



# The Bath Reggae Festival 2021

## Event Management & Operating Plan

Kensington Meadows, Bath, BA1 6BP

Saturday 21<sup>st</sup> August  
Bath Reggae Festival

## Document Control

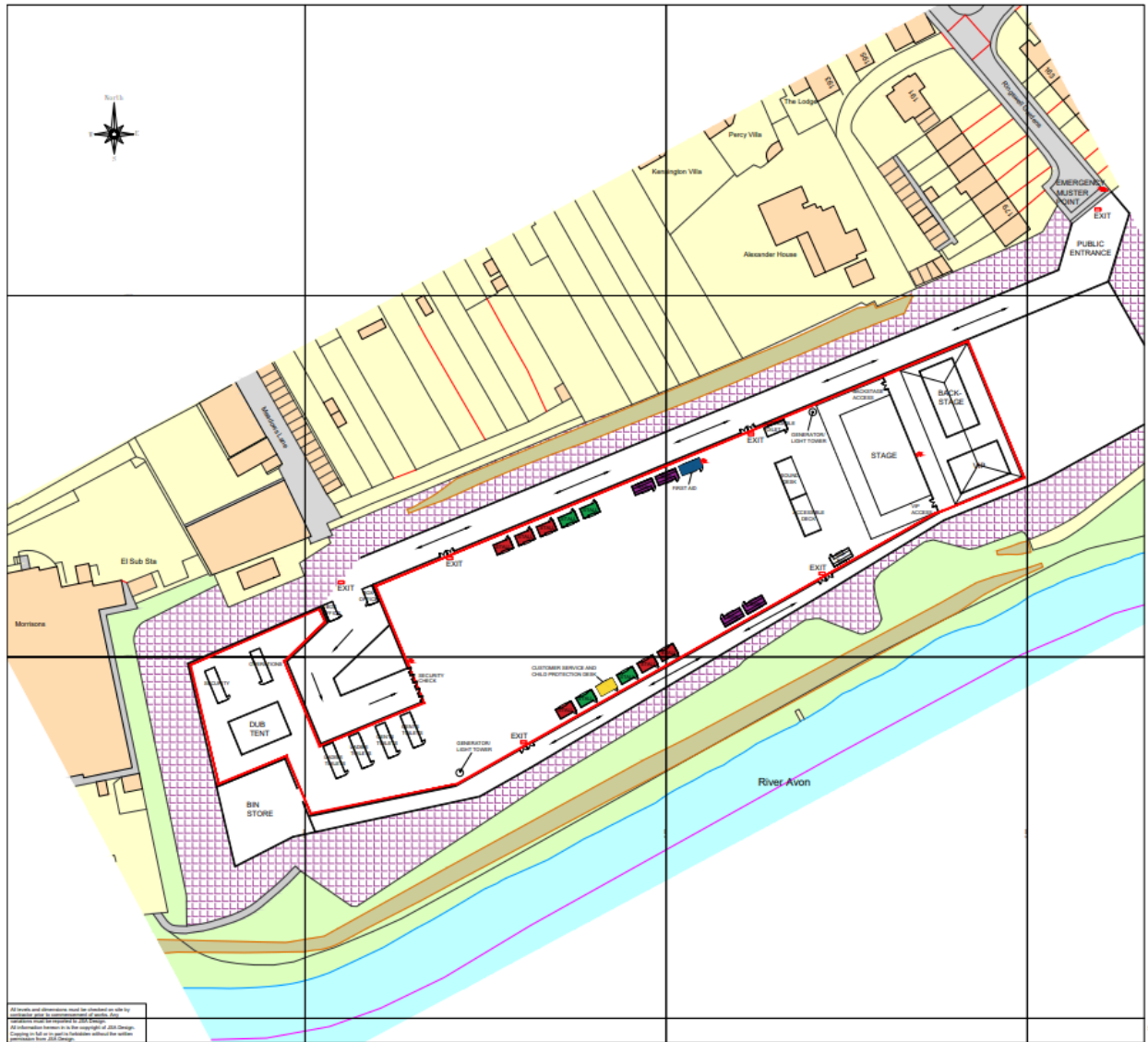
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<b>Date</b>	21 <sup>st</sup> August 2021
<b>Venue</b>	Kensington Meadows Bath, BA1 6BP
<b>Promoter</b>	VIP Production Ltd
<b>Festival Management</b>	VIP Production Ltd
<b>Health and Safety Consultants</b>	Mercury Support Limited

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# Site Plan



KEY	
PUBLIC FOOTPATH AREA	
FOOD CONCESSIONS	
GENERAL MERCHANDISE	
BAR	
FIRST AID	
CUSTOMER SERVICE CHILD PROTECTION	

## Event Planning & Management

### Overview

**Bath Reggae Festival** is a Reggae and Soul music festival targeted towards music fans of all generations and it will take place at Kensington Meadows, Bath BA1 6BP. The event area consists of large, open-grassed areas as well as semi-permanent structures such as the main stage and food and drink stalls.

The Bath Reggae Festival will consist of a large main stage, a music tent and also include six food concessions 4 general merchandise tents and three bars on the main field.

For the purpose of this document the Event Organisers are VIP Production Ltd on behalf of Bath Reggae Festival, agreeing to this event management plan and safety instructions. The event organizer will make every effort to ensure that all the information contained in this document is true and correct at the time of publication.

This document and the plans contained therein are intended to outline how the organisers intend to manage the event in line with the objectives inherent in the **Licensing Act 2003** and the highest standards of health safety and welfare for all workers and attendees.

The procedures and management systems in this plan have been developed to ensure that the event is operated in line with the following four objectives as identified in the license for the event:

- a) The prevention of crime and disorder (PC);
- b) Public safety (PS);
- c) The prevention of public nuisance (PN); and
- d) The protection of children from harm (HtoC).

Various sections below confirm the methods of achieving these objectives at the event, but in brief these include:-

**The prevention of crime and disorder** – the organisers are utilising the services of a professional security firm, T1 Security Limited who have extensive experience of working with crowds

and in a festival environment.

**Public safety** - the health, safety and welfare of all those attending the event, whether visitors, contractors, concessions or staff, features high on the organiser's priorities. The Event Health and Safety policy, risk assessments and showstop procedures are all documented and all contractors working at the event must work within these procedures. First Aid provision is available throughout the event provided by Blue Star Medical. A festival / events specific medical company.

**The prevention of public nuisance** – the organisers have taken measures and employed the services of professionals in order to prevent a public nuisance. These measures include traffic management plans, noise level monitoring, waste management and liaising with local residents.

**The protection of children from harm** – although this event is aimed at adults it is recognised that children may attend the event with their families, if they become separated from their carers/parents, the measures outlined in Child Protection and Vulnerable Adult policy would apply.

All bar staff will be vigilant for minors who are attempting to purchase alcohol. Challenge 25 Policy will be trained into all bar staff prior to the event.

## Event Profile

The Bath Reggae Festival line up will feature a mixture of internationally known bands, DJs and acts. The festival will attract an audience across a wide age range. There will be approx. 1,500 people on the site including crew, artists and guests.

We do not expect the audience to be particularly difficult to manage or likely to engage in large-scale disorder or destruction of property. The organisers are realistic enough to expect that there will be elements among the crowd who will engage in these activities as well as crime and have developed strategies to combat this.

In addition to the above information the demographic of the Bath Reggae Festival is expected to be aged between 30 and 60. A mixed

crowd of men and women. Children and families are expected to come and enjoy the event.

From experience of previous events, the flow of people is spread across the day. We are hoping to have approx. 1500 people buy tickets now that the majority of restrictions have been lifted.

A lot of people find reggae easy to relate to and the genre as a whole promotes a sense of openness and understanding.

The main event is focused on the stage where the live music will be performed. The performance schedule is attached to this document. In addition to the stage, there will be a tent (10m x 10m) at the far end of the field to the stage playing dub step music. DJ's will be performing in the tent which will be open on three sides.

