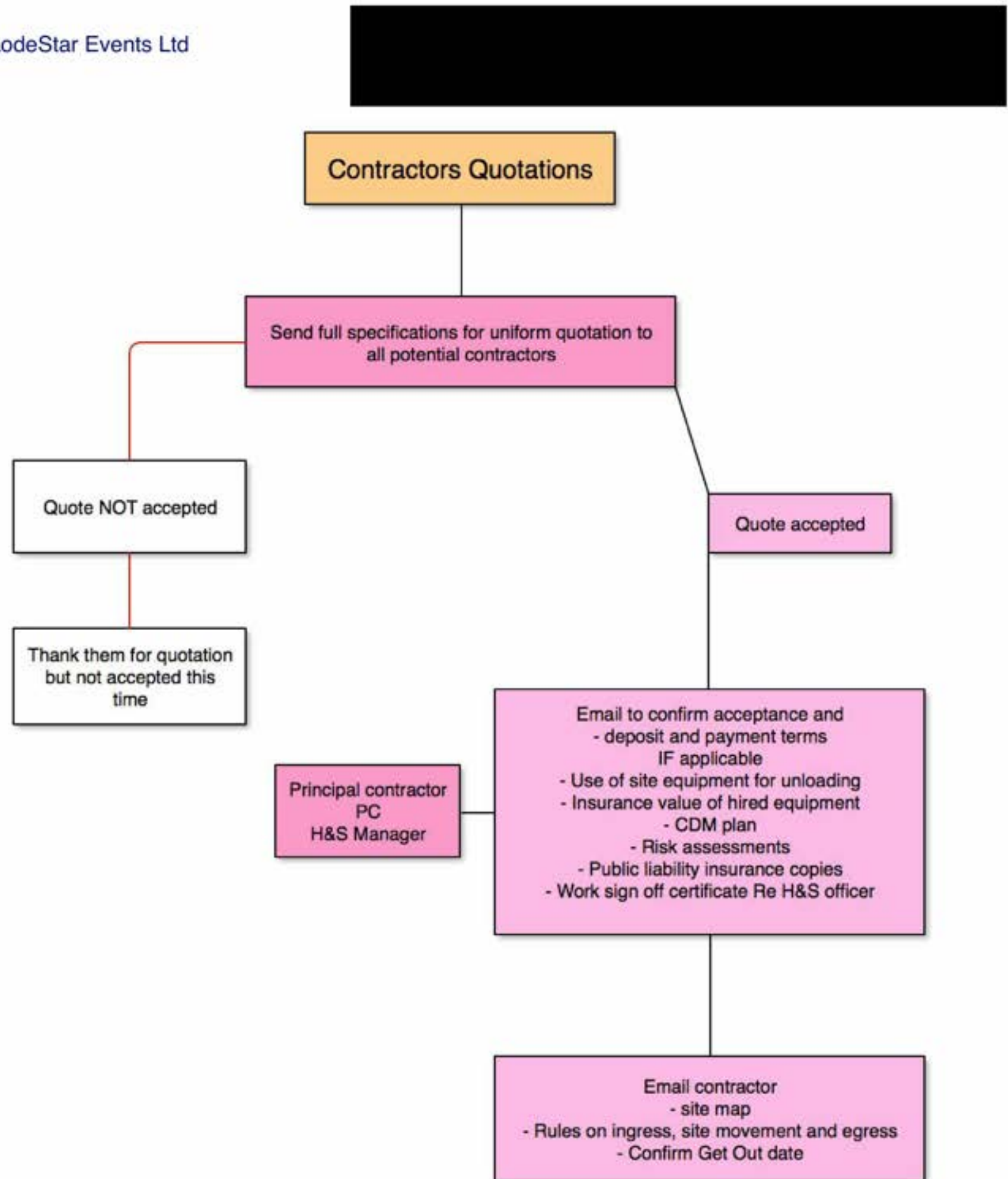


### Contractors

1. Car Parking: LodeStar / Dependant on event size - Traffic Managment Company
2. Traffic Management:
3. SIA Security and Stewards
4. Medical
5. Welfare
6. Fencing:
7. Marquees:
8. Staging / PA + Lighting
9. Power and Site Lighting:
10. Toilets:
11. Waste and Recycling Disposal: Thalia

### Campsite management

Doug Durrant Promoter and Campsite Director 07803699357 [doug@LodeStarcampsite.com](mailto:doug@LodeStarcampsite.com)









## Pre Event Briefing for staff and contractors

### Health and Safety Officer Responsibilities

**1. Welcome & Roll Call**

Confirm all teams are present and signed in

**2. Weather Forecast**

Conditions for the day

Wind/gusts, heat, rain – impacts

**3. Key Contacts Recap**

Medical, Security, Event Ops, Emergency Leads

**4. Event Schedule Overview**

Public access time

Timings for key activations, performances, catering etc.

