

Hifields Festival

Event Management Plan

Saturday 22nd August 2026

Version 1.0 – Mar2026
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1. Event Safety Policy

The Event organiser acknowledges their responsibility to plan, manage and monitor this event to ensure that all staff, participants and the public are not exposed to Health & Safety risks. We intend to produce a safely planned, organised and delivered event, working within statutory legislation and guidance such as the Health & Safety at Work act 1974 and within the spirit of the Purple or Green Guide.

All employees and volunteers will be reminded of their duty to take care to ensure everyone's Health & Safety and the potential impact of their acts or omissions. All reasonable precautions will be in place to minimise any negative impact to safety.

1.1 Plan Aim and Objectives

This plan is designed to bring together all the individual organisations and agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event.
- To consider and plan for problems that may happen.
- Define trigger points at which emergency management may be implemented.
- To be a point of reference for all staff and the emergency services.
- To be a record of responsibilities, briefings and incidents.

2. Event Summary

2.1 Event dates

Dates and Times	Date	Time (24 hour clock)
Arrival on site	17.08.2026	09:00
Event starts	22.08.2026	12:00
Event finishes	23.08.2026	00:00
Depart site	27.08.2026	17:00

2.2 Event location

Site name: Dullingham Polo Club

Site address: Station Road, Dullingham, Cambridgeshire

Site postcode: CB8 9UT

Site grid reference (main entrance(s): what3words ///arose.rejoined.museum

2.3 Event overview

The event is a small scale, music and arts festival with a focus on supporting emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the festival experience. Hifields Festival is renowned as the starting point for a number of current artists.

The event programme consists of a wide range of art forms and activities including; live music, DJs, art installations, performers and street food.

Tickets are available for purchase online. Free tickets will be offered to local residents free of charge or discounted depending on the proximity of their premises to the site.

The event is marketed as a welcoming festival, featuring a mix of musical genres and styles focused on exciting new UK and International artists.

Most attendees return year after year, and many new attendees hear about the event via word of mouth from those previous attendees. The audience at Hifields Festival has always been extremely amicable and compliant, with a friendly atmosphere onsite. The best feedback we receive each year is that the event feels like one big family by the end of the event.

Site maximum capacity	2500
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Please state the maximum number of people you expect at any one time					
Public visitors	Participants	Staff	Volunteers	Other	Total
2200	100	100	100	-	2500

Please state the maximum number of people you expect in total over the event					
Public visitors	Participants	Staff	Volunteers	Other	Total
2200	100	100	100	-	2500
Target audience: The event is primarily aimed at adults aged 18 and over from a wide range of backgrounds and communities. Using data from previous events and ticket sales to date, the management team expect the majority of attendees will be aged between 18 and 40 and will be resident in the Southeast of England.					

3. Event Staffing

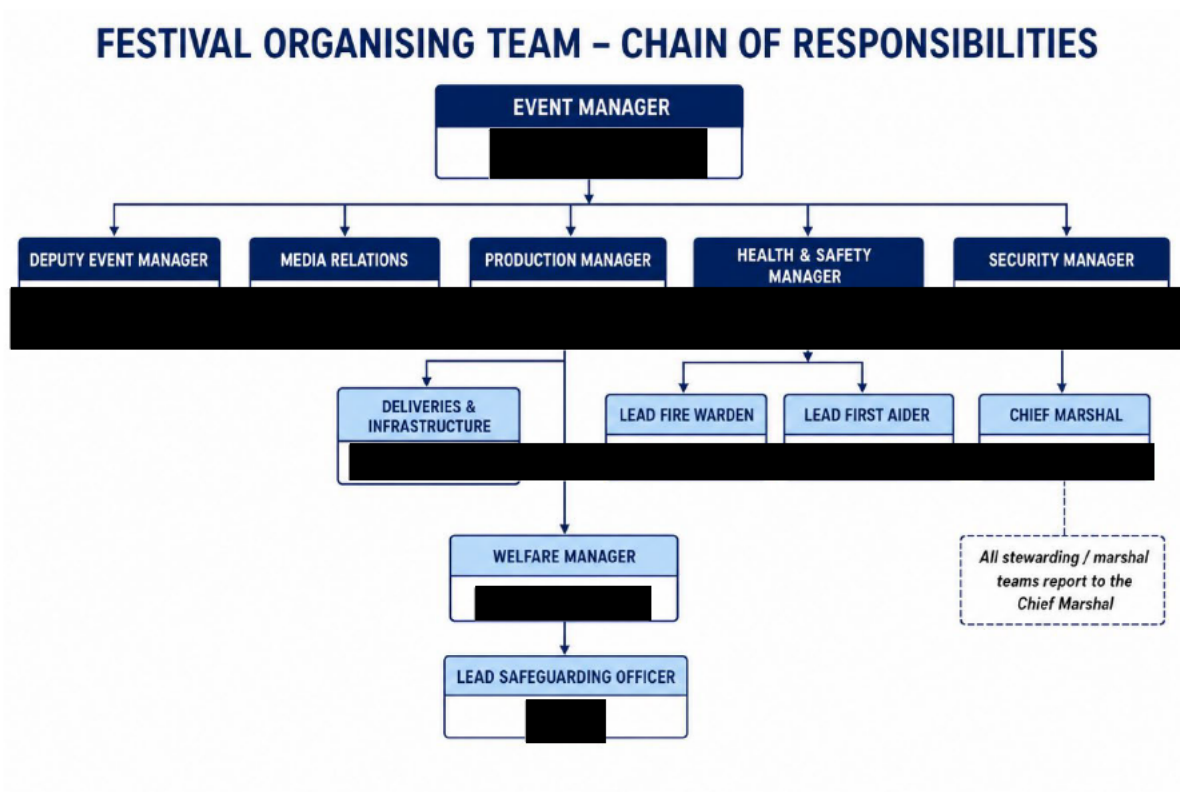
3.1 Roles, responsibilities and contact details of operational staff.

Group/company/charity organising the event:

Role	Name	Responsibilities	Contact Mobile
Event Manager		Overall control and coordination of the event, liaison with authorities and emergency services, decision making during incidents.	
Deputy Event Manager		Supports the Event Manager and assumes control in their absence, assists with operational coordination.	
Health and Safety Manager		Monitors health and safety compliance, conducts risk assessments, investigates incidents and hazards.	
Lead First Aider		Manages medical provision on site, coordinates first aid response and casualty reporting.	
Lead Fire Warden		Oversees fire safety measures, evacuation procedures and fire point checks.	
Lead Safeguarding Officer		Handles safeguarding concerns, welfare issues and vulnerable persons procedures.	
Security Manager		Supervises security staff, crowd management, access control and incident response.	

Chief Marshall		Coordinates event marshals, manages public flow, parking and perimeter monitoring.	
Media Relations		Handles press enquiries, public communications and media coordination.	
Welfare Manager		Oversees welfare facilities, lost persons, staff wellbeing and attendee support.	
Production Manager		Manages staging, sound, lighting, power and technical event infrastructure.	
Deliveries, Infrastructure		Coordinates site access, contractor deliveries, setup logistics and infrastructure support.	

3.2 Organogram of responsibilities:



3.3 Communications on site

Effective and resilient communication arrangements will be maintained throughout the build, live event and de-rig periods. Event Control, Security, Medical Services, Production, Traffic Management, Fire, Welfare, Safeguarding and other senior operational personnel will be equipped with two-way radios operating on designated channels appropriate to their functions.

A dedicated emergency channel will be reserved for urgent communications between Event Control, the Security Manager, Lead Medic, Production Manager, Traffic Manager, Lead Fire Warden and other senior operational personnel. Routine traffic will not be permitted on the emergency channel. All radio users will be briefed on call signs, channel allocation, radio discipline, message prioritisation and procedures for reporting an emergency.

Before public admission, a full radio coverage test will be conducted across the entire site. The test will include Event Control, the public entrance, search area, car park, taxi and private-hire point, all stages and marquees, bars, trader areas, medical and welfare facilities, emergency exits, assembly areas, the emergency rendezvous point, emergency-access routes and the site perimeter. Any area of unreliable coverage will be recorded and appropriate controls introduced before the site opens, including repositioning radio equipment, providing a relay person or allocating an alternative means of communication.

Mobile telephones will be available as a secondary communication system. The principal mobile telephone networks will also be tested on site before public admission. Event Control will maintain an up-to-date contact sheet containing the names, call signs and direct numbers of all senior managers, contractors, venue representatives and relevant emergency and local-authority contacts.

Event Control will maintain a communications log recording significant operational messages, requests for emergency assistance, changes in site status and instructions affecting public safety. Radio equipment will be checked, charged and issued against an equipment register before deployment, and spare batteries or replacement radios will be retained at Event Control.

3.4 Staff Briefing

A mandatory event-specific briefing will be delivered before public admission to all event managers, security personnel, stewards, marshals, medical personnel, welfare staff, volunteers, bar and catering supervisors, production personnel and other staff whose duties may affect public safety. Separate contractor inductions will be provided during the build and de-rig periods where appropriate.

The briefing will explain the event management structure; individual duties and limits of authority; Event Control arrangements; radio channels and call signs; emergency communications; crowd-management arrangements; maximum site and marquee occupancies; ingress and egress procedures; fire precautions; methods of raising the alarm; emergency exits and assembly areas; medical and welfare facilities; safeguarding procedures; lost or vulnerable persons; suspicious items; bomb threats; the 4Cs procedure;

Run, Hide, Tell; evacuation, invacuation and lockdown; severe-weather controls; traffic and emergency-access arrangements; incident reporting; and staff welfare.

All Event Control personnel, senior event managers, security supervisors, safeguarding and welfare personnel and other staff identified as having a key emergency role will complete the ProtectUK ACT Awareness e-learning package before the event. Completion will be recorded and the records retained in Event Control. Relevant senior personnel will also be familiar with the ProtectUK Action Cards and Bomb Threat Checklist retained at Event Control.

Staff undertaking dedicated safeguarding or welfare roles will receive appropriate safeguarding training and will be DBS checked where their duties and level of contact make this appropriate. All other staff, volunteers and contractors will receive safeguarding awareness instruction covering signs of vulnerability, abuse, exploitation, coercion or distress and the procedure for immediately referring concerns to the Safeguarding Lead.

All staff and contractors will sign a briefing or induction register confirming attendance and understanding. Any person arriving after the main briefing will receive an equivalent individual briefing before commencing duty.

4. Activities

The provision of regulated entertainment (to include live music, recorded music and activities of a similar description) and the provision of entertainment facilities (to include making music, dancing and facilities of a similar description): 12:00 on 22nd August 2026 to 00:00 on the following day.

The sale by retail of alcohol for consumption on the premises: 12:00 on 22nd August 2026 to 00:00 on the following day.

4.1 Firework and pyrotechnic management

n/a

4.2 Fair rides and inflatables

n/a

4.3 Live music, bands, shows and displays

Multi-genre DJ's playing recorded music.

4.4 Water-based activities

n/a

4.5 Animals on site

n/a

4.6 Camping on site

Staff only.

4.7 Fundraising

n/a

4.8 Other activities

n/a

5. Event Risk Assessments and Hazard Management

Please see Appendix 7 for risk assessment and fire risk assessment.

6. Emergency Management

6.1 Emergency procedures

The Event Manager has overall responsibility for strategic management of emergency situations and liaison with emergency services and relevant authorities.