The main entrance to the site will be clearly signposted and have high level banners indicating this, again this will be clearly indicated on site maps and the Security and Stewards will direct people as required. All direct entry to the public area will be ticketed (physical and electronic) and tickets will have to be presented on entry to the site. All other personnel and staff requiring entry will have event accreditation. The entrance point is indicated on the site plan.

There will be a separate 'pass-out' exit for those attendees wishing to leave the site during the day. In the case of an emergency situation whereby it is necessary to evacuate the site, there shall be a number of additional exit points as indicated on the site plan.

The intention is to sell all the tickets in advance, but there will be the opportunity for public to purchase any remaining tickets on the day of the event from the onsite Box Office. It is not expected that there will be high volumes at the onsite box office; there will be security in place to manage the public and a queue lane system will be set up and managed by security.

Access to toilets (including accessible toilets) will be restricted to event ticket holders only.

Bar areas - All bars will be operating a defined 'Challenge 25' alcohol policy, under the guidance of the event's DPS. We have three bars, Two in the public area and one VIP bar backstage for the talent.



Mobile catering units, providing a range of high quality food and refreshments. Each catering unit will have full food hygiene documentation, insurance policies and fire risk assessments in place.

During the event there will be an onsite litter team and toilets management team

Gates open to the public at 11am and show commences at midday. The bars will cease serving at 9pm and the last act will finish on stage at 9:30pm. The park will be cleared and security swept by 10:30pm to ensure that all festival goers have safely left the site.

Tickets for Under 16s will have a separate coloured festival wristband. This will be allocated at the point of entry

Responsibility for the overall event lies with the event organisers VIP Production Ltd. The event Director is Mr Kevin Peterkin and the event coordinator is Ms Sabrina McKenzie.

### Performance Times

Time	Performer
12:00 – 13:00	DJ Set on the stage
13:10 – 13:40	Dawn Penn
13:45 – 14:15	Tahshina
14:30 – 15:10	Alecia Scott
15:20 – 16:20	Sista Nancy
16:30 – 17:30	Wayne Wonder
17:30 – 18:00	INTERVAL – DJ Set
18:00 – 18:50	Big Mountain
19:00 – 19:50	Aswad
20:00 – 21:00	Maxi Priest
21:00	Final Goodbye and music on the stage finishes.

## **Purpose of this Document**

This document (the Event Management & Operating Plan) is intended not only to provide general information about the event, but also to detail the management plans and actions of the organisers with regard to public and worker safety.

These management plans include the plans for dealing with untoward and major incidents, which are developed by VIP Production with the agreement of Bath and North East Somerset Council and the Statutory Emergency Services.

## **Event Management**

The event will be managed by a team of professionals with a proven track record of running safe events. A number of individuals will be charged with running the event on the day, with other heads of departments reporting to them. Management functions will be co-ordinated through a multi-departmental control structure known as the Power Of Control Team (POC). As the name suggests this control facility has the ability to assume control of the event in the case of incidents, whereupon the initial response can be managed.

In order for the event to run satisfactorily it is essential that the POC remain up to date during the show. POC will remain functional continuously from two hours before the event opens until confirmation that all members of the public have left the arena. It is likely that POC will be busiest between 15:00 and 22:00.

The roles and functions of key individuals in the event management structure as well as the POC are explained in more detail below.

## **The event times**

Site opening: 11:00

Bars 11:00-21:00.

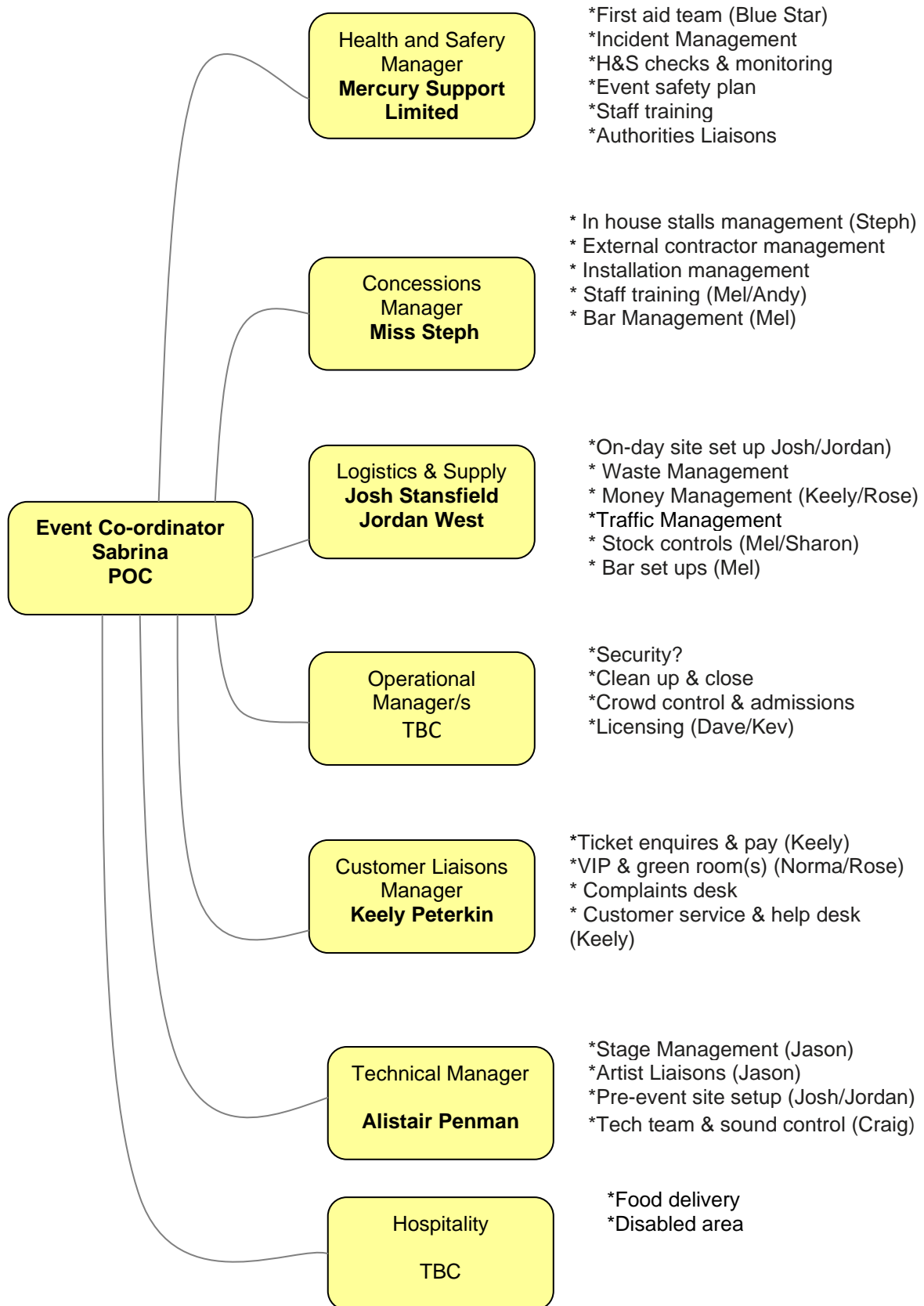
Concessions 11:00 - 21:00.

Recorded Music: 11:00

Showtime: 12:00-21:30

Clear site and lock down: 23:00 latest

## Event Management Structure



## Power of Command

Under normal operational conditions, the Event Co-ordinator, Health and Safety Manager and Security Manager will work as a team consulting each other on various aspects of the show and liaising with all Heads of Department and the POC to ensure that all parties are kept informed of any potential problems, situations or incidents.

POC will remain open continuously, from two hours before the event opens until confirmation that all members of the public have left the arena.

Heads of Departments who would be reporting into POC shall meet at regular intervals throughout the event for a brief discussion and update so that all parties are kept fully informed. There will be a reporting log that will be maintained throughout the event in security control. All radio communications will be logged.