**5. Site Hazards & Safety Reminders**

Ground conditions (mud, heat, cables)

Speed limits, PPE, high-vis zones

**6. Emergency & Evacuation Plan**

Muster point location

Radio protocol & command structure

Show Stop / Pause triggers

**7. Safeguarding & Welfare**

Lost children protocol

Behavioural risks, alcohol, lone working

**8. Operational Notes**

Bin collections, restocking, deliveries

Vehicle curfews and marshalling

**9. Q&A and Contractor Updates**

Open forum for team input and updates

**10. Sign-Off**

Crew acknowledge briefing

Staff having been briefed - Signature:

Name and Role

Print name:

**H&S Officer oversees:**

1	Accident Investigations
2	Accredited with Health and Safety Training Certificates
3	CDM and Construction Phase Plan
4	Complete safety assessments for the event and its activities.
5	Conduct briefings explaining the health and safety duties to staff and participants.
6	Contractors - Make an objective suitability assessment.
7	First Aid Training
8	Hazard Management
9	Health and Safety Guidance
10	Health and Safety Policy
11	Health and Safety Training
12	HSEIA awareness - Health, Safety, and Environmental Impact Assessment
13	Identify any training needs, certificates required and checking original documents provided by contractors and traders.
14	Identify good and poor safety practice.
15	Identify key documentation required in the event planning process.
16	Liaise with the event SIA Security Company, SAG and interested parties.
17	Manual Handling Instructor Certificate
18	Occupational Health Services
19	Oversee all activity on the festival site is done in a safe manner.
20	Principal Contractor position given
21	Report any incidents or accidents in an appropriate manner.
22	Risk Assessments and Method Statements
23	Safety Inspections and Audits
24	Terrorism (Protection of Premises) Act 2025 - Martyn's Law



**Contractor Induction**

ITEM	DESCRIPTION	COMPLETED BY	DATE/TIME
Site Access & Sign-In	Confirm arrival, sign-in, issue wristband and high-vis		
Health & Safety Briefing	Event hazards, PPE, first aid provision		
Emergency Procedures	Evacuation plan, muster points, fire safety, RVP location		
Accident/Incident Reporting	Process for reporting to Event Control		
Safeguarding Awareness	Vulnerable persons and lost child protocol		
Prohibited Items & Behaviours	No alcohol, lone working, speed limits, safe conduct		
Waste & Sustainability	Contractor responsibility for waste and eco-practices		
Welfare Facilities	Location of toilets, water points, welfare space		
Communications	Radios, channels, WhatsApp group briefing		
RAMS Confirmation	Contractor confirms compliance with submitted RAMS		

I confirm that I have attended the above site induction and understand my responsibilities while working at this event

Contractor Name:

Company Name:

Signed:

Date:

Inducted By:

Role:

Signed:

Date:



## Traffic Management Plan

This section cover the operational methodology and schematics, localised Traffic Management Plan and Signage Schedule for LodeStar Events operation on the Fields of LodeStar off Fen Road, Lode, Cambridgeshire.

### Contracted Traffic Management Company:

1. Event Date /s
2. Advance Signage Erected Date Removal Date
3. Traffic Control Signage Erected Date: Removal Date
4. Attendance numbers:
5. Community Safety Scheme Accredited (CSAS) staff to help control and facilitate local traffic flow.
6. Control and management of parking all vehicles on the venue's premises during the events.

Contracted company's primary responsibilities associated with the delivery of this operation are detailed as follows:

1. TTRO Temporary Traffic Regulation Order - 3 months before event if TMP requires one for given event.  
This may include speed limit reduction request to 30mph, displays of the restriction in place on Fen Road, Lug Fen Driveway and White Fen Droveaway from the What 3 Word location **///examine.crass.scatters to ///patrol.mallets**.note to **///posting.pace.unusable**
2. The maintenance of public safety on the local and strategic highway infrastructure. This is the key objective and primary reason for detailed traffic management planning.
3. Public safety must always be protected, and the event must take all responsible and practical measures to ensure that the risk to life is minimised.
4. To minimise, where possible disruption to all road users.
5. Ensure that the public highway is, in as much as is practical, kept clear of unnecessary congestion.
6. Facilitate the safe movement and parking of all vehicles on site.
7. External traffic management signage set up 48 hours prior to the first event.
8. The Traffic company's Operations Manager will organise in house to ensure the appropriate Advance Warning Signage (AWS) has been laid out to comply with a 2-week notice of the event and accompanied by a team of traffic marshals to arrive at the venue prior of the first confirmed event day to set out the check the condition of the parking areas and begin laying out the site. This will involve checking the positioning of external traffic management signage in accordance with the agreed Signage Schedule. All external signage will be put into place utilising staff with the appropriate NRSWA Signing, Lighting, Guarding (SLG) accreditation, wearing full high visibility yellow personal protective equipment (including safety boots) to comply with EU Law. CSP will provide its own vehicle when placing signage on the road.
9. The Event Awareness Signage will be completed 2 weeks prior to the first event day to advise motorists of the upcoming schedule.
10. All parking areas and designated routes within the Lode area will be laid out two days prior to the first event date by the Operations Manager. This will consist of setting out the vehicle thoroughfares with pins and ropes and the setting out of signage to direct motorists to the correct parking areas. Within the car parks pins and ropes will be utilised to define the parking areas and which will be supplemented with orientation boards so that motorists can locate their vehicles at the end of the event.
11. Throughout the pre-event preparation the Operations Managers will continue to liaise with the Event Site Manager with regards to the progress of the layout and discuss any alterations to the operation.
12. A Pre-Event Action Plan (PEAP) will also be conducted on the car parks and designated access routes to highlight any potential hazards, issues, obstacles, or potential weather problems prior to the event; a copy of the assessment will be issued to LodeStar's Director. The site layout will be completed well ahead of the event date /s.