The Production Manager will coordinate technical and operational response requirements.

The Health & Safety Manager will oversee dynamic risk assessments, safety controls and incident safety management.

The Security Manager will coordinate security response, crowd management, lockdown and evacuation operations.

If any responsible person becomes unavailable, responsibilities may be delegated by Event Control to suitably competent personnel.

All incident responses will be managed using dynamic risk assessment principles.

At all times the event will operate under one of the following status levels.

Green: Normal Operation

The event site is operating under normal circumstances. Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees. The chain of command remains normal, with Event Control coordinating the resolution of routine incidents using appropriate operational teams.

Amber: Emergency Response

Amber status incidents may require attendance from the emergency services in addition to onsite operational teams. Event Control will make the decision to request emergency service assistance where necessary.

The chain of command remains operational, with Event Control coordinating onsite resources, communications and emergency response actions.

The Event Manager, Head of Security or their delegated deputy will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

Red: Major Incident

The event site is operating to resolve a major incident. Red status incidents are those that involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. Event Control will support the controlling officer's decisions by coordinating onsite staff and resources, providing information, recording incident details and assisting with evacuation or lockdown procedures as necessary. If the situation can be resolved and the event can continue, operational control of the event will transfer back to Event Control. If the situation requires the curtailment of the event, the decision will be taken by the Event Organisers in consultation with Event Control, the controlling officer and emergency services where applicable.

The designated rendezvous point for emergency vehicles is shown on the site plan. The fire warden will meet emergency services here.

An incident may require the show (music or entertainment) to temporarily be stopped in order to assist with the response. A temporary show stop is not an order to evacuate.

A show stop can be ordered by Event Control, the Head of Security, Production Manager or Event Manager at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement: "Ladies and gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are." Further details about whether or not the show will restart should be given as soon as possible.

Under an Amber site status, the Event Manager, Head of Security or Event Control will be responsible for making the decision to conduct a partial or full evacuation of the site. The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety.

A full or partial evacuation will be coordinated by the head of security. Production and operational teams will assist by coordinating staff, infrastructure and resources as required.

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (event not yet commenced):

After a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Curtailment (event commenced):

Curtailment will usually follow an emergency incident as outlined in the event status section

above. Following a decision to curtail the event, the head of security will implement the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

An emergency vehicle route will be created and kept clear to provide the best possible access to emergency vehicles in the event of an emergency.

The evacuation assembly point is shown on the site plan.

If a helicopter is required to provide medical transport, grassland to the north of the festival site should be utilised as a safe space to land.

6.2 Suspicious packages

Any unattended, concealed or suspicious item will be treated seriously until it has been assessed by the Police. Staff must not touch, open, move, cover or otherwise interfere with a suspicious item.

Staff should initially apply the HOT principles:

HIDDEN: Has the item been deliberately concealed or placed where it would not normally be expected?

OBVIOUSLY SUSPICIOUS: Does the item display unusual features, including wires, batteries, timers, liquids, powders, protrusions, unusual smells, excessive packaging or signs of tampering?

TYPICAL: Is the item typical for its location, and can its presence be readily explained?

Where an item remains suspicious, staff will implement the 4Cs:

CONFIRM: Obtain as much information as possible without approaching, touching or disturbing the item. Record its appearance, precise location, the circumstances in which it was discovered and any persons or vehicles associated with it.

CLEAR: Move people away from the immediate area by the safest available route. Staff must not direct people past or closer to the suspicious item and should avoid causing unnecessary panic.

CORDON: Establish and maintain an initial cordon at a safe distance. The size and position of the cordon will be dynamically assessed, taking account of the item's size and location, surrounding structures and Police advice. Access will be prevented until the Police confirm that the area is safe.

CONTROL: Notify Event Control immediately from a safe location. Event Control will call 999, record the information received, dispatch staff to control access and consider

evacuation, invacuation, lockdown, show stop or event curtailment in consultation with the emergency services.

Radios and mobile telephones will not be used immediately adjacent to a suspicious item. Staff will withdraw to a safe location before making radio or telephone calls. No person will re-enter the cordoned area until authorised by the Police.

6.3 Bomb Threat

Every bomb threat will be treated seriously and reported immediately to the Police. Event Control will coordinate the initial response pending Police attendance or advice. Decisions concerning evacuation, invacuation, lockdown, show stop or continuation of the event will be based on the available information, dynamic risk assessment and advice from the emergency services.

Printed copies of the current ProtectUK Bomb Threat Checklist will be retained next to every telephone at Event Control and within the emergency documentation. Any person receiving a bomb threat by telephone will remain calm, listen carefully and keep the caller talking for as long as it is safe and practicable to do so. The recipient will use the checklist to record the exact words used by the caller; the stated location and description of any device; the intended time of detonation; the caller's apparent age, accent, speech, tone and emotional state; background noises; the telephone number displayed; and any stated motive or identifying information.

Where possible, another person will call 999 while the recipient remains connected to the caller. If the caller's number is displayed, it will be recorded. The recipient must not terminate the call unnecessarily and must not discuss or alter their written notes before they are passed to the Police.

Where a threat is received by text message, email, social media or another electronic platform, the recipient must not reply, forward, delete or alter the message. The device and original communication will be preserved as evidence. The sender's telephone number, email address, username, account details, date and time will be recorded and the threat immediately reported to Event Control and the Police.

Where a threat is delivered face-to-face, the recipient will attempt to remember the person's appearance, clothing, speech, behaviour, direction of travel and any associated vehicle. Where a written threat, note or graffiti is discovered, the area and material will be protected from further handling and treated as Police evidence.

Event Control will record all actions and decisions, preserve relevant evidence and follow Police instructions. Evacuation will not be automatic; the chosen response will take account of the stated or suspected location of the device so that people are not inadvertently moved towards danger.

6.4 Terrorist attack

At the date of this version of the Event Management Plan, the United Kingdom national terrorism threat level is SEVERE, meaning that an attack is highly likely. The threat level will

be checked again during the final planning period and before the event opens. Any change will be recorded, and security arrangements and staff briefings will be reviewed accordingly.

The event will apply proportionate protective-security measures based on ProtectUK guidance, ACT Awareness principles, hostile-reconnaissance awareness and Run, Hide, Tell. Staff will remain alert to suspicious behaviour, unattended items, unusual photography or surveillance, repeated questioning concerning security arrangements, attempts to access restricted areas and suspicious vehicles.

All Event Control personnel, senior managers, security supervisors, safeguarding and welfare personnel and staff with key emergency responsibilities will complete ProtectUK ACT Awareness training before the event. Event Control will retain completion records. All other personnel will receive relevant awareness information during the event briefing.

In the event of a suspected or confirmed terrorist attack, staff will apply the following principles:

RUN: Where there is a safe route, staff should move away from the danger and encourage others to do the same without unnecessarily delaying their own escape.

HIDE: Where escape is not safe, staff and attendees should seek substantial cover or a secure location, lock or barricade access where possible, remain out of sight, silence mobile devices and stay quiet.

TELL: As soon as it is safe to do so, 999 must be contacted. Callers should provide the nature and location of the incident, descriptions of offenders, weapons, casualties, direction of travel and any other relevant information.

Event Control will immediately notify the emergency services, move the site to the appropriate emergency status, protect radio communications, stop performances where necessary and deploy staff only where it is safe to do so. Depending on the location and nature of the threat, Event Control may direct evacuation, invacuation or lockdown. Public announcements will only be made where they will not increase the risk or reveal the location of persons sheltering.

Following the arrival of the Police, operational control of the terrorist incident will transfer to the Police controlling officer. Event Control will provide site plans, occupancy information, staff resources, access details and other assistance requested by the emergency services. Staff must not attempt to confront an attacker unless unavoidable to protect life.

Vehicle access to pedestrian areas will be restricted to authorised vehicles. Access points will be supervised, and unauthorised vehicles or suspicious vehicle activity will be reported immediately to Event Control.

6.5 Fire precautions, equipment and procedures

The Lead Fire Warden is [REDACTED]. The event Fire Risk Assessment is included within the appendices and will be reviewed following completion of the site build and before public

admission. Specific fire hazards include catering operations, LPG cylinders, generators, fuel storage and refuelling, electrical installations, temporary structures, combustible waste and vehicle movements.

Suitable and correctly rated fire extinguishers will be positioned at each stage, bar, catering unit, generator and fuel-storage or refuelling location and at other points identified by the Fire Risk Assessment. Fire blankets will be provided in catering units where cooking presents a relevant risk. Fire equipment will be unobstructed, clearly signed, readily accessible and subject to a pre-opening inspection.

The principal purpose of portable fire-fighting equipment is to support safe escape and enable a trained person to deal with a very small fire only where it is safe to do so. Staff are not expected to fight fires. No person should attempt to tackle a fire unless the alarm has been raised, the Fire and Rescue Service has been called where required, the person has been trained, the correct equipment is immediately available, the fire is small and contained, and a clear escape route remains available behind them. If any of those conditions is not met, the person must withdraw immediately and assist in clearing the area.

Any person discovering a fire will immediately raise the alarm, notify Event Control by radio from a safe location and state the exact location using the site grid where possible. Event Control will call 999, notify the Lead Fire Warden, dispatch staff to clear the affected area and determine whether a partial or full evacuation is required.

Manual air horns will be distributed around the site, including at Event Control, each stage, each principal bar, the catering or trader area and with designated roaming security supervisors. The position and operation of the horns will be explained during staff briefings. The alarm will also be communicated by radio, voice and public-address systems where available. All methods of raising the alarm will be tested before public admission.

Emergency exits and routes will be kept unlocked, unobstructed, clearly identified and adequately illuminated whenever the public is present. Staff will immediately remove or report any obstruction. No firefighting activity, equipment or response vehicle may be positioned so that it obstructs a public escape route.

On hearing the fire alarm or receiving an evacuation instruction, security personnel and stewards will direct attendees away from the affected area to the designated assembly area or other place of safety identified by Event Control. Staff will sweep their allocated areas only where it is safe to do so and will report completion or any difficulty to Event Control. Staff must not re-enter an evacuated area until the Fire and Rescue Service or Event Control confirms that it is safe.

The Lead Fire Warden or nominated deputy will meet the Fire and Rescue Service at the emergency rendezvous point and provide the site plan, information concerning the fire location, persons potentially at risk, fuel and LPG locations, electrical isolation and access routes.

6.6 Site safety

All emergency exits will be clearly denoted using the standard form of white lettering on a green background and displayed at a suitable height. Other points of interest will be clearly signposted such as the main entrance and first aid.

Anti-climb Heras fencing and steel hoarding will be used to enclose the site erected in line with the site plan, this will act as screening between the event site, non-event space/vehicular areas. This will be patrolled by SIA accredited security.

Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes.

Front of Stage barriers will be used in our high-capacity venues to ensure crowd safety.

6.7 Severe weather

Inclement Weather:

The production manager will monitor weather predictions and prevailing conditions in the build week and during the live event.

Wind:

Safe working wind loads for each temporary demountable structure will be provided by the supplying contractors to the production manager. If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

Flooding & Wet Weather:

Shelter for all attendees is available in various places across the site and in marquees.

In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas.

Main pedestrian ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessary, made safe through the use of straw, woodchip or temporary pathway and trackway.