### **Power of Command Team Statement of Intent**

This document is to be viewed as an outline plan of intent, and not the definitive end product. The promoter, Production Company and the safety management company recognise that contingency planning is a dynamic process, and as such alterations and amendments may take place prior to the completion of the finished plan.

This document recognises that the promoter has carried out a risk assessment in relation to the overall event, and whilst ensuring that incidents and accidents are kept to a minimum, part of the duty of care towards attendees is to provide sufficient command and control arrangements, in place, on site.

The event will be managed from an Event Control room, within the same base as the Power of Command Team. This ensures that should an incident occur that may lead to a major incident the correct people are instantly available.

Under normal operational conditions, the Event Co-ordinator, H&S Manager and Operations Manager will work as a team consulting each other on various aspects of the show and liaising with all Heads of Department, to ensure that all parties are kept informed of any potential problems, situations or incidents.

## **Event Management Responsibilities**

Under normal operating circumstances the event space will be run by the various departments all reporting into the Event Coordinator, H&S Manager and Security Manager (POC). Members of that team with specific duties are as follows:-

### **Event Co-ordinator – Ms Sabrina McKenzie**

Make overall strategic decisions concerning the management and operation of the event including strategic decisions concerning security and crowd management matters. In all circumstances other than a major incident the final decision is that of the Event Co-ordinator. They will also make decisions about the general operation of the event, deal with the days running of the event, and in conjunction with the rest of the event management team operate a safe event as well as liaising with emergency services colleagues during the operation of the event.

- Overall responsibility for planning and management of the event licensing and event content
- Responsible in all circumstances other than a major incident for the final decision on event operating decisions
- Ensure sufficient resources are made available for the safe presentation of the event
- Implementation of pass and accreditation system for personnel and vehicles
- Oversee the appointment of suitably competent contractors
- Oversee arrangements with artists and traders
- Ensure information regarding planning of the event is made available to relevant parties and enforcing authorities
- Liaise with the management of the event in ensuring the smooth co-ordination of the event activities.
- Enact contingency and emergency plans as required
- Liaise with the Bar manager to ensure smooth operation of the site
- Overseeing of the stewarding & security management to ensure all training standards are met and briefings carried out.

### **Security Manager – Lee Badman (T1 Security Ltd)**

To ensure that all aspects of the Bath Reggae Event Booklet (Security) plan are implemented and that the Power of Command Team are advised of any potential incident that could affect the operating condition.

- Responsible for the overall management of the security and stewarding deployment and operation
- Liaising with the Event manager and Health and Safety Manager with regard to decisions affecting crowd management and safety
- Monitoring crowd densities, flows and situations with a view to public safety
- Supporting the Traffic manager
- Supporting the Police
- Maintaining continued presence in event control during all operating hours

### **Logistics and Supply Chain Manager – Josh Stansfield / Jordan West**

To ensure all aspects of the Traffic Management Plan are implemented and to advise POC and the Festival coordinator as and when any unforeseen issues arise.

- Working with the Event Production/Health and Safety Manager in arranging for installation of the site and production equipment
- Working with the Event Production/Health and Safety Manager to ensure event Health & Safety policies, and sub-contractors Health & Safety policies method statements are implemented during build and breakdown
- Managing the production schedules to ensure all equipment and facilities are delivered as per the schedule requirements
- Management and co-ordination of production personnel, sub- contractors, local crew and touring production personnel
- Assist Event Production/Health and Safety Manager in the management and co- ordination of production personnel,

sub contractors, local crew and touring production personnel

- Ensuring artists production requirements are appropriate and in place as per the production schedules

### **Concessions Manager – Ms Stephanie**

To ensure full liaison with and supervision of the food and non-food traders ensuring open communication with concessions and implementation of the concessions strategy to schedule and set-up systems for replenishment of necessary water and health and safety compliance.

- Collating the concession forms
- Checking the Insurance, food safety management system, allergen policy, RAMS
- Coordinating the arrival and allocation of plots on site.

### **Health and Safety Manager – Dave Mansbridge (Mercury Support Ltd)**

To ensure that the festival health & safety policy is implemented and that an on-going assessment of all identified and new hazards take place on a regular basis and to update the Power of Command Team of any changes to the festival plan. To liaise between the POC, Festival Director, Festival Coordinator and Head of Security in all aspects related to the safe operation of the event.

- Liaising with all relevant licensing authorities
- Working with Production contractors to ensure appropriate health & safety policies are enforced
- Responsible for ensuring that the event health & safety policy is implemented
- Ongoing assessment and monitoring of all identified and new hazards
- Updating the Security managers and event control of any changes to the festival plan
- To liaise with the Security manager in all aspects related to the safe operation of the event
- In the event of a major incident the Event Production Health and Safety Manager will assume control and management



of site resources until the Statutory services are in position to assume control

- Responsible to ensure that all aspects of the site infrastructure are fit to receive the audience
- Liaise with the Security manager and Event control with reference to opening the site to the public

### **Technical Manager – Alistair Penman**

To ensure that all stage activity is run on schedule and within the limitations set by the local authority and to additionally co-ordinate the movement and accommodation of artists and the management of their hospitality areas. To ensure that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place following potential local authority inspections and to deal with any site related problems that may occur during the festival.

### **Emergency Liaison Team (ELT)**

In the event of what is suspected to be or could lead to a serious major incident, an alert state will be raised for all members of the POC team to assemble, and should a major incident be declared then a request for control of the event to be pass to the ELT in consultation with the Event Co-ordinator.

An event log will be maintained in control where all occurrences and actions reported to the team will be noted along with the time.

The membership of ELT and roles are as follows:-

### **Bath and North East Somerset Council**

A representative from the Bath and North East Somerset Council is welcome to be present in POC during periods of the event. This officer will be the point of contact for the Event Co-ordinator for all services provided by the Council. For those hours where there is no representative available, the council will be contactable via this on call number 01225 477477

## **Avon and Somerset Police**

We do not require any police presence on site during the event. The police will assume their statutory role outside the perimeter. We welcome the police to visit during the event.

In the unlikely event of any disturbance or criminal activity, it will be the responsibility of the Security Manager or the Event Coordinator to make contact with the police to seek assistance.

## **Medics**

A representative from the medical service provider, Blue Star Medical, will control and co-ordinate the deployment of medical resources around the event. In the event of a major serious incident, including responding to reports and evacuating casualties from the site, Blue Star Medical will relinquish control to South Western Ambulance Service. Blue Star Medical will have doctors and other medical personnel on site for the duration of the event.

## **Avon Fire and Rescue Service**

Avon Fire and Rescue will respond to any fire incident on site that cannot be managed by the on-site team. The event coordinator and security manager will keep a log of any small incidents which did not need the fire service to attend.

## **Traffic Management**

Bath Reggae Festival is committed to being a sustainable and carbon neutral event and as such we are actively encouraging festival goers not to drive to the event and use public transport instead. There will be limited parking for disabled festival goers in the rugby grounds car park. Contractor and artist parking will also be in the rugby grounds car park.

The event organisers have engaged Swift Traffic Management who will position stewards at the top of all roads leading to Kensington Meadow. The stewards will ensure that festival traffic is not permitted to park in the area. This will include Kensington Place. Additional stewards will be

patrolling the area. In the event of the need for an emergency vehicle, the stewards will ensure they have clear unobstructed access to the emergency access point at the bottom of Meadow Lane.

### Traffic signage plan

Signage relating to the event will be erected in advance of the event, during the event and for the duration of the break period on agreed surrounding roads to inform local motorists in advance of potential disruption, road closures, speed limit restrictions and event directions. Please see plan on page 78 which has been agreed by Mr Steve Wiltshire, Streetworks Team, BANES.