**Event Days - Traffic Management (T.M.)**

1. Traffic management company staff will arrive on site in good time for the Operations Manager to give a thorough briefing detailing the information relevant to the event, their primary roles and responsibilities, health and safety considerations and any emergency evacuation procedures. These staff will then be deployed to their positions where the Operations Manager will conduct a specific on position briefing.
2. The traffic marshals will be tasked with protecting areas of the site and ensuring the site is ready for the arrival of the concert visitors. T.M. staff will be positioned at all entrances, key junctions and within the car parks to ensure motorists are given clear instructions on how to reach their parking area and are parked in an orderly fashion.
3. Coaches will be directed up the tracked way from the main entrance to the designated Pick Up / Drop Off Area. Taxi's will also be directed to this area, but via designated lanes running parallel to the coach way.
4. Once the bus and taxi passengers have disembarked, the vehicles will exit by following exit signs directing them to them onto the parallel roadway providing a one way system. This will also be used for the egress of all vehicles.
5. Vehicles are always permitted to access the drop off area throughout the event in order to prevent parking and congestion in the public car park and on the Fen Road.
6. Traffic Marshals will be positioned at the site entrances to ensure taxi and private vehicles utilise the correct route onto site.
7. Accessibility users will be directed to the front section of the on-site public car park.
8. Way-finding pedestrian signage will be utilised to direct members of the public to the event entrance / ticket office.
9. CSAS Operatives will be briefed and prepared for the operation pre-ingress, with one positioned at the entrance to the field, one positioned at the entrance to the site, and one positioned south by the Bridge
10. The main responsibility for the operatives is to maintain the traffic flow safely in and out of the site. Due to the width of Fen Road, the CSAS will operate a stop / go system for the coaches / buses, meaning via radio communications they will only send coaches in one direction.
11. When it is required for larger vehicles to gain access to the opposing flow, the operatives will communicate and hold the large vehicles from the other side.
12. The T.M. Operations Manager is to record and log of all issues, actions and note any management information, including vehicle car counts, accidents, or incidents, as well as confirmed ingress and egress performance times. The log is to be included as part of a full operational debrief and provided to LodeStar immediately post event.
13. T.M. staff are to be courteous at all times this includes towards LodeStar staff, members of the public, clients of LodeStar, emergency services personnel, Lode residents and Council staff.
14. \*\*Event stewards will be located at the footpath 12 entrance of the venue to direct any attendees arriving by foot.

**Communication between T.M. staff, SIA and Event control**

1. The traffic management company will provide their staff with sufficient radios for the duration of the event will have their own radio channel to operate on and the radios will also have the ability to switch between channels to communicate with different operations within the event.
2. T.M. staff to be briefed on the radio channels being used and by whom.
3. Event code words for persons disrupting, medical, fire, terrorism - event lock down will be given to all staff.
4. T.M. staff and key LodeStar staff will be introduced to each other and all T.M. staff to attend the pre-event staff briefing, this will also help with identifying key contacts and their role at the event.

**Adverse weather - Traffic**

1. The T.M. company are to work with LodeStar on car park capacities and the rotation of grassed parking areas.

**Emergency Vehicle Access - Traffic Management Plan**

1. An Emergency Vehicle Lane to be marked kept clear at all times at the venue.
2. Emergency vehicles would be advised to gain access to the site from the main stretch of Fen Road, if an emergency vehicles is expected
3. Traffic marshals will be deployed to assist emergency vehicular movement through Lode village and on the venue grounds for the duration of the event.
4. T.M. staff will support the emergency vehicle ingress and egress and ensuring the main roads surrounding the event field are kept clear enough for emergency vehicles.





**Traffic Management Plan - Road Map**

**Temporary Traffic Regulation Order TTRO**



**30** If event calls for a TTRO  
 3 months pre-event notice required.

- Double sided 30mph signs
- 2x after village entering Fen Road
- 2x before bridge entrance
- 2x fen side of bridge entrance
- 2x White Fen Drove

Or / And

Alternative route controlled by traffic lights creating majority one way system to site and back along Fen Road





Traffic Control Signage - TTRO







Traffic - Car Parking