Extreme Heat & Cold:

In the case of extreme heat (above 27C) staff will be briefed to remind attendees to remain hydrated, seek shade where possible and wear sunscreen.

Sunscreen will be available in the first aid tent for anyone without their own. In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm.

Blankets will be available in the first aid tent for anyone who does not have enough clothing.

Thunderstorms:

Thunderstorms and lightning activity will be monitored through live weather forecasting and onsite observation.

In the event of nearby lightning activity, the Production Manager and Event Control will assess the risk to attendees, staff and contractors, particularly in relation to:

- Temporary demountable structures.
- Metal fencing and stage infrastructure.
- Open exposed areas.

- Electrical systems.
- Queuing areas.

Control measures may include:

- Temporary suspension of performances or entertainment.
- Isolation of electrical systems where necessary.
- Restriction of access to exposed areas or structures.
- Directing attendees towards safer sheltered areas.
- Partial or full evacuation where conditions present an immediate risk to life.

Security, stewards and production staff will communicate instructions to attendees via radio networks and public address systems.

The event will not recommence until conditions are assessed as safe by Event Control and relevant contractors.

6.8 Incident reporting procedure

Event Control will maintain an incident log throughout the build, live event and de-rig periods. All accidents, injuries, illnesses, safeguarding concerns, missing or vulnerable persons, fires, security incidents, ejections, suspected crimes, significant crowd issues, traffic incidents, complaints, near misses, equipment failures and emergency-service attendances will be recorded.

Each entry will include the date and time, precise location, persons involved, description of the incident, immediate actions taken, staff or agencies attending, decisions made, evidence retained and final outcome. Personal and medical information will be managed confidentially and shared only where necessary for safety, safeguarding, clinical care, investigation or legal compliance.

Separate medical records will be maintained by the medical provider in accordance with clinical-governance and data-protection requirements. Security incident forms will be completed by Exclusive Protection Services where appropriate, but responsibility for ensuring that significant incidents are entered in the central Event Control log will remain with Event Control.

A contemporaneous decision log will be maintained for significant safety or operational decisions. The record will identify the decision, time, person making it, information available, advice received, options considered and rationale.

Printed ProtectUK and event-specific Action Cards will be retained at Event Control for, as a minimum:

- fire;
- medical emergency and multiple casualties;
- suspicious item;
- bomb threat;

- terrorist attack;
- evacuation;
- invacuation;
- lockdown;
- missing or vulnerable person;
- safeguarding concern;
- severe weather and lightning;
- structural failure;
- power failure;
- traffic or access obstruction;
- show stop;
- event curtailment; and
- major incident.

The cards will provide short, role-specific instructions and contact or escalation requirements. Senior managers will be briefed on their use before public admission. Incident and decision records will be available to the Police or an authorised officer on request and retained after the event in accordance with the organiser's record-retention arrangements.

7. Welfare

7.1 First aid

Medical cover will be provided by Exclusive Medical Services. A named and suitably qualified Lead Medic will be appointed and their name and direct contact number entered in section 3.1 and the Event Control contact sheet before the event.

The medical provision will be set out in a standalone Medical Plan prepared or approved by the medical provider. The plan will specify the event risk profile; anticipated attendance and audience characteristics; operating hours; clinical staffing by qualification and role; command and supervision arrangements; treatment facilities; equipment and medicines; communications; record keeping; infection prevention; safeguarding; intoxication and drug-related presentations; casualty extraction; ambulance access and rendezvous arrangements; transfer to hospital; local receiving hospitals; major-incident escalation; and arrangements for the build, live event and de-rig periods.

The main medical centre will be located as shown on the site plan and will be clearly signed, illuminated and accessible to ambulances and persons with disabilities. Medical personnel will be equipped with radios linked to Event Control. Calls for medical assistance will be coordinated by the Lead Medic and recorded in accordance with clinical-governance requirements.

The designated emergency rendezvous point and ambulance route will be identified on the gridded site plan. The route will remain clear and available throughout the event. Where an external ambulance is required, Event Control or a nominated member of staff will meet and escort the vehicle from the rendezvous point.

The Lead Medic will advise Event Control where the number or severity of casualties exceeds, or is likely to exceed, the available on-site capability. Event Control will request NHS ambulance assistance through 999 where necessary. Any declaration of a major incident or transfer of clinical command will be managed in accordance with emergency-service instructions.

A copy of the final Medical Plan will be provided to the Safety Advisory Group and East of England Ambulance Service before the event and retained both at Event Control and in the medical centre.

7.2 Lost and found child and vulnerable person procedure

The event is over 18 so no children will be on site for the duration of the event.

A vulnerable person's area will be set up at the event as part of the First Aid zone.

If vulnerable adults, or personal assistants accompanying vulnerable adults, arrive at other areas of the site or approach a member of staff or steward, they should be directed or escorted to the welfare or collection point as appropriate.

The first aid team along with event organisers will ensure that all vulnerable people are safe, looked after and only leave site once safe to do so or when the duty of care has been transferred to a suitable person.

Any report of a missing or vulnerable person will be treated as a priority incident and immediately reported to Event Control.

Event Control will record:

- Name and description.
- Vulnerability details.
- Clothing description.
- Last known location and time seen.
- Relevant medical or safeguarding information.

Upon notification:

- Security, stewards and welfare staff will be briefed via radio.
- Exit points may be monitored or temporarily controlled.
- A coordinated search of relevant areas will commence.
- Toilets, welfare areas, medical facilities, secluded areas and vehicle access routes will be prioritised.

The decision to implement a partial lockdown, suspend entry/exit, or conduct wider searches will be based upon dynamic risk assessment considering:

- Medical or safeguarding vulnerabilities.
- Time missing.

- Weather conditions.
- Any indication of coercion, distress, exploitation, self-harm risk or criminality.

Police will be informed at the earliest appropriate opportunity based upon dynamic risk assessment and without unnecessary delay where vulnerability concerns exist

Any reunification will be documented and safeguarding procedures followed before the individual is released into the care of a responsible adult, welfare representative, medical professional or police officer as appropriate.

7.3 Safeguarding

A named Safeguarding Lead will be appointed before the event and identified in section 3.1 and the Event Control contact sheet. The Safeguarding Lead will have responsibility for receiving and coordinating the response to safeguarding concerns, maintaining appropriate records and liaising with Security, Medical Services, Police and relevant safeguarding authorities.

A clearly signed Welfare and Safeguarding Point will operate throughout the event. Staff and attendees will be able to report concerns at this point, to Event Control, to Security, to Medical Services or to any steward, who must pass the information immediately to the Safeguarding Lead.

All personnel assigned to dedicated safeguarding or welfare duties will receive appropriate safeguarding training before the event and will be DBS checked where their duties, responsibilities and level of contact make this appropriate. Security personnel, stewards, volunteers, contractors and event staff will receive an event-specific safeguarding briefing covering recognition of abuse, exploitation, neglect, coercion, harassment, vulnerability, intoxication, mental-health crisis and distress; response to disclosures; preservation of confidentiality; immediate safety; reporting routes; and escalation to the Police or medical services.

Any disclosure or concern will be taken seriously. Staff will listen without conducting an unnecessary investigation, avoid making promises of absolute confidentiality, record the person's own words where practicable and refer the matter immediately to the Safeguarding Lead. Immediate danger, suspected crime or urgent medical need will be reported to the Police or Medical Services without delay.

Safeguarding information will be recorded accurately and stored securely. Information will only be shared with persons or agencies who need it for the protection of the individual, investigation of an offence, clinical care or compliance with legal duties.

Staff and contractors will maintain professional boundaries and avoid being alone with a vulnerable person unless necessary to protect life or safety. Where practicable, welfare interactions will be undertaken by two members of staff or within an observable welfare environment.

7.4 Nursing parents and baby changing facilities

n/a

7.5 Equality

Disabled access toilets will be provided.

Priority parking spaces will be made available to improve access to the event for disabled attendees.

We offer free tickets to disabled people for their carers if required.

7.6 Weather

Shelter for all attendees is available in various places across the site and in marquees.

Free water is available for all attendees.

8. People Management

8.1 Security

[REDACTED] will provide SIA-licensed security personnel for duties requiring searching, refusal of entry, conflict management, intervention, ejection, protection of licensable activities, perimeter security and incident response. The appointed Security Manager will be named in section 3.1 and will report directly to Event Control.

The Security Manager will ensure that each person undertaking licensable security activity holds the appropriate current SIA licence. Licences will be verified against the SIA register before deployment, and a deployment register will record each person's name, licence number, duty position, start and finish time and radio call sign.

Before deployment, security personnel will receive an event-specific briefing covering the site layout, command structure, capacity limits, searches, prohibited items, drugs procedures, vulnerable persons, safeguarding, emergency communications, fire, suspicious items, bomb threats, hostile reconnaissance, Run Hide Tell, evacuation, invacuation, lockdown, emergency access, incident reporting, use of force, evidence preservation and customer care.

The Security Manager will remain dedicated to security command throughout the live event and will not undertake another role that could compromise their ability to direct the security response. A nominated deputy will be identified to assume command if the Security Manager becomes unavailable.

Security deployment will be recorded on a position plan. Supervisors will monitor deployment and reallocate personnel where necessary in response to crowd density, queue conditions, incidents, weather, ingress, egress or changes in the event programme. Event Control will be advised before any change that materially reduces security coverage in another area.

All key security personnel will carry radios. Security supervisors will report significant incidents, crowd conditions, refusals, ejections, searches resulting in seizure and

safeguarding concerns to Event Control.

8.2 Crowd management

The maximum number of persons permitted on the event site at any one time is 2,500, inclusive of attendees, performers, staff, volunteers, contractors and all other persons. Admission will be controlled through the ticket-scanning system and staff, contractor, performer and guest registers. Event Control will maintain a live assessment of the total number of persons on site.

The ticket-scanning system will record admissions. Re-entry and departures will be recorded through scan-out functionality where available or by a controlled manual system. Any system failure will be managed using manual clickers and written records until electronic counting is restored. Public admission will be suspended before the maximum safe occupancy is reached if uncertainty exists concerning the live count.

Each marquee, tent, stage audience area and enclosed or substantially enclosed structure will have a defined maximum occupancy based on usable floor area, exit capacity, structure configuration, furniture, barriers and the relevant fire and crowd risk assessment. The approved occupancy will be displayed at the relevant entrance and included in Event Control documentation.

Stewards and security personnel will be deployed at marquee and tent entrances during periods of significant demand. They will monitor occupancy and crowd density, control admission, maintain clear exits and prevent entry when the approved capacity is reached. Barriers or managed queue lanes will be used where necessary to prevent uncontrolled surging or obstruction of emergency routes.

Occupancy will not be managed solely by observing crowd appearance. Entrance personnel will use clickers, counters, wristband or scanning information, or another reliable counting method to record entry and exit. The relevant supervisor will provide occupancy information to Event Control on request.

All marquee exits, emergency routes and access routes to firefighting equipment will be kept unobstructed. No queue, furniture, production equipment or stored material may reduce the usable width of an exit or escape route. Security and stewards will intervene immediately where crowding, queue formation, dancing, intoxication or other behaviour creates a risk.