Vehicles access for set up and derig are expected to be minimal. We anticipate the following

Tuesday 17<sup>th</sup> August

Name of Company	Type of Vehicle	Approx Weight	Appointed Arrival Time	Approx time on Site	Reason for visit
Blacka Group	Box Lorry	12 tonnes	10am	3 hours	Delivery of fencing
Blacka Group	Curtain Sided Lorry	12 tonnes	10am	3 hours	Delivery of fencing
Blacka Group	Box Lorry	12 tonnes	10am	3 hours	Delivery of fencing
G T Access Ltd	Flatbed	12 tonnes	9am	0.5 hours	Delivery of telehandler
Elliotts of Bristol	Flatbed	12 tonnes	After midday	1 hour	Delivery of Portacabins
Elliotts of Bristol	Flatbed	12 tonnes	After midday	1 hour	Delivery of portacabins
Elliotts of Bristol	Flatbed	7.5 tonnes	After 2pm	2 hours	Delivery of Toilets
Elloitts of Bristol	Flatbed	7.5 tonnes	After 2pm	2 hours	Delivery of Toilets

### Wednesday 18<sup>th</sup> August

Name of Company	Type of Vehicle	Approx. Weight	Appointed Arrival Time	Approx. time on Site	Reason for visit
Blacka Group	Curtain Sided Lorry	12 tonnes	10am	3 hours	Delivery of Stage
Blacka Group	Curtain Sided Lorry	12 tonnes	After midday	3 hours	Delivery of sound and light

### Thursday 19<sup>th</sup> August

Name of Company	Type of Vehicle	Approx. Weight	Appointed Arrival Time	Approx. time on Site	Reason for visit
J Witt Waste	Flatbed	12 tonnes	TBC	< 1 hour	Delivering recycling and waste bins

### Friday 20<sup>th</sup> August

Name of Company	Type of Vehicle	Approx. Weight	Appointed Arrival Time	Approx. time on Site	Reason for visit
Blue Star Medical	Domestic	1.5 tonnes	TBC		Medical Cover for Festival
Food Concession 1					
Food Concession 2					
Food Concession 3					
Food Concession 4					
Food Concession 5					
Food Concession 6					
Merch Concession 1					
Merch Concession 2					
Merch Concession 3					

Merch Concession 4					
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Saturday 21<sup>st</sup> August

**EVENT DAY – NO VEHICLE MOVEMENT**

Sunday 22<sup>nd</sup> August

Name of Company	Type of Vehicle	Approx. Weight	Appointed Arrival Time	Approx. time on Site	Reason for visit

We have been made aware of the 15 tonnes weight limit in the area and advised our contractors accordingly. All have reduced the size of their vehicles to 12 tonnes or less. This will increase traffic in the area.

### Security Controllers

On-site security resources will be directed by the Event Coordinator via the controller located in POC. Security controllers will liaise with Blue Star Medical and other agencies to provide a swift and suitable response to reported incidents.

### Equal Rights

VIP Promotion Ltd are committed to equality of opportunity and access for all irrespective of their age, gender, class, marital status, nationality, ethnic origin, disability, religious belief or sexual orientation. The Bath Reggae Festival aims to create a working environment which values and respects the variety of lifestyles and cultures.

VIP Promotion Ltd strives to ensure that no employee, audience member, or any other person connected to Bath Reggae Festival,

experiences unlawful or unfair discrimination or harassment. We are committed to equality of opportunity in which individuals are selected for employment and treated on the basis of their relevant merits.

### **Major Serious Incident Plan**

In the event of a major serious incident occurring at Bath Reggae Festival, it is recognized that the management of the event will pass from the promoter/production company to a suitable statutory authority (principally the police). Under such circumstances, the handover of responsibility be documented by the event coordinator, who will then place at the disposal of the statutory authority all the resources available on site. During the period of the major serious incident, the event coordinator will act as the promoter's liaison with the police or statutory authority within ELT.

### **Major Incident and Emergency Planning**

#### **Purpose of the Emergency Plan**

It is recognised that whilst the potential for a major incident to develop at a well-managed event is low, the consequences of such an incident are high. The organisers and the emergency services recognise that pre-event planning will need to take into account such an eventuality.

Should an occurrence develop into an emergency situation or major incident, the initial response will be co-ordinated from Event control under the event coordinator, security manager and Health and Safety Manager.

The main risks of a major incident at the event have been defined as:-

- Fire within the tented arena or catering concessions
- Serious medical emergency
- Overcrowding and crushing of audience
- Controlled evacuation due to suspected incidents (fire, bomb warnings, suspect device)
- Severe or adverse weather conditions
- Crowd disturbance, public disorder

- Collapse of temporary structures

In addition to the above, the major incident plan recognises that external incidents, beyond the control of the event management team, may result in special arrangements being implemented **within** the event perimeter by the event team.

Examples of incidents are:

- Off-site chemical incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance, or public order not attributed to the event

Whilst every organisation has to assess the impact on their own organisation and resources, with this event, a common agreement will be reached as to who has the authority to declare a major incident which effects the show in general.

The common aims of all organisations are:

- The preservation of life
- Protection of property
- Ensuring the safety of all staff and attendees at the event
- Safeguard the wider environment
- Respond effectively to any given emergency
- Reduce the impact on the local community
- Ensure a high degree of public confidence through professional conduct of all staff
- Restoration of normality

If a full evacuation is to be carried out the following announcement will be made over the stage PA systems:

***“LADIES AND GENTLEMEN THIS IS A SAFETY ANNOUNCEMENT, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL WIL YOU PLEASE VACATE THE FESTIVAL AREA BY WALKING TO ANY AVAILABLE EXIT AS QUICKLY AND QUITELY AS POSSIBLE”***

The responsibility for crowd management on site is under the direction of the Security manager and Event coordinator, health and safety manager and Event Director. If a situation escalates to a full evacuation of the site, all production crew will be advised by the appropriate member of the management team as to the action to be taken. The decision to evacuate will be taken by the Health and Safety Manager, this will be done in consultation with the emergency services and other agencies via event control if time allows.

### **Event Entry Policy**

All relevant and up to date event conditions of entry can be found on the ticketing website or on [www.bathreggaefestival.co.uk](http://www.bathreggaefestival.co.uk)

### **Health & Safety Policy**

It is the policy of VIP Promotion Ltd to achieve high standards of Health and Safety in all parts of the company and to provide efficient management and resources to improve our performance in all respects.

To that end VIP Promotion Ltd will ensure the maintenance and monitoring of safe and healthy systems of work which comply with or exceed current legislation for the protection of our employees, others working on our sites and our customers.

The promoter of this event recognises that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.

It is the policy of the promoter of this event to seek, so far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

### **Competent Persons**



For the purpose of this event, the promoter, VIP Production Limited will appoint a competent provider to oversee all health & safety and public safety matters, namely, Mercury Support Limited. Bath Reggae Festival's appointed Health and Safety Manager will continue to update this document and the event risk assessment during the planning stages until all details are finalised. Any comments regarding the policy should be addressed to the Health and Safety Manager.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event before being allowed to commence work on site. Contractors' details will be maintained by the Event Health and Safety Manager in the Contractors H&S file, technical specifications will be lodged in the Technical File. All contractors will be aware of the need for themselves and their staff to have the appropriate PPE for the task for which they are contracted to carry out. It is the contractor's responsibility to provide this equipment. The event Health and Safety Manager will regularly make checks around the site that all contractors are working safely and will refer to the contractors control measures in their risk assessment, and suggest any amendments, as necessary.

## **Event Health & Safety Policy Procedures**

### **Contents**

- 1. General Policy**
- 2. Permission to Work**
- 3. Competent Persons**
- 4. Health & Safety Policy**
- 5. Site Health & Safety Rules**
- 6. Safe Systems of Work**
- 7. Legislation and Guidance**

#### **1. General Policy**

The organisers of this event have a duty under the Health & Safety at Work etc. Act 1974 to provide as safe as possible an environment for all workers and visitors to the site.