Crowd conditions will be monitored continuously by security personnel, stewards and Event Control. Escalation measures may include slowing or suspending admission; opening additional entrance or exit routes; removing furniture or obstructions; increasing stewarding; adjusting the entertainment programme; reducing sound levels; stopping a performance; clearing part of a marquee; or initiating partial evacuation.

Stewards and volunteers will provide information and act as additional eyes and ears but will not replace SIA-licensed personnel where licensable security activity or physical

intervention is required.

8.3 Competitor and performer management

Artist liaison will be managed by [REDACTED]

8.4 Lost Property

Any lost property may be handed in to any of the information team, bars, security or event staff; this will be dealt with by the welfare team, as can any reports of lost property. Property can be reclaimed at the event by direct description or afterwards via collection or post. Contact details for property reclaim will be clearly shown on the event website.

9. Vehicle Management

9.1 Traffic management

All vehicle movements associated with Hifields Festival will be managed in accordance with the Event Traffic Management Plan (TMP).

Public vehicles will access the event via Station Road before entering the designated event entrance. Traffic marshals will be positioned at the entrance throughout public ingress and egress and will remain in direct radio communication with Event Control.

The entrance road will operate under marshal control at all times. Vehicle movements entering and leaving the site will be coordinated to ensure the entrance remains unobstructed and emergency access is maintained.

Maintaining Emergency Access

A dedicated emergency access corridor will be maintained from Station Road to the Emergency Rendezvous Point and Event Control throughout the event.

Traffic marshals have authority to stop all routine vehicle movements immediately upon instruction from Event Control or upon notification that emergency vehicles require access. No parking, loading, unloading or waiting will be permitted within the emergency access corridor.

Should emergency access be required

All incoming and outgoing public traffic will be temporarily halted.

Marshals will immediately clear the entrance road.

Security staff will prevent pedestrians entering the access route.

Event Control will escort emergency vehicles directly to the incident location.

The emergency route will be inspected throughout the event to ensure it remains free from obstruction.

Preventing Queues on Station Road

The event operates a predominantly advance-ticket sales system, reducing delays caused by payment on arrival.

Car parking opens well in advance of public admission to encourage staggered arrival.

Traffic marshals will admit vehicles continuously to minimise waiting times.

If traffic volumes begin to increase

Additional marshals will be deployed.

Vehicles will be directed quickly into available parking areas.

Event Control will monitor queue lengths by radio.

Temporary holding of outbound traffic may be implemented to prioritise incoming vehicles where appropriate.

The objective is to prevent stationary traffic extending onto the public highway.

Traffic Marshals

All traffic marshals will receive an event-specific briefing before deployment covering:

- safe vehicle marshalling techniques;
- use of radios;
- emergency vehicle procedures;
- pedestrian management;
- dynamic risk assessment;
- incident reporting;
- contingency arrangements;
- personal safety.

The briefing record will be retained within the Event Control documentation.

9.2 Traffic contingency plan

Event Control will continually monitor traffic conditions throughout ingress and egress.

Should an incident occur which affects access to the site, the Traffic Manager will immediately notify Event Control and implement the appropriate contingency arrangements. These include, but are not limited to:

Blocked Entrance Road

Should the entrance road become obstructed by a broken-down vehicle, collision or other incident:

- all incoming traffic will be temporarily stopped;
- marshals will prevent further vehicles entering the affected area;
- emergency access will be prioritised;
- recovery services or emergency services will be contacted where required;
- Event Control will issue instructions to all traffic marshals by radio.

Road Traffic Collision on Station Road

If a collision occurs on Station Road affecting access:

- Event Control will immediately liaise with Police and emergency services;
- incoming traffic may be temporarily suspended;
- outbound traffic may be held within the site if instructed by Police;
- attendees waiting to leave may be temporarily retained within the event where this is safer than releasing traffic onto the highway.

Severe Congestion

If congestion begins approaching the public highway:

- Event Control will monitor conditions continuously;
- additional traffic marshals will be deployed;
- vehicle flow into parking areas will be accelerated;
- temporary traffic holding measures may be introduced;
- public messaging may be issued via social media where appropriate.

Emergency Access

Emergency vehicle access takes priority over all other vehicle movements.

Traffic marshals will immediately clear the entrance road and maintain a dedicated emergency corridor until instructed otherwise by the emergency services or Event Control.

9.3 Car park closures

n/a

9.4 Directional signage

Temporary warning signs advising "Event Ahead", "Slow Moving Traffic" and "Turning Vehicles" will be installed on the approaches to the site where approved by Cambridgeshire County Council Highways. The requirement for a Temporary Traffic Regulation Order (TTRO) to introduce a temporary reduced speed limit on Station Road will be discussed with Cambridgeshire County Council Highways during the detailed traffic planning stage and implemented where approved.

9.5 Public transport management

A number of local taxi providers will be approached prior to the event to ensure they are aware of the event timings and location. Their telephone numbers will be published on the festival social media channels.

9.6 Car Parking

There is ample space at the event site to accommodate for expected attendee numbers and more. Parking will be managed by stewards to ensure available space is used effectively and that attendees only park in permitted locations.

All roadways will be delineated by rope and pin or traffic cones

There will be a designated taxi drop off/collection point located away from all pedestrian walkways and car park.

This area will be signposted, marked and under stewardship.

Main vehicular ingress and egress routes, will be monitored and if necessary in wet weather, made safe through the use of woodchip or temporary pathway and trackway.

9.7 Event Dispersal & Egress Management

A phased and controlled dispersal strategy will be implemented at the conclusion of the event to minimise congestion, maintain public safety and reduce disturbance to local

residents.

Security, stewards and event staff will remain on duty throughout the egress period and until the majority of attendees have safely departed the site.

The event egress procedure will include:

- Stewarding of pedestrian exit routes.
- Monitoring of vehicle movements and car park exits.
- Management of crowd flow away from the site entrance.
- Directional signage towards transport collection points.
- Continued radio communications between Event Control, Security and Traffic Management staff.
- Monitoring for anti-social behaviour, welfare concerns or intoxicated individuals.
- Event Control will monitor dispersal conditions and may implement temporary traffic holding measures where necessary to maintain pedestrian safety.

9.8 Transport Dispersal

Attendees are expected to depart the site primarily via private vehicle, pre-booked taxi services and designated driver arrangements.

Vehicle exit routes and pedestrian routes will be managed separately where reasonably practicable to reduce conflict between vehicles and pedestrians.

Stewards will assist in directing attendees safely towards exits, car parks and designated pickup locations.

A designated taxi and private hire pickup/drop-off area will operate adjacent to the main site entrance as shown on the site plan.

Security and stewards will monitor the area during peak ingress and egress periods to minimise congestion and maintain safe pedestrian movement.

Attendees will be encouraged via event communications and social media to pre-book taxis due to the rural location of the site.

10. Technical Support

10.1 Temporary Demountable Structures (TDS)

To be provided and supervised by:



Marquees will be erected and dismantled in line with method statement and relevant risk assessment.

Wind management plans will be reviewed should speeds reach 20mph and actions taken if necessary.

Marquees will be safety checked and signed off after erection by contractor ensuring compliance with the above.

Please see Appendix Q for full method statements.

10.2 Staging

Staging will be erected and dismantled in line with method statement and relevant risk assessment.

To be provided and supervised by:

[REDACTED]

10.3 Electrics

Electrical installations will be managed and signed off by [REDACTED] electrical contractors. They will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity at Work Regulations (1989). Most appliances brought on site are hired from reputable companies with PAT test certification.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

On site electrician will be [REDACTED].

10.4 Lighting

Temporary lighting towers and fixed lighting will be used to illuminate key pedestrian routes, exits, welfare points, toilets, car parks and transport collection areas during hours of darkness.

Lighting levels will be sufficient to allow safe movement of pedestrians and vehicles during ingress and egress operations.

Backup lighting equipment will be available where reasonably practicable in the event of localised lighting failure.

The event will start in daylight, and the sunset time is predicted at 20:30.

10.5 Sound system

To be provided and supervised by [REDACTED].

10.6 Noise management policy

This Noise Management Plan sets out the measures that will be implemented to control, monitor, and minimise noise impact from the event on nearby residents and other noise-sensitive receptors.

This plan is informed by:

- Code of Practice on Environmental Noise Control at Concerts (Noise Council).
- Relevant guidance and requirements of East Cambridgeshire District Council Environmental Health.
- The Environmental Protection Act 1990.

Music noise levels will be measured as LAeq,15 minutes at 1 metre from the façade of the nearest noise-sensitive premises.

- Up to 23:00:
65 dB(A) LAeq,15min.
- After 23:00:
45 dB(A) LAeq,15min (or cessation of amplified music unless otherwise agreed).

Final limits will be agreed in advance with Environmental Health.

To minimise noise impact:

- Stages and speakers will be positioned as far as reasonably practicable from residential properties.
- Speaker systems will be oriented away from nearby dwellings.
- Use of directional speaker arrays and system tuning to reduce off site propagation.
- Avoidance of unnecessary low-frequency build-up (bass control).
- Natural and built features will be utilised where possible for acoustic screening.

Sound System Management:

- All sound systems will be operated by competent, experienced sound engineers.
- A Noise Control Manager will be appointed with authority to instruct volume reduction.
- A direct communication link (radio/mobile) will be maintained between noise monitoring personnel, front of house (FOH) sound engineers, and event control.

Noise monitoring will be undertaken throughout the event using:

- Type 1 or Type 2 calibrated sound level meters
- Measurement standard: LAeq,15 minutes
- Measurements taken at agreed off site receptor locations and on site reference positions (for control purposes).

Meters will be:

- Calibrated before and after use.
- Used in accordance with manufacturer and industry standards.
- Positioned to minimise reflection and wind interference.

Weather conditions (wind direction/speed) will be considered when interpreting results.

Control Procedures:

- Regular noise monitoring will be undertaken during performances.
- Where levels approach trigger thresholds (e.g. 63 dB(A)), pre-emptive reduction will be implemented.
- If limits are reached or exceeded, immediate instruction will be given to reduce sound levels and follow up monitoring will confirm compliance.

The Noise Control Manager has final authority on noise related decisions.

Sound Checks and Testing:

- Sound checks will be limited to agreed times (typically daytime only).
- Levels will be kept as low as reasonably practicable.
- No prolonged or repeated high level testing will take place.

A Noise Complaints Procedure will be implemented:

- A dedicated resident contact number will be active during the event.
- Details will be communicated to local residents in advance.
- All complaints will be logged with time and details, investigated promptly, and responded to with appropriate action.

Where a complaint is validated, immediate mitigation (e.g. volume reduction) will be applied.

Prior to the event local residents will be notified of:

- Event dates and times
- Expected noise periods
- Contact details for enquiries/complaint.

Noise monitoring data will be recorded throughout the event. Logs will include:

- Time-stamped readings.
- Actions taken.
- Weather conditions (where relevant).

A copy of monitoring results will be made available to Environmental Health within 14 days upon request.

In the event of sustained exceedance or significant complaint:

- Further reduction of sound levels.
- Adjustment of sound system configuration.

- Temporary suspension of performances if required.

Responsibilities:

- Event Organiser: Overall compliance.
- Noise Control Manager: Monitoring, control, liaison.
- Sound Engineers: Operation within agreed limits.
- Event Control: Coordination and communication.

11. Communications Plan

11.1 Wider communication

Attendees will be provided with event travel and dispersal information via the event website, ticketing communications and social media channels, terms and conditions of entry and general safety advice prior to and during the event.