All visitors (including workers) have statutory duties under the Act which means health & safety is the responsibility of everyone, the organisers would ask for your co-operation to ensure that this event is as safe and enjoyable as possible for all concerned.

This document is not exclusive and should be read in conjunction with all other health & safety and contingency documentation which has been produced for the event.

Copies of all health & safety documentation are available for inspection at the site control office.

## **2. Permission to Work**

In the pursuance of their duties under Health and Safety At Work Act 1974 the Event Co-ordinators will show due diligence in the implementation of the health & safety policy.

To that end it has been agreed that ALL contractors engaged on the site will demonstrate their competence in health & safety BEFORE being given permission to work. Competence can be demonstrated by the provision of suitable H&S policies, method statements and safe systems of work to the event Health and Safety Manager.

The issue of a site pass is dependent on the individual concerned having knowledge of their responsibilities in respect of health & safety and both their own employers and the site H&S policy.

2.1 Overall and final responsibility for health & safety at Bath Reggae Festival is that of the Festival Director.

2.2 The designated Health and Safety Manager will oversee daily operations within the event. Operations remote from the site will be overseen by the Supply & Logistics Manager or a regular sub-contractor.

2.3 All employees, contractors and volunteers have the responsibility to co-operate on matters of health & safety and to read and follow the

specific arrangements for safety as set out in this document.

- 2.4 All employees, contractors and volunteers and sub-contractors have the responsibility to conduct their activities in such a way as to pose no risk to their own health, safety and welfare or that of others.
- 2.5 Employees, contractors, volunteers and sub-contractors are responsible for reporting any incidents, injuries or dangerous occurrences to the management team at Bath Reggae Festival as soon as is reasonably practicable.
- 2.6 Training, instruction and the provision of safety information to all staff will be the responsibility of the individual contractor.
- 2.7 Investigation of accidents and incidents will be the responsibility of the Health and Safety Manager.
- 2.8 Reporting of incidents under R.I.D.D.O.R will be the responsibility of the Health and Safety Manager.
- 2.9 Monitoring and maintenance of plant and machinery owned, leased or rented for the duration of the event will be the responsibility of the Technical manager.
- 2.10 Research of legal and commercial developments affecting Health & Safety, and the communication of such developments will be the responsibility of the Health and Safety Manager.
- 2.11 Responsibility for Health & Safety auditing and the conducting and reporting of reviews will be that of the Health and Safety Manager.

### **3. Health & Safety Management**

The Health and Safety Manager, in association with the event management team, will continue to update this document during the planning and construction stages. Risk assessment and risk management is a dynamic process and consequently this document will change to reflect any occurrences or contingencies on site.

The organizer of this event will ensure that professional contractors holding the required certificates of competence carry out the installation and/or maintenance of any plant and equipment such as:

- Power installation and distribution
- Site plant and eqpt. Access equipment
- Litter management
- Sanitation
- Temporary structures
- Medical & Fire services

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments accompanied by statements of safe systems of work, structural calculations and insurance details relating to the work they are contracted to carry out at this event. All contractors should appoint a nominated health & safety representative who will collate all necessary information and pass it on to the Technical and Health and Safety Manager. A list of contractors' representatives can be found in the separate appendices.

Any health & safety documentation and insurance information should be handed to the Health and Safety Manager in advance or on the day of arrival on site for the first time.

#### **4. Site Health & Safety Rules**

- 4.1.1 No access to site without appropriate pass, no passes to be issued before recipient has demonstrated competence in site health & safety.
- 4.1.2 Hard hats, hi-vis vests, ear protection and safety boots to be worn when required. All contractors will supply their workers with any necessary Personal Protective Equipment.
- 4.1.3 No persons to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment will first have demonstrated their competence to a recognised person or body, i.e. by production of a valid training certificate.

- 4.1.4 All lifting equipment to be accompanied by current certificate of inspection or be subject to a provable audit trail.
- 4.1.5 No persons to carry out duties or use equipment for which they have not received the relevant training.
- 4.1.6 All tools and equipment to be kept in good working order and only to be used for the purpose for which they were intended, any defects in tools or equipment should be reported to the site office immediately.
- 4.1.7 All equipment and tools not in use will be safely and securely stored so that they may only be accessed by authorised persons and do not pose any danger to other workers or members of the public.
- 4.1.8 All walkways, access points and emergency exits to be free from obstruction at all times.
- 4.1.9 All workers to be familiar with procedures to be followed in the event of an emergency or major incident.
- 4.1.10 All incidents resulting in injury and any near misses to be reported to the site health & safety office.
- 4.2 Site speed limit of 10 mph to be observed at all times with strict adherence to designated driving area.
- 4.3 No reversing without a competent person. (Banksman)
- 4.4 Safety harness or fall arrestor to be worn by all workers who may be working at a height where the risk assessment makes this appropriate.
- 4.5 Exclusion zones to be established around areas where work at height is being carried out, or where overhead loads are being slung.
- 4.6 Any worker found, or suspected to be, under the influence of alcohol or drugs will be asked to leave the site.
- 4.7 Work at height may only be carried out when the weather conditions do not jeopardise the health & safety of workers.
- 4.8 No smoking around fuel stores or flammable material.
  
- 4.9 Health & safety compliance will be monitored by the Health and Safety Manager who will liaise with contractors, Festival management and council officers (where appropriate) to ensure that the above rules are being followed. Should a minor breach of health & safety be noted, the first course of action will be to speak with the individuals concerned (and their crew boss, if relevant). Persistent or more serious breaches of health & safety rules

will result in further discussion backed up with a phone call being made to the contractor (and their manager/director where relevant) outlining the problem and detailing the remedial action required, within a specified timescale. Should these notices be ignored, or the breaches repeated, the contractor will be asked to leave the site.

## **5. Safe Systems of Work – Please refer to RAMS from Blacka Group**

### **5.1 Loading/Unloading of Vehicles**

- 5.1.1 ALL vehicles will observe the site speed limit at all times.
- 5.1.2 ALL vehicles should display four-way flashers or an amber beacon when moving around the site.
- 5.1.3 All workers and visitors to wear hi-vis waistcoats at all times whilst on site.
- 5.1.4 All goods vehicles will have their vehicle height clearly marked in the cab, and if in doubt of height clearance, should be seen to the site by a competent person from the technical team.
- 5.1.5 All delivery vehicles should be seen into and away from their unloading position by a competent person to avoid collisions, particularly with people.
- 5.1.6 All workers should be aware of traffic in the vicinity of the unloading areas and on the roadways.
- 5.1.7 When opening vehicle doors, be aware that equipment may have moved in transit and could fall on somebody.
- 5.1.8 Ensure whilst lifting equipment that no other part of the load is dislodged when releasing any ratchet straps, rope and sheet or other securing apparatus, therefore causing another part of the load to fall off the vehicle.
- 5.1.9 Be aware that metal surfaces such as tail lifts, ramps, steps and stairs can be very slippery in wet conditions and can also be a trip hazard.
- 5.1.10 Where loading and unloading is taking place try to do this in a well lit area or provide suitable and sufficient lighting i.e. tower lights or the vehicles own rear lighting system.
- 5.1.11 Where a tail lift is in use it shall only be operated by a competent person, who will also ensure that personnel unfamiliar with the operation of the tail lift keep hands

and feet clear of entrapment.

- 5.1.12 The tail lift will be either closed or lowered flat to the ground when not in use, and will be isolated to prevent improper use.
- 5.1.13 An exclusion zone should be made around unloading areas to avoid unnecessary danger to crew or public.
- 5.1.14 Equipment and vehicles will not block designated fire/ambulance entrance or exits at any time.
- 5.1.15 Appropriate signage should be used to make people aware of the dangers of the area.
- 5.1.16 In an Emergency Workers should be aware that the only word to be used to avoid any confusion is "STOP."