Flyer drops will ensure local residents are aware of the event and timings.

Stage PA systems will be employed to communicate with the audience on the day of the event.

11.2 Media

Any media statements or enquiries will be dealt with by [REDACTED].

Professional photographers/videographers are employed to take pictures and record footage of the event.

12. Sanitary Facilities

12.1 Waste Management

Bins will be provided across the event site for use by attendees. The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials.

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside of the event site. At the end of the event a full litter sweep will be conducted across the entire site and immediate surrounding areas.

No glass will be allowed into the event. Additional measures will be taken to reduce the amount, and types of materials coming onto the event site.

Larger industrial bins will be provided for the safe disposal of food waste.

Smoking bins will be provided across the event site.

12.2 Toilets

- Provider's details: [REDACTED].
- Public toilets are located at: See site plan.
- 10 number of Portaloos for men will be provided.
- 2 number pee pods/urinals for men will be provided.
- 17 number of Portaloos for women will be provided.
- 2 disabled toilet facilities.

13. Catering and Hospitality

13.1 Food and drink

All catering and food-trading businesses will be approved by the Event Organiser before attending the event. No trader will be permitted to commence trading until the organiser has received and reviewed the documentation relevant to that trader's activities.

Required documentation will include, where applicable:
public liability insurance;

- food-business registration details and food hygiene rating;
- food-safety management documentation;
- general and activity-specific risk assessments;
- a trader-specific Fire Risk Assessment;
- LPG or gas installation and appliance safety certification;
- electrical installation or equipment test certification, including PAT records where applicable;
- evidence that temporary structures and coverings meet appropriate fire-performance requirements;
- allergen-management arrangements; and
- method statements for higher-risk activities.

Gas installations and appliances must be installed and checked by a competent person. LPG cylinders will be secured upright, protected from impact, located away from public access and ignition sources and limited to the minimum operational quantity. Spare cylinders will be stored in an approved location.

Electrical equipment must be suitable for outdoor or temporary-event use. Cables, connectors and distribution equipment will be protected from weather, damage and public access. Defective or uncertified equipment will not be permitted to operate.

Each catering unit will provide suitable, serviced and readily accessible firefighting equipment appropriate to its risks, including fire blankets where cooking operations require them. Trader staff must know how to raise the alarm, isolate equipment where safe and evacuate their unit.

A minimum separation distance of three metres will normally be maintained between mobile catering units, caravans, vehicles, tents, marquees and other temporary trading structures.

Where three metres cannot be achieved, the arrangement must be specifically assessed within the Fire Risk Assessment and agreed by the Lead Fire Warden before trading begins. Escape routes, emergency access, gas-cylinder storage and firefighting equipment must not be obstructed.

The Event Organiser or Lead Fire Warden will inspect trader units before public admission. Any trader who fails to provide the required documents or remedy an identified safety defect will not be permitted to trade.

Packaging, combustible waste and used cooking oil will be stored safely away from ignition sources, LPG cylinders and generators and removed at suitable intervals. The Fire Protection Group specifically required trader Fire Risk Assessments alongside gas certificates, PAT records and related documents, and recommended at least three metres between mobile units.

13.2 Alcohol

The bars on site will be managed in accordance with The Licensing Act 2003 and all mandatory licensing conditions will be met. The bars will stock a wide range of products. Extremely cheap and excessively strong drinks will not be available.

The following guidelines will be followed:

- Ensure that bar staff know that it is an offence to knowingly serve a customer who is drunk and that it is company policy not to do so.
- Ensure staff understand what is regarded as drunk e.g slurring speech, staggering about, unable to count out money for a drink.
- Inform drunk customers of policy on intoxication.
- Monitor this in practice and discipline staff who breach the policy.

Our designated premises supervisor will be Thomas Janes, licence number FH0733 issued by Forest Heath.

Bar operating times will be 12:00 on 22nd August to 00:00 on the following day.

We will operate a 'Challenge 25' policy at all bars across site if there is any doubt about the attendee's age.

A refusal book will be maintained and kept on site to record any refusal to sell alcohol and will be made available for inspection by the police or an authorised officer.

It is a condition of entry that each attendee is subject to a security search upon entry to the event site.

Any alcohol found during searches will be confiscated and appropriate action will be taken by the security team.

13.3 Drugs Policy

We operate a zero-tolerance policy to drugs.
Anyone found with illegal drugs will be banned from the event and reported to the police.
Anyone found to be asking for drugs or offering drugs will also be banned for life.
We will have a drug amnesty bin at the event entrance so that attendees can deposit any drugs they may have with them.

14. Environmental Protection

14.1 Water

Wastewater, cleaning chemicals and cooking oil will be disposed of off-site.

14.2 Land

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside of the event site. At the end of the event a full litter sweep will be conducted across the entire site and immediate surrounding areas.
Contractors will use spill trays if refueling of generators is required.

14.3 Air

Electric appliances will be kept to a minimum. Lights will be turned off in all daylight hours, unless required for artistic purposes.
Generators will be the only sources of emissions on site and will be limited to the event open and close time.

14.4 Environmental Protection and Ecological Management

Objectives

The Event Organiser is committed to protecting the natural environment and ensuring that the event is delivered responsibly whilst complying with all applicable environmental and wildlife legislation.

The event has operated within the same managed woodland environment since 2017 and the same operational footprint and stage layout used during previous events.

Existing Site

The woodland forms part of an established, heavily managed landscape.^{4e}
The licensable area and stage locations are unchanged from the event held in 2025.

Event Infrastructure

All event infrastructure, including stages, bars, welfare facilities, temporary fencing, lighting, pathways and associated equipment, will be temporary in nature.

No part of the event requires:

- tree felling;
- pruning or removal of trees;
- removal of scrub or understorey vegetation;
- excavation within woodland;
- removal of ground flora;
- habitat destruction; or
- permanent alteration of the woodland.

Infrastructure will be installed within existing managed areas using established access routes wherever reasonably practicable.

Protection of Wildlife

The Event Organiser acknowledges its legal responsibilities under all relevant wildlife legislation.

All contractors, staff and volunteers will be instructed that:

- no trees or vegetation are to be removed without prior approval;
- no wildlife or habitats are to be intentionally disturbed;
- no waste or materials are to be deposited within woodland habitats;
- all works are to remain within designated operational areas.

Should any active bird nest, bat roost, badger sett or other protected species be identified during event build, the affected area will be protected and works will cease within that location pending appropriate advice.

Contractor Controls

All contractors will receive a site induction which includes environmental responsibilities.

The induction will include:

- protection of vegetation;
- protection of wildlife;
- waste management procedures;
- designated access routes;
- prohibition of unauthorised vegetation clearance;
- reporting procedures for any environmental concerns.

Contractors will be supervised throughout build and breakdown.

Site Protection Measures

The following controls will be implemented:

- Existing tracks and managed routes will be utilised wherever possible.
- Temporary fencing will be used where necessary to discourage access to sensitive areas.
- Vehicle movements will be restricted to designated routes.
- Materials will be stored only within designated compounds.

- Waste will be removed from site following the event.
- Build and Breakdown

The Event Organiser will minimise environmental impact during construction and dismantling by:

- restricting vehicle movements;
- avoiding unnecessary disturbance;
- ensuring temporary infrastructure is removed promptly following the event;
- reinstating any minor surface disturbance caused by operational activities.

Monitoring

The Event Manager will monitor the site throughout build, event operation and breakdown to ensure environmental protection measures are followed.

Any unforeseen environmental issue identified during the event will be assessed immediately and appropriate mitigation implemented.

Compliance

The Event Organiser recognises that the grant of a Premises Licence does not remove any obligation to comply with wildlife or environmental legislation.

The event will be delivered in accordance with all applicable statutory requirements and any licence conditions imposed by the Licensing Authority.

Commitment to Continuous Improvement

The Event Organiser remains willing to work constructively with the Licensing Authority, statutory consultees and other interested parties to implement reasonable and proportionate environmental protection measures appropriate to the operation of the event.

Review

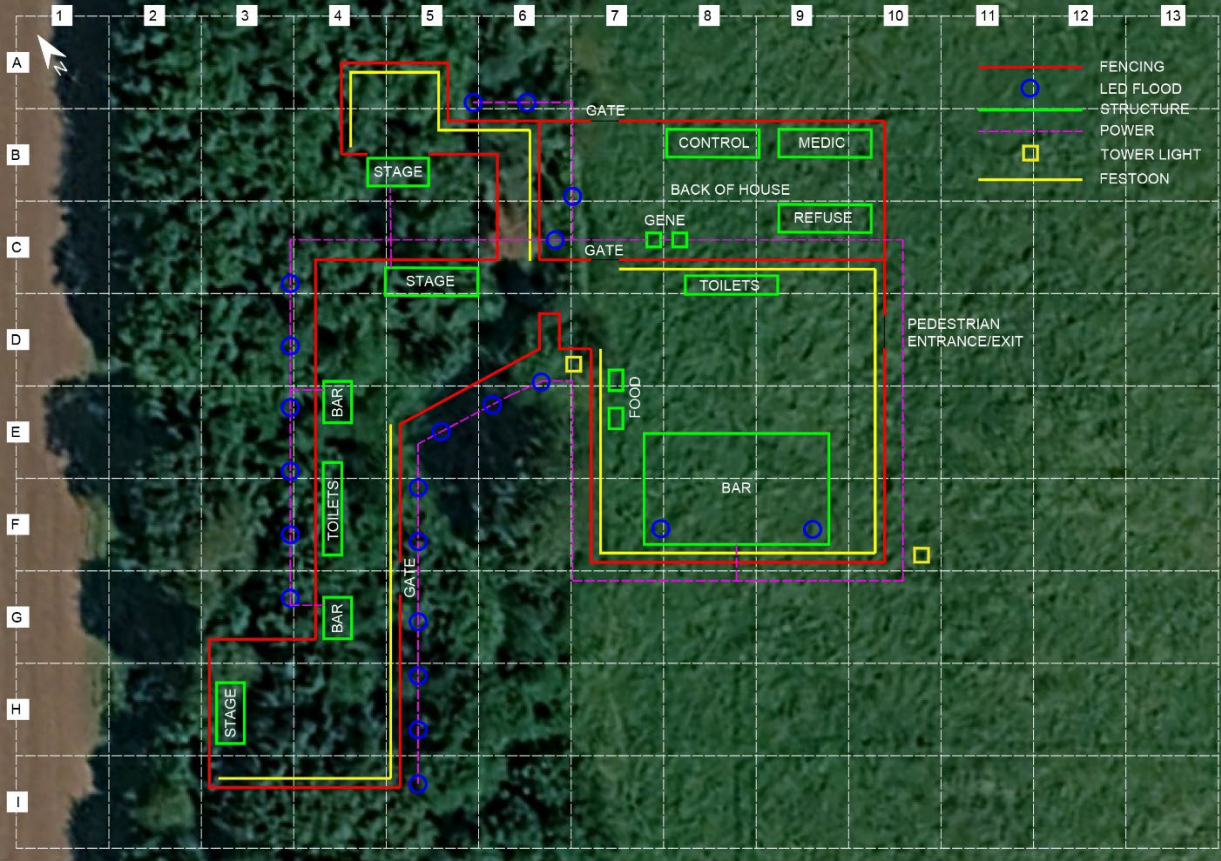
Following the event, the Event Organiser will undertake a post event review to identify any environmental issues and implement improvements for future events.