## **6.2 Mechanical Handling**

- 6.2.1 Forklifts, tail lifts and other mechanical handling devices will be operated only by those personnel who can demonstrate the appropriate degree of competence either by production of a license or recognised certificate of competence.
- 6.2.2 ALL mechanical lifting equipment should be accompanied by a certificate confirming compliance with the requirements of LOLER, or be subject to a provable audit trail.
- 6.2.3 Amber flashing lights should be in operation at any time that the vehicle is in operation.
- 6.2.4 Appropriate signage should be used to make people aware of the dangers of the area.
- 6.2.5 Vehicles will observe the site speed limit at all times.
- 6.2.6 Loads carried should be within the capacity of the vehicle, which will be clearly marked in view of the driver.
- 6.2.7 All vehicles will comply with the relevant standards (roll-over cages etc).
- 6.2.8 Diesel-powered vehicles should not be used in a confined space.
- 6.2.9 Keys should be removed from the vehicles when not in use and the vehicles made unusable by unauthorised persons. Forklifts should be parked with the forks grounded.
- 6.2.10 Vehicles will be parked in a safe place and be sure not to block any emergency routes.

- 6.2.11 Diesel for the concessions, if kept on site, will be stored according to a separate COSHH assessment and in any case any storage tanks will be bunded.
- 6.2.12 Crew should be aware that in an emergency the only word to be used to stop a vehicle is "STOP."

### **6.3 Lifting Operations**

- 6.3.1 All lifting operations should be planned and assessed before being carried out.
- 6.3.2 ALL lifting equipment (including pry bars, hoists, chains, spansets, load supporting truss, cables, shackles etc.) should be accompanied by a certificate confirming compliance with the requirements of LOLER, or be subject to a provable audit trail.
- 6.3.3 All loads and weights will be loaded and positioned in a safe manner.
- 6.3.4 All staff involved in any lifting operations should be deemed competent and under taken the relevant training i.e. slingers and banksman etc.
- 6.3.5 All lift areas should be inspected to ensure there are no overhead services or other obvious restrictions.
- 6.3.6 Areas where lifting operations are to be carried out, will be cleared and exclusion zones put in place, loads will not be carried over personnel.
- 6.3.7 All lifting appliance and lifting gear provided or delivered for use on site will have been tested thoroughly, examined and inspected.
- 6.3.8 All personnel working with, or near, lifting appliances will wear appropriate PPE.
- 6.3.9 Only competent and certified operatives will be permitted to operate lifting appliances, sling loads, or give signals. Any operator will be over the age of 18 and be competent to carry out their duties.
- 6.3.10 Where adverse weather conditions could affect the safety of lifting operations, all operations will stop until conditions improve.
- 6.3.11 All lifting appliances will be secured and left in a safe condition at the end of each working period.
- 6.3.12 Any defect noted in any lifting appliance/machine, gear or tackle,



will be reported immediately and the equipment taken out of use, and reported to the event Health and Safety Manager or other designated person.

## 6.4 General Manual Handling

- 6.4.1 Manual Handling should be avoided where possible, if this cannot be done then ensure the load is within your capabilities.
- 6.4.2 Always ensure the correct lifting principles are applied.
- 6.4.3 When carrying long or awkward pieces always ensure you have enough personnel to carry the load and were necessary personnel to guide the load.
- 6.4.4 Ensure any slip or trip hazards are identified before the load is moved to the intended point of use; any wet surfaces should be cleared up or avoided.
- 6.4.5 Where necessary and as a last resort, PPE such as gloves, steel toe capped boots and hard hats will be used.
- 6.4.6 Ensure you are familiar with your surroundings and you don't put any public or other employees in danger by your acts or omissions

## 6.5 Fire Risks

Fire Safety Planning and being prepared for fire is an integral part of the event safety. A full fire risk assessment will be carried out during the set up of the event and included along with a firefighting equipment deployment schedule. In addition to the event fire risk assessment contractors and concessions that create a significant risk will be required to provide specific fire risk assessments for their operation to the Health and Safety Manager. The event management team will strive to reduce fire risks by implementing the following measures

- No equipment or materials used at the event present an inherent fire risk
- Power supplies and distribution to be installed by qualified electricians
- Provision of appropriate portable FFE at strategic locations
- Use of trained security and stewards with knowledge of FFE and its locations
- All working personnel to be briefed on the fire evacuation policy

- Any fire event to be notified to the Fire & Rescue service, no matter how small

- 6.5.1 All fire exits and escape routes are to be kept clear of obstruction at all times.
- 6.5.2 Smoking is NOT permitted in the immediate vicinity of LPG or fuel stores, or where signage indicates.
- 6.5.3 Cables should not be running across a fire exit or escape route where this cannot be avoided, they should be either buried, flown or ran through trunking or conduit.
- 6.5.4 Ensure you are Familiar with the location of Portable Fire Fighting Equipment (PFFE) and hoses, and which class of fire they can be used on.
- 6.5.5 PFFE should where possible only be used by trained competent persons.
- 6.5.6 Ensure you are familiar with how to raise the venues alert.
- 6.5.7 Avoid any flammable materials coming into contact with ignition sources such as hot equipment or lighting.
- 6.5.8 Where necessary the correct classification of PFFE is to be positioned near high fire risk areas such as welding equipment, amps and dimmers etc.
- 6.5.9 You are to be familiar with the venues fire exits and escape routes and you are to bear in mind that the most obvious route could be heavily congested.
- 6.5.10 Ensure you are familiar with the venue's alerts and their evacuation procedures and Emergency Form up Points.
- 6.5.11 Please refer to Emergency Evacuation Procedures on page 80 of this document

## 6.6 Construction and Dismantling of Structures

- 6.6.1 Only competent persons should work on any build/break projects.
- 6.6.2 Always be aware that there could very well be other work in progress in and around the area you are working in.
- 6.6.3 Avoid any unnecessary distractions whilst construction is taking place, and always ensure a competent person is in overall control of a task.
- 6.6.4 If using steps, ladders, telescopic handlers, towers or

MEWP (Mobile Elevated Work Platforms) ensure that they can't come into contact with any overhead obstructions or power/electricity lines.

- 6.6.5 If a ladder is to be used ensure it is suitable for the task and never lean out from a ladder, also ensure the ladder is supported by somebody footing it or use outriggers.
- 6.6.6 If work at height is to be carried out it should only be done by competent persons with the relevant certification, and they will use the correct PPE for the task.
- 6.6.7 Any working at height will be signed and suitable exclusion zones set up below the area of work which will also have suitable signage and demarcation, to prevent personnel from straying into working areas.
- 6.6.8 Work at height will not be done alone.
- 6.6.9 All electrical work will be carried out by competent persons. If in doubt, stop.
- 6.6.10 All electrical work will be carried out to BS7909:1998, relating to the installation of temporary distribution systems.
- 6.6.11 All work on structures shall only be carried out by competent personnel.
- 6.6.12 Ensure any cables that present themselves as a trip hazard are taped down with suitable tape such as White or Hazard Tape to draw attention to the hazard.
- 6.6.13 All flown equipment will be secured by safety bonds to a suitable structure.
- 6.6.14 Truss and ground support to be erected will be done using safe practices and it will have been inspected and signed off as safe before use.
- 6.6.15 Non-flammable pickups such as steel wire ropes should be used where possible rather than spansets or roundslings.
- 6.6.16 All hoists will have a safety certificate and proof loading; these should be available for scrutiny as and when required.
- 6.6.17 When hoists are in position, the trusses should be 'deaded off'.
- 6.6.18 Personnel will not stand under any equipment that is being flown until it is secure.
- 6.6.19 Correct signage is to be used to delineate areas of risk and exclusion zones are to be set up as and when

required.

- 6.6.20 Appropriate PPE will be worn such as Hard Hats, Hi-vis vest, steel toe capped boots and any work at height will be undertaken wearing the correct PPE complying with the correct BS EN standards.
- 6.6.21 To avoid any unnecessary slips and trips good housekeeping will be adhered to.
- 6.6.22 Crew should be aware that in an emergency the only word to be used to stop an action is "STOP."