Appendix A

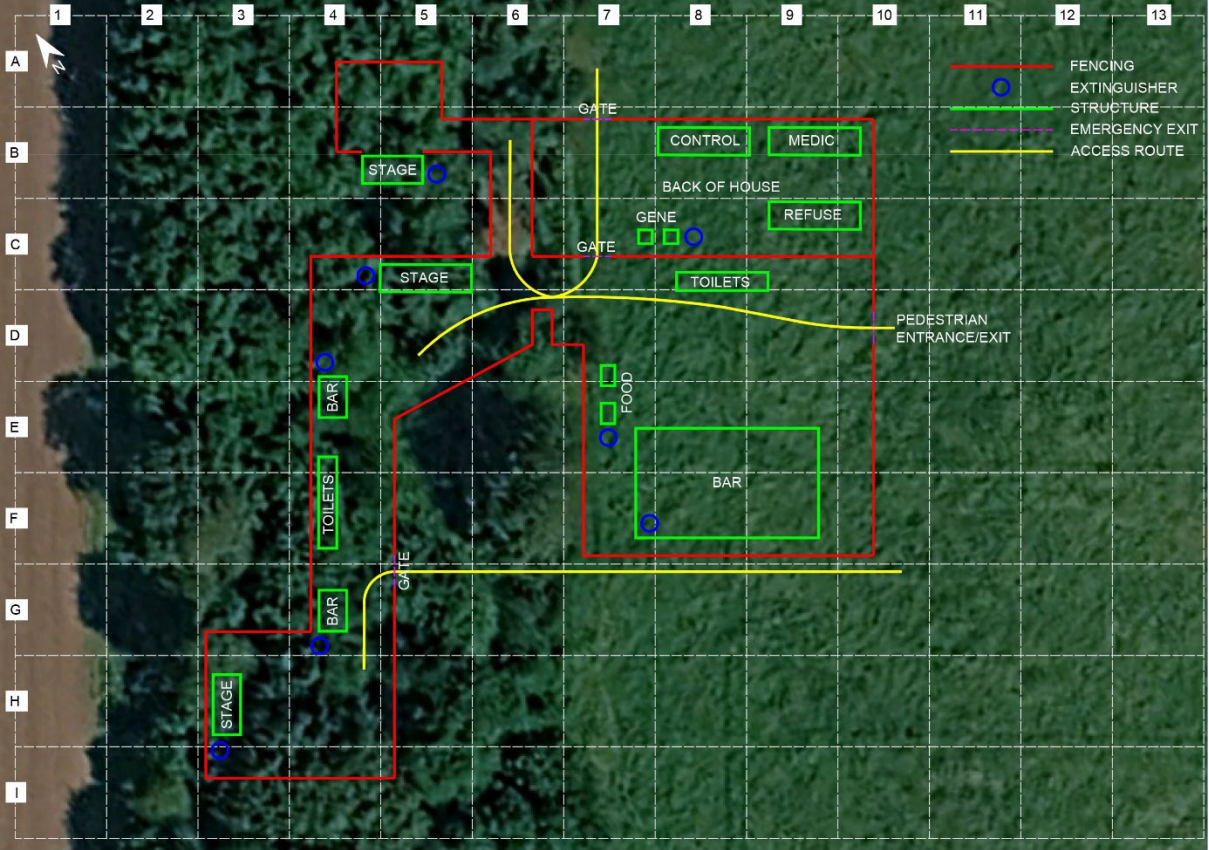
Location Plan



Site Plan



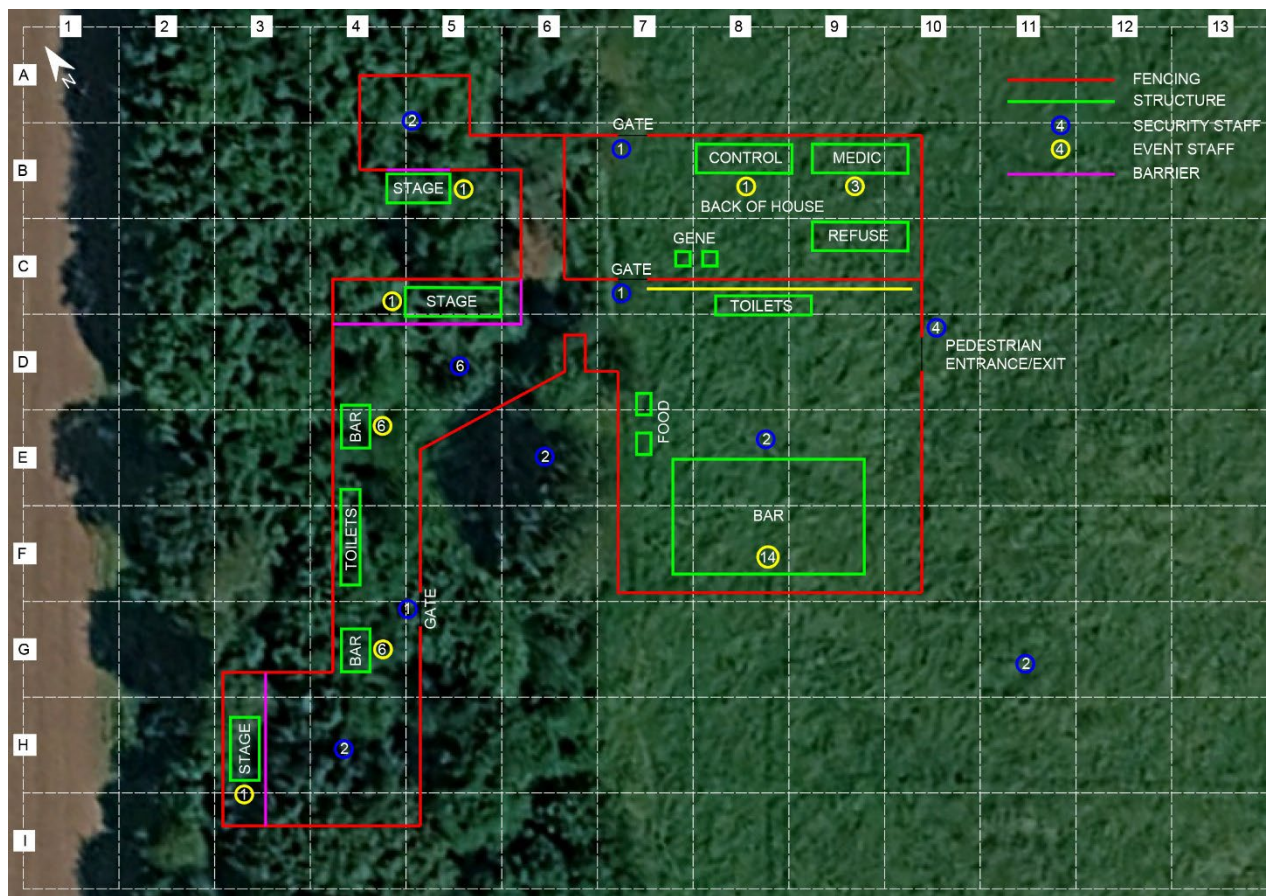
Emergency Plan



Traffic Plan



Staff Plan



Appendix B

Event Schedule

Date	Time	Activity	Notes (responsibilities, resources required etc)
17/08/26	9:00	Collect site access keys	
17/08/26	9:00	Access site	
17/08/26	9:00	Temporary structures delivered and set up (gazebos, marquees, staging, flooring etc)	
19/08/26	9:00	Toilets delivered and installed	
22/08/26	9:00	Activity and attraction providers arrive	
22/08/26	10:00	Briefing	
22/08/26	12:00	Open to public	
22/08/26	12:00	Schedule of activities – see separate form	
23/08/26	00:00	Event closes	
23/08/26	01:00	Activity providers off site	
24/08/26	9:00	Toilets collected	
24/08/26	9:00	Temporary structures taken down	
25/08/26	17:00	Event cleared – bins emptied, litter picked etc	
27/08/26	17:00	Depart site, secure site and buildings	

Appendix C

Roles and Responsibilities – staff not covered in section 2.0

Role	Name	Responsibilities	Contact mobile

Appendix D

Marshals briefing

The Event Manager, Deputy Event Manager or another competent nominated

manager will deliver the principal staff and marshals briefing at 10:00 on 22 August 2026. Separate operational briefings will be provided by Security, Medical, Production and Traffic managers to their respective teams.

The briefing will cover:

- event hours and maximum capacity;
- management structure and dedicated operational roles;
- Event Control location and reporting lines;
- staff positions, responsibilities and limits of authority;
- radio allocation, call signs and emergency-channel procedures;
- emergency contact arrangements;
- location of the medical, welfare and safeguarding facilities;
- site grid, What3Words locations, emergency rendezvous points and assembly areas;
- crowd monitoring and marquee capacity controls;
- public ingress, egress and counting arrangements;
- emergency exits and the requirement to keep all escape routes clear;
- fire hazards, alarm horns, fire points and evacuation arrangements;
- suspicious items, HOT and the 4Cs;
- bomb threats and the ProtectUK Bomb Threat Checklist;
- Run, Hide, Tell and hostile-reconnaissance awareness;
- evacuation, invacuation, lockdown and show-stop procedures;
- safeguarding and vulnerable-person procedures;
- severe weather, lightning and wind controls;
- traffic-management and emergency-access arrangements;
- incident reporting and Action Cards;
- staff welfare and rest arrangements; and
- escalation to Event Control.

Staff will be shown the site map and the locations relevant to their duties. Questions will be invited and any uncertainty resolved before deployment. Every attendee will sign the briefing register. Late arrivals will be individually briefed before starting work.

I have attended the marshal's briefing and understand my responsibilities:

[illegible]

[illegible]

Appendix E

Risk Assessments

Health and safety risk assessment:

This is the statement of general policy and arrangements for:		Hifiels Festival 2026
██████████ (organiser):	has overall and final responsibility for health and safety.	
██████████ (supervisor):	has day-to-day responsibility for ensuring this policy is put into practice.	
Statement of general policy:	Responsibility of:	Statement of general policy:
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Event manager.	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Health and safety manager.	Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
Engage and consult with employees on day-to-day health and safety conditions.	Health and safety manager.	Engage and consult with employees on day-to-day health and safety conditions.

Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment.	Fire warden. Security/steward team.	Implement emergency procedures – evacuation in case of fire or another significant incident.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Event manager.	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Signed: [REDACTED]	[REDACTED].	Date:	20/03/2026
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Health and safety law poster displayed at (location)	Event control centre.
First-aid box is located:	Medic centre.
Accident book is located:	Event control centre.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips.	Staff and visitors may be injured if they trip over objects.	General good housekeeping is carried out. All areas well-lit after dark. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.		All staff.	22/08/26
Electric shock.	Staff and visitors may be injured if they interfere with equipment.	Ensure that all generators and electrical equipment is safely and securely cordoned off. All electrical installations including lighting should be undertaken by a trained/competent person.		Electrical contractor.	22/08/26
Cuts or injuries.	Staff and visitors may be injured by glass drink bottles/steins.	Contraband material includes glass bottles will be confiscated on entry. There is a zero-tolerance policy for this item.		Health and safety manager. Security staff.	22/08/26
Overcrowding.	Public may be injured if tents become overcrowded.	Fully trained security staff will monitor and maintain safe numbers on site and in all tents. Tent capacities adequate to host all attendees.		Security staff.	22/08/26
Excess alcohol consumption.	Customers may consume excess alcohol.	Experienced bar staff will monitor and control sales to all customers who are purchasing alcohol in line with alcohol policy.		Bar staff. Security staff.	22/08/26
Transport.	Vehicular collision with pedestrian. Drink driving.	We will manage the car park in accordance with the following objectives: Provide adequate and safe provision for staff and		Event manager. Stewards.	22/08/26

		visitors. Provide a safe and secure environment for users Provide unobstructed access, egress, loading and unloading for delivery vehicles. Car park will be manned by event stewards. There will be a designated taxi drop off/collection point located away from all pedestrian walkways and car park. This area will be signposted, marked and under stewardship. No entry signs to notify pedestrians that it is not possible to exit the event site using the road on foot.			
Noise.	Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music. All staff assumed to be at risk, particularly performers and bar staff.	Noise limiter fitted to sound system and performers informed. Regular check of sound systems to ensure balance/proper control. Quiet areas provided. Staff rotation between quiet and noisy areas. Staff considered to be particularly at risk identified and provided with ear plugs.		All staff.	22/08/26
Violence.	Staff and the public risk serious injury, if assaulted or if caught up in fighting.	Staff trained to spot potential troublemakers, defuse tense situations etc. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches etc. and signs displayed for public. Overcrowding not permitted in any area.		Security staff.	22/08/26

		Security staff aware of all exits.			
Fire.	Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	Constant checks to ensure all control measures in fire risk assessment are in place. Please see fire risk assessment for full details.		Fire warden.	22/08/26
Manual handling.	Staff may suffer from back pain from carrying heavy or awkward objects including barrels of beer, speakers and other heavy items.	Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height. Use the legs and knees to bend and lift - do not stoop or bend the back. Avoid tasks which require stretching or twisting. Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue. Ensure that there are no sharp, hot or cold edges which could cause injury. Ensure that walkways are free from obstructions. Make full and proper use of personal protective equipment. Report any problems or concerns associated with manual handling operations to a responsible person without delay. Please see Appendices for full method statement.		All staff. Event manager.	22/08/26
Severe weather	Staff and public. Inclement weather	Inclement weather including wind, flooding and wet weather, extreme hot and cold conditions		All staff.	22/08/26

	including wind, flooding and wet weather, extreme hot and cold conditions.	Wind: Safe working wind loads for each temporary demountable structure will be provided by the supplying contractors to the production manager. Flooding & Wet Weather: Shelter for all attendees is available in various places across the site. Emergency vehicle routes will be monitored and if necessary, made safe through the use of woodchip or temporary trackway. Extreme Heat & Cold: In the case of extreme heat (above 27C) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen. Sunscreen will be available for anyone without their own. In extreme cold (below 10C) staff will be briefed to verbally remind attendees of the need to keep warm.			
Working at height.	Where necessary contractors and staff should comply with the HSE Working at Height Guide and comply with the Work at Height Regulations 2005 (WAHR).	Before working at height contractors and staff must work through these steps: Avoid work at height where it is reasonably practicable to do so. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.			22/08/26

Fire risk assessment:

Premises Name:	Hifields Festival
Address:	Dullingham Polo Club Station Road Dullingham Cb8 9UT
Premises Description:	Open air venue.
Hours of Business:	22/08/26 from 12:00 – 00:00
Max No. of persons at any one time:	2500 max.
Responsible Person:	Event manager. Fire warden. Head of security.
Contact Number:	██████████
Venue Owner:	██████████
Contact Number:	██████████
Assessment date:	20/03/2026
By:	██████████
Site contents:	1no. marquees. 2no. open air stages. 1no. beer tent. 2no. food/trader park. 2no. art installations.

Hazard Identification

Sources of Ignition	NA	Yes	No
Electrical installation regularly inspected?	X		
Electrical equipment PAT tested?		X	
Portable or fixed heating kept away from combustibles?	X		
Multipoint adaptors/ extension leads kept to a minimum?		X	
Electrical flexes safe from physical damage?		X	
Hot works permit procedure in force?	X		
Smoking Permitted at venue?		X	
Any processes that produce heat?		X	
Any other sources of ignition not mentioned above?			X
Sources of Fuel			
Safe storage of combustible materials?		X	
Flammable liquids kept on premises stored safely?		X	
Standard of housekeeping satisfactory		X	
Procedures to protect from arson in place?		X	
Any other sources of fuel not mentioned above?			X
Sources of O ²			
Any sources of oxygen other than air?			X

Sources of ignition comments:

- Catering area will be located away from tents and other equipment.
- Smoking not permitted inside any tent/marquee. Numbers in marquees will be restricted to safe amount.
- All electrical equipment will be hired from reputable companies and inspected to the relevant standard.
- All generators will be fenced off and located recommended distance away from tents/marquees.
- Diesel only generators will be used on site.
- If refuelling is required, then it will be undertaken with caution and by the appropriate person away from all sources of ignition. A person with appropriate training and suitable fire extinguisher(s) will be present.
- A spill kit will be used if refuelling is undertaken.
- No hot refuelling shall be undertaken.

Sources of fuel comments:

- Cleaning products and alcohol will be stored in pavilion away from customers and under restricted access, cooking oils will be stored appropriately in locked storage, fuel required will be stored in appropriate locked container.
- Tents and marquees will be located safe distance from each other.
- Packaging materials, litter and waste products will be stored in appropriate bins away from sources of fuel and ignition.
- Vehicles in the venue or at car parks will be located in staffed car park safe distance away from festival site. Vehicles will not be permitted inside fenced area unless part of food trader stall.

Sources of O²:

- No further comment.

Means for Giving Warning

Fire Alarm and Detection System	NA	Yes	No
Does the venue have a means for giving warning in case of fire?		X	
Is the means for giving warning appropriate and does it meet the venue requirements?		X	
Is the alarm audible throughout the venue?		X	
Is the number and siting of call points satisfactory?	X		
Is the detection sufficient and appropriate for the venue needs?	X		
Are any detectors or call points obstructed?	X		
Are all employees aware of how to raise the alarm?		X	
Are employees trained on how to raise the alarm?		X	
Is the fire alarm system tested on a weekly basis?	X		
Is the fire alarm system serviced/maintained in accordance with BS 5839?	X		
Does the system have a battery back up?	X		

Fire alarm and detection system comments:

- The only practicable solution for people to raise an alarm at this open-air venue upon the discovery of a fire is to shout 'fire' or to use the manually operated device (air horn) that can be heard by everybody as this is the most effective means of providing a warning and directing the evacuation. Organisers/staff will be provided with a managed fire evacuation plan to facilitate this.
- Staff will communicate via a radio signal based system to alert of on the discovery of a fire.

Means of Escape

General	NA	Yes	No
Is there an alternative exit from all areas of the premises?		X	
Are travel distances acceptable?		X	
Are there any dead-end situations			X
Are all escape routes unobstructed and free from combustibles?		X	
Suitable arrangements in place for inner room conditions?		X	
Are escape routes adequately protected?		X	
Doors			
Are there sufficient exits of suitable size to allow egress for all occupants?	X		
Can all exits be immediately opened without the use of a key?	X		
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?	X		
Are any internal doors wedged open?	X		
Are all automatic door fastenings fail safe open & provided with an override facility	X		
Signage			
Is the premises fitted with sufficient exit signage?		X	
Are all escape routes clearly identified?	X		
Does the signage comply with BS 5499?		X	
Are all doors fitted with appropriate label signage?	X		
Any external signage required?		X	
Are there adequate staff notices?		X	
Are illuminated exit signs required?			X
Lighting			
Is emergency lighting required?	X		
Are all escape routes adequately illuminated?	X		
Are additional emergency lighting luminaries needed?	X		
Does existing artificial lighting appear satisfactory?	X		
Do emergency lighting units appear to be charging?	X		
Is emergency lighting maintained and tested according to BS5266?	X		

Portable Fire Fighting equipment

	NA	Yes	No
Are additional extinguishers required?		X	
Are extinguishers correctly positioned?		X	
Are extinguishers appropriate to the risk & of sufficient capacity?		X	
Are fire blankets required?		X	
Are extinguishers obstructed?			X
Are extinguisher signs required?			X
Have extinguishers been serviced?		X	

General comments:

- All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises for the event. Any flexible covering a structure should comply with the recommendations given in Appendix A of BS 7157.
- All marquee linings must be of inherently flame retarded fabric or durably flame retarded fabric when tested to British Standard 5438 Test 2A, 2B and a 10 second flame application in each case. Existing materials and structures manufactured to the previous British Standard 3120 continue to be acceptable.
- In order to demonstrate compliance with this standard, the marquee supplier must provide the relevant certification.
- Tents/marquees will be largely open sided and policed by event stewards.
- Multiple exit points through fencing will be available.
- All exits and gateways will be unlocked, maintained free from hazards and staffed by stewards.
- Occupants will be directed to all available exits so that their evacuation is without delay.
- An area will be identified as a designated place of total safety.
- The designated place of safety does not place people at undue risk from other sources.

Door comments:

- No accessible buildings on site.

Signage comments:

- Staff will direct all on site to exits and gateways in case of fire.

Lighting comments:

- No further comment.

Portable fire fighting comments:

- The appropriate number of fire extinguishers will be provided and located across the site in safe locations.
- Fire blankets will be located in food vans.
- Notices will be provided on extinguishers showing instructions on how to use any fire safety equipment and the actions to be taken in the event of fire. They will be positioned so that they can be easily seen and understood.

Emergency Action Plan

	NA	Yes	No
Is there a written site specific fire emergency action plan?	X		
Is the location of the fire assembly point specified on staff fire notices?	X		
Does the fire emergency action plan include details of the following:			
Action on discovering a fire		X	
How to raise the alarm		X	
Action on hearing fire alarm		X	
Procedure for alerting members of the public/visitors		X	
Evacuation procedure to reach the assembly point		X	
Location &, when appropriate, use of fire fighting equipment		X	
Importance of closing fire doors	X		
Isolation of machinery	X		
Reason for not using lifts (unless specifically designed for evacuation)	X		
Information on specific hazards in your premises		X	

Fire emergency action plan:

When fire is discovered:

- Activate the nearest fire alarm (horn).
- Notify the Fire Department by calling 999.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
- Voice.
- Radio.

Fight the fire only if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the site using the designated escape routes.

Assemble in the designated area in the furthest south westerly corner:

- Remain outside until the competent authority announces that it is safe to re-enter.

Supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Provide the Fire Department personnel with the necessary information about the site.

Staff must:

- Ensure that all personnel have evacuated the venue.
- Report any problems to the supervisor at the assembly area.
- Assist all physically challenged personnel in emergency evacuation.