## **6.7 Customer Facing Workers**

- 6.7.1 Customer facing workers should be aware when they are on a construction site and wear PPE where appropriate.
- 6.7.2 Equipment should be stored so that they do not present a trip or overhead hazard.
- 6.7.3 All trailing cables should be ramped or hazard taped.
- 6.7.4 Where offices are used for the storage of keys; they should be secured when unoccupied.
- 6.7.5 Users of IT equipment should follow the guidelines issued by the HSE.

## **6.8 General**

- 6.8.1 Everyone on site is responsible for their own actions and should therefore not put themselves and more importantly others at risk from their acts or omissions.
- 6.8.2 If you have any concerns about safety or it just 'doesn't look right' stop and consult your line manager or an appropriate appointed person, such as a Health and Safety Manager.
- 6.8.3 Be aware of the need to keep warm or cool as required to avoid hypothermia or hyperthermia.
- 6.8.4 Eat meals regularly and drink plenty of fluids.
- 6.8.5 Never take any illegal drugs or alcohol at or prior to work.
- 6.8.6 Only smoke in designated areas when on designated breaks and avoid smoking around doorways.
- 6.8.7 PPE appropriate to the task will be worn as and where necessary and it will be provided by the employer.
- 6.8.8 If you are on prescription drugs or have any allergies you must inform your line manager on arrival to site in case of an emergency.

- 6.8.9 Always report any accident, near-miss, or apparent danger to your manager immediately.
  - 6.8.10 If you think someone is acting inappropriately then either ask them to stop what they are doing or inform an appropriate person such as your line manager or the Health and Safety Manager.
- 6.9 Accident Procedure – immediate action for those present**
- 6.9.1 If an accident occurs firstly ensure that nobody else is in any immediate danger, i.e. from electric shock, traffic, falling objects etc.
  - 6.9.2 Do not move the casualty unless they are in further danger.
  - 6.9.3 Assess the situation; if you are trained to administer first aid then do so, if not send someone to call the site first aider. Do not be afraid to ask people for help.
  - 6.9.4 If the casualty is conscious reassure them.
  - 6.9.5 NEVER give the casualty food or drink.
  - 6.9.6 Clear by-standers and onlookers from the area but keep a note of witnesses.
  - 6.9.7 When the casualty is being dealt with, inform the site Health and Safety Manager and, if necessary, complete a witness accident report form.
  - 6.9.8 Think how the accident might have been prevented.
- 6.10 Accident and near miss investigation – following on from the above**
- 6.10.1 The Health and Safety Manager will require full details of how the accident occurred from those witnesses who were present at the time.
  - 6.10.2 If the incident was a dangerous occurrence or near miss, where no one was actually injured but the potential for injury was present, the Health and Safety Manager will still need to investigate this, as though injuries were sustained.
  - 6.10.3 Any equipment or vehicles involved in the incident must not be moved until the Health and Safety Manager authorises this (unless they have had to be moved to access the casualty).
  - 6.10.4 The Health and Safety Manager may need to complete a RIDDOR report for the Local Authority, depending on the incident and the injuries sustained. This will be done as soon as

practicable, or immediately, in some cases. The HSE may inform the relevant enforcing authorities to attend the site and undertake their own investigation.

6.10.5 Work will not recommence in the area of the incident until the Health and Safety Manager has authorised this to happen.

6.10.6 Where work is able to recommence the staff/contractor involved and the Health and Safety Manager will discuss and document any amendments that are required to the risk assessment, or any re-training of personnel, that is needed to ensure a similar incident does not occur in the future.

### **6.11 Electrical Safety and PAT Testing**

6.11.1 All electrical equipment should be PAT tested and certificates of safety will be available for inspection.

6.11.2 All electrical work will conform to BS 7909:1998.

6.11.3 All cabling will be run with sufficient protection from the elements and vermin.

6.11.4 All electricity supplies will be fitted with an RCD preferably set to 30mA 40ms trip. If this is not possible then it should be set at this level for connection and disconnection of equipment.

### **6.12 Public Safety**

At any time during the event including set up and take down, should a dangerous occurrence or accident occur which should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, the Local Authority will be informed as soon as possible by the Event Co-Ordinator.

All risk assessments, working procedures, training records and other monitoring records will be available to the Bath and North East Somerset Council's Environmental Health Department for inspection at all times.

### **6.13 Fire Safety**

During the period when the site is not open to the public, fire

safety will be managed by security / technical production crew.

All materials introduced onto the site will, where applicable, be fire retardant to the appropriate British or European Standard. Copies of any fire retardancy certification will be held in the event technical file. Please see page 80 for fire risk assessment provided by the event organizer.

A full fire risk assessment will be carried out on site and appended to the event Health & Safety Policy. Bath Reggae Festival confirm that they agree to comply with all contents.

All concessions will be checked for compliance with fire safety requirements by the Concessions Manager who will report any issues to the Health and Safety Manager.

Representatives from the Avon Fire & Rescue Service are welcome to make a fire safety inspection of the site at any time during the event; and any issues will be reported to the event safety team and dealt with accordingly.

Portable fire fighting equipment (PFFE) will be located strategically around the site and crew will be instructed to inform security control of any outbreak of fire. It will be the responsibility of security control and the Health and Safety Manager to ensure that the alert is raised and the Fire Services are called.

During the event an on-site fire team will operate, controlled by POC, the on-site team will liaise with representatives from the Avon Fire & Rescue Service in managing any outbreaks of fire; any additional resources will be requested through the POC.

### **Underground and Over Ground services**

Before any movement on site of vehicles, plant and equipment and before driving anything into the ground such as marquee stakes the event will ensure they are fully aware of all underground and over ground services such as, gas mains, water mains, power lines,

overhead power lines and telephone and communication cables.

They will liaise with landowners and local service providers to ensure they are aware of any such hazards that would require signage, control measures, cordoning off or, where possible, switching off. They will also obtain plans from the service provider and if those plans are not clear the service provider will be asked to come to site to accurately locate them.

Where signage and or other control measures are required the information regarding that signage and the distances and appearance of the control measures will be included in the site plan.

Over ground services can be seen and appropriate control measures can be implemented however, underground services are not as obvious therefore the site management team will, using such equipment as a CAT (cable avoidance tool) carry out a ground survey to ensure the ground to be penetrated is clear of hazards or marked appropriately where hazards are found.

## Venue and Site

The event is being held at Kensington Meadows, Ringswell Gardens, Bath, BA1 6BP.

During the event, all activity inside the park will be under the management of the Event Co-Ordinator/POC; POC will liaise with external agencies to manage activity immediately outside the arena perimeter.

The following is a brief overview of the facilities available on site. Many of the headings are expanded in more detail within this document and further information regarding locations can be found on the site plan.

All stage activity will be under the direction of the Technical Manager; however, POC will be in contact with the stage managers and will be able to implement show stop procedures and override running orders should the Technical manager be unavailable.



All stage activity and arena facilities may be halted either temporarily or for the duration of the event by the Event Co-Ordinator, the Health and Safety Manager or POC.

### **Accreditation**

All site accreditation during the build phase will take place at the production control area. Site and production contractors will be checked to confirm that they should be on site and that they are competent in health & safety matters. All contractors will be given passes, which they should wear at all times. Accreditation will only be issued to those individuals who have provided their details to the production team; artists and entourage will also be given a pass accredited to backstage.

### **Site Build and Construction**

This will be carried out over the days leading up to the event from 5 days before and will be managed by the Technical Manager and their team. During this period, the area will be classed as a working area with all relevant health and safety procedures in place and restrictions being enforced by the Technical Manager. Details of health & safety policies and procedures can be found in the H&S Policy.

Bath Reggae Festival are aware of other activities, such as the park being open during the early build up period and will take all reasonably practicable steps to ensure that none of its activities affect the health, safety or welfare of any persons on site and that all structures and areas where construction is taking place are isolated and secured.