Staff Training

		NA	Yes	No
Are staff given information as to the contents of the Fire risk assessment?		X		
Are staff given written copies of the premises emergency action plan?		X		
Are staff given guidance on the following areas:				
Action on discovering a fire?		X		
How to raise the alarm?		X		
Action on hearing fire alarm?		X		
Procedure for alerting members of the public/visitors?		X		
Evacuation procedure to reach the assembly point?		X		
Location &, when appropriate, use of fire fighting equipment?		X		
Importance of closing fire doors?	X			
Isolation of machinery?	X			
Reason for not using lifts (unless specifically designed for evacuation)?	X			
Information on specific hazards in your premises?		X		
The requirements for any specific role such as a fire marshal?		X		
Are fire drills undertaken			X	

Staff training comments:

All staff will receive basic guidance that will be given before the festival site opens and will:

- Take account of the findings of the fire risk assessment.
- Explain emergency procedures.
- Take account of the work activity and explain the duties and responsibilities of staff.
- Address the roles of staff
- Training will not be provided unless by the appropriately qualified person

Appendix F

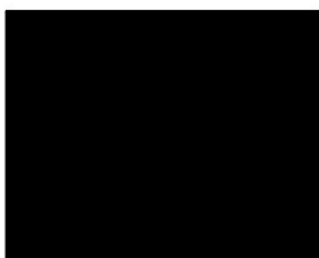
Insurance (to be updated)

Policy number: FS50029380

Issue date: 05/08/2025

Festivals Insurance

Certificate of insurance



Event Insurance Services Ltd
20A Headlands Business Park
Ringwood
Hampshire
BH24 3PB

www.events-insurance.co.uk

Name of Insured	
Contact Name	
Insured Address	
Insurance Date: (dates of cover)	14/08/2025 to 17/08/2025
Type of Cover	Festivals Insurance
Event Description	Music
Event Name:	Highfields
Event Venue:	Dullingham Polo Club
Attendees per event	UP TO 1,000 ATTENDANCE PER EVENT

SECTION	COVER	SINGLE ITEM LIMIT	EXCESS
Section 1: Public Liability	£2,000,000		£250.00
Section 2: Employers Liability	£5,000,000		£0.00

Endorsements and special conditions	None
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Subjectivities	
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01425 470 360 | info@events-insurance.co.uk | www.events-insurance.co.uk

Event Insurance Services Ltd, 20A Headlands Business Park, Ringwood, Hampshire, BH24 3PB

Event Insurance Service is a limited company registered in England and Wales. Registered number: 3238686. Event Insurance Services Limited are authorised and regulated by the Financial Conduct Authority
Ref No. 309998. IS000061 01/18

Appendix G
Premises Licence (to be updated)

East Cambridgeshire District Council

The Grange, Nutholt Lane, Ely, Cambridgeshire. Tel: 01353 665555

Part A

Premises Licence

Premises Licence Number	25/01294/LIQ_02
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Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Code	
The Polo Club Lower Farm Station Road Dullingham Suffolk	
Telephone number:	

Where the licence is time limited the dates
Not applicable

Licensable activities authorised by the licence
Live Music (outdoors) Recorded Music (outdoors) Provision of Late Night Refreshment (outdoors) Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities	
Live Music (outdoors) Saturday & Sunday	12:00 - 02:00

Recorded Music (outdoors) Saturday & Sunday	12:00 - 02:00
Late Night Refreshment (outdoors) Saturday & Sunday	12:00 - 01:30
Sale by Retail of Alcohol Saturday & Sunday	12:00 - 01:30

The opening hours of the premises	
Monday to Sunday	00:00 - 00:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies
Alcohol is supplied for consumption ON the premises.

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises
OSS Events Limited

Registered number of holder, for example company number, charity number (where applicable)
14715274

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol
Louise Render

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol	
Personal Licence Number:	1101
Licensing Authority:	South Norfolk Council

Appendix H

Catering providers

Company	Contact	Contact name

Appendix I

Contractors on site

I have attended a briefing for the event Hifields Festival and I am aware of my responsibilities.

Company	Name of Manager	Contact number	Signature

- No entry/staff only.
- Expected behaviour on egress.

Appendix K

Method statements

A. Manual handling

The company will ensure the operations which involve manual handling are eliminated, so far as is reasonably practicable.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced the lowest level reasonably practicable.

The task:

- Items should ideally be lifted from no higher than knee-height to no higher than shoulder height.
- When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used.
- Items which are pushed or pulled should be as near to waist level as possible.
- Carrying distances should be minimised.
- Repetitive tasks should be avoided whenever possible.
- Avoid tasks which require twisting the body where ever possible.

The load:

- The load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision.
- An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution.
- Ensure there is a secure hand hold, using gloves were necessary to protect against sharp edges or splinters.

The individual:

- The consideration must be given to age, body weight and physical fitness.
- Regard must be given to personal limitation, employees must not attempt to handle those which are beyond their individual capability. Assistance must be sought where this is necessary.
- Individuals undertaking lifting of carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment:

- There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction.

Safe System of Work:

- Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment
- Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift - do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

B. Traffic management

- All traffic marshals will be competent persons who have received an event-specific briefing before deployment. The briefing will include safe vehicle marshalling, pedestrian management, emergency vehicle access, radio communications, dynamic risk assessment, contingency procedures, incident reporting and personal safety. Only marshals who have received the briefing will undertake traffic management duties.
- The access to the site for vendors and contractors will via Station Road entrance and then along the road. This route provides safe access to the event field where contractors and vendors can unload equipment and supplies safely.
- All deliveries will be through this entrance.
- There will be no deliveries on the day of the event
- Access to the event car park will be via Station Road entrance.
- The main entrance and exit road on site will be controlled by stewards using radio communication, to ensure traffic is only travelling in once direction at any one time and to prevent traffic build up on highways.
- The car park is located 100m from the entrance.
- If weather conditions are severe, the car park will have adequate trackways laid to ensure the car park remains accessible throughout the event and ground conditions are not affected.
- Off road site vehicles and heavy duty 4x4's will be on-site during the duration of the festival to act as the emergency response and towing vehicles.
- All traffic will exit site via the same access used for entry.

- Ample spaces for cars will be provided for.
- From the car park, pedestrians will be directed to a designated path to the main entrance.
- No vehicles will be allowed on site, outside the designated car parking area.
- No road closures will be necessary.
- The car park will be managed by site stewards. These stewards will be responsible for the safe parking of vehicles and ensuring that pedestrians enter the event space safely and as soon as possible.
- A clear path into the event site for emergency vehicles will be maintained at all times.

A Traffic Impact Assessment has been undertaken to assess the effect of Hifields Festival traffic on the surrounding highway network.

The assessment considers:

- expected arrival and departure profiles;
- maximum vehicle numbers;
- available parking capacity;
- traffic routing;
- emergency vehicle access;
- pedestrian movements;
- nearby junction capacity;
- contingency arrangements;
- cumulative highway impacts.

The assessment concludes that, with the mitigation measures contained within the Traffic Management Plan, suitable stewarding, advance ticket sales, controlled ingress and egress and continuous monitoring by Event Control, the impact upon the local highway network will remain low and acceptable for an event of this scale.

C. Working at height

Before working at height contractors and staff must work through these steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Safe System of Work:

- Do not work alone.
- Only trained/competent personnel to work at heights.

- Do not access in inclement weather conditions.
- Use ladders for access only and not to work off.
- Portable ladders over 6.0M should not be used.
- Portable ladders must be restrained to prevent ladder slip or movement.
- Ladders must extend above the exit landing by at least 1.0M.
- Fixed ladders above 3.0M should include fall protection.
- When climbing ladders, 3 points of contact must be maintained at all times.
- All tools and accessories to be securely tethered to workmen.

D. Security staff and stewards

Before and during event (normal operations no emergency)

- 4 security staff to be stationed main entrance/exit.
- 4 security staff to patrol event site perimeter, car park area and taxi drop off/collection.
- 3 security staff to be stationed on fire gates as gates will remain unlocked, no entry unless AAA pass.
- 12 security staff to roam event site and inside tents.
- 6 stewards stationed for traffic management.
- 2 stewards to roam inside and outside of event site to litter pick.
- 3 volunteers to run ticket scanning operations.

At event close (normal operations, no emergency)

- 13 security staff to be clear event site.
- 5 security staff to be stationed at taxi off/collection.
- 5 security staff to patrol event site perimeter and car park area.
- 4 stewards to roam inside and outside of event site to litter pick.
- 4 stewards stationed in event car park to direct cars to exit and control exit road onto highway.

Operational notes

- Sweep of event site before gates open to check for stashed illegal substances or contraband.
- All bags to be searched, particular attention paid to sharp objects/weapons, liquids, nos canisters and illegal drugs. Any person found with the above on search or during event to be removed from event and reported to police.
- Empty water bottle permitted as free water provided on site.
- Particular attention paid to items being thrown over fence, nos canisters and alcohol for example.

- All security staff and stewards to wear hi vis jackets (yellow for security staff and orange for stewards).
- All SIA and key staff to possess radio for communication.
- Search tent located adjacent to event entrance.
- Illegal substances stored in sealed bag inside locked security vehicle, handover to event manager at event close.
- No pets allowed into site.
- Event manager to be informed if emergency services or any other persons wish to enter site for inspection purposes, including journalists.
- Over 18 event.

Appendix L

Contractors documents (to be updated)



Temporary Structures - Fire Risk Assessment

TO BE COMPLETED FOR EACH STRUCTURE IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your venue. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your venue being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for each structure, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most standard temporary structures.

EVENT						
VENUE NAME AND LOCATION						
DATE/TIME	START				FINISH	
VENUE DETAILS	PERSON IN CHARGE					
	TYPE AND USE OF STRUCTURE					
	NO. OF STOREYS					
	SIZE (m2)					
	MAXIMUM OCCUPANCY	STAFF PUBLIC			TOTAL	
		ACTION/COMMENT				
1. Is there an effective emergency plan for the venue?	YES	NO				
2. Are there sufficient competent people to manage the event?	YES	NO				
3. Is there means of controlling the occupancy numbers?	YES	NO				
4. Is there adequate provision of warning in case of fire?	YES	NO				
5. Are suitable fire exits available? e.g. Do they open in the direction of escape?	YES	NO				
6. Are there adequate numbers of fire exits for occupancy numbers?	YES	NO				
7. Are the fire exits adequately indicated with correct signage?	YES	NO				
8. Are the internal escape routes clearly indicated?	YES	NO				
9. Are the escape routes clear from obstructions?	YES	NO				
10. Is adequate emergency lighting available?	YES	NO				

11. Have all ignition sources been identified?	YES	NO	
12. Are suitable control measures in place to reduce/control the ignition sources?	YES	NO	
13. Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue? (If N/A go to 15)	YES	N/A	
14. Are there suitable control measures in place for LPG?	YES	NO	
15. Is adequate and suitable firefighting equipment provided?	YES	NO	
16. Are staff trained to use firefighting equipment?	YES	NO	
17. Are the structural materials and decorations/hangings fire retardant?	YES	NO	
18. Is there suitable fire appliance access to venue?	YES	NO	
19. Is there a minimum of 6m separation between structures?	YES	NO	
20. Are provisions in place to assist persons especially at risk? e.g. the disabled.	YES	NO	
21. Has the safety of young persons been considered?	YES	NO	
22. Has the possible effects of arson been considered? e.g. secure rubbish compound.	YES	NO	
If answer to any question is "NO", please detail actions taken to remedy the situation.			
Continue on separate sheet if necessary			

Responsible Person:

Signature

Print Name

Date

Designation:

Company:

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.