### **Overnight Security**

Two members of the team will be on site overnight and will conduct regular checks of the perimeter fence to ensure no breaches have occurred

## **Site De rig and Load Out**

This will take place for up to 48 hours after the festival has closed. As in the site build period steps will be taken to ensure the health, safety and welfare of everyone who may be affected by the load out.

## **Site Plans**

The Technical Manager will ensure that scaled plans of the event site are available clearly showing all structures, access and egress routes and audience areas and facilities.

Due to the nature of the event and the fact that changes may be made during the planning process, please ensure that you are working from the most up to date plan. An updated version will be circulated on a fortnightly basis or as required. The final plan will not be issued until the day before the event.

## **Structures**

All stage and tower structures will be supplied by competent contractors who will issue full structural plans and calculations to the Technical Manager and ensure that a stand by team be on site for the duration of the festival to deal with any problems that may occur relating to structural integrity and weather conditions.

## **Ground Cover**

The area in front of the stage is traditionally subject to heavy footfall that can lead to severe problems with mud and a build-up of water. So a canvas may be laid in this area to cover this area, if deemed required by the Technical manager during site build up.

## **Main Stage**

The stages will be isolated with a fenced perimeter containing the backstage area. The front of stage barrier will be a mojo barrier which is an A-frame construction rated to withstand a constant pressure of 5kN/m and

signed off as fit by the contractor prior to public admission.

### **Stage and Marquee Structural Integrity**

Stage and any marquees being erected on site will adhere to the Blackbook2016 document accompanying this event management plan. Blacka Group are the nominated contractor who will be responsible for the safe erection and derig of all structures on site. Their RAMS also accompany this EMP.

### **Backstage area**

A back-stage area will include production facilities and dressing rooms, access to this area will be by appropriate pass only.

### **Existing structures & attractions**

These areas will be closed to the public throughout the festival. This includes playground areas, and furniture. It is agreed to maintain a public walkway around the edge of Kensington Meadows.

### **Site Inspection**

To comply with the license conditions, an inspection of the site and facilities will be made before the event is opened to the public. Environmental Health representatives are also welcomed to undertake any further inspections prior or during the event. The inspection will ensure the integrity of the site infrastructure and that the site is suitable to admit members of the public. The site will be completed and ready for inspection one hour before the main site is scheduled to open. In the event of any item, facility or situation being identified as not meeting any of the license conditions during the inspection, the Event Co-Ordinator or Health and Safety Manager should be informed immediately.

## **Opening the event to the public**

Once the event management team have completed their inspection of the main arena and have cleared all vehicles and are happy for it to open, the Health and Safety Manager will inform POC. POC will confirm that all members are in place and all facilities operational before confirming to the Event Co-Ordinator that the gates can be opened. Once the Event Co-Ordinator has given permission for gates, POC will contact the Operations Manager and ask him to begin admitting members of the public.

### **Start of Stage Activity**

Once the arena entrances have been opened and not before the advertised times, the Production Manager, when ready, will contact the event Technical Manager to obtain permission to start the stage activity, in accordance with the schedules. The Technical Manager will then advise POC that stage activity is about to commence and if all agencies agree the Operations Manager will be given the go ahead to commence.

### **End of Stage Activity**

The stage activity in the main arena will not continue past the curfew time stipulated in the license. If at any time the Operations Manager thinks that this curfew will not be achieved, they will notify the POC immediately.

### **Closing of Main Arena**

Once all stage activity has ended the Security and Stewards will conduct a sweep of the main arena to ensure that all members of the public have left the area. Once it is confirmed that the arena is clear the Logistics and Supply Chain Manager will inform POC who will lift the vehicle curfew.

## **Communications**

A list of site contact numbers (and mobile numbers of key individuals) will be available. A group text system will also be in place via a Whatsapp group for all key individuals.

In addition to the mobile and Whatsapp communication,

a two-way radio system will be installed for communications during the set up and event, radio channel lists and correct radio procedures will be made available to all radio users on-site.

An event log will be maintained by Event Control during the show and will provide a formal record of the day's events and key decisions.

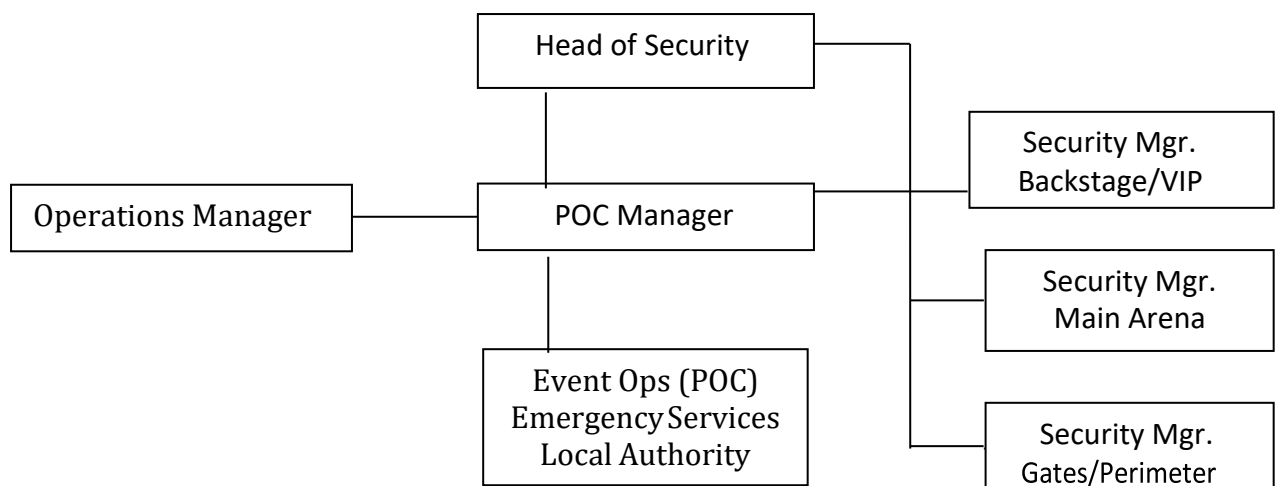
## RADIO NETWORK OPERATION

Event staff will be issued with radios where required, to negate the need for carrying multiple radios, the control office will monitor all event radio traffic and ensure that relevant messages and intelligence are passed on. These will be provided by the assigned Security firm. Each department will be allocated a designated channel as well as the establishment of a chat channel and an emergency channel. There will be no communication to Bars except through POC and/or the control office.

Communications with the public will be through the main stage PA, if required

## Crowd Management

### Security Management Structure



The appointed security contractor, T1 Security (<https://www.t1sms.co.uk/>) will manage the sites security and crowd management. The security provider will have extensive experience in managing similar situations at previous events and Bath Reggae Festival have gone to great lengths to ensure that the level of security and crowd management at this festival is of the highest standard. A security method statement will be appended to this document as well as a security deployment schedule. Please view Bath Reggae Event Handbook.

Under normal circumstances executive control for ALL operational security matters will rest with the Head of Security, Mr Lee Badman, with operational decisions taken by the various Security supervisors.

In addition to the control exercised by the various Heads of Department, the Event Co-Ordinator and the Health and Safety Manager will have the authority to direct any member of the security staff to perform any duty in the interest of event safety. This authority will be confirmed by the production of their named passes.

## **Site Management Policies**

### **Crime Prevention**

The event organisers are committed to reducing crime at events. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

Any persons apprehended by security staff in the commission of a criminal offence will be passed to Avon and Somerset Police before being ejected from the site. Security staff will also assist, where possible, in the identification and apprehension of

offenders and the prevention of crimes.

## **Glass**

No glass will be allowed in the event space. A decanting service will be available at the gates. Any glass either not surrendered or found during searching will be disposed of at the point of entry. Stewards and cleaning staff will be especially observant for discarded glass within the event. No glass will be sold at any concession outlet or bar and any concession stand found selling glass containers will be asked to remove them from sale or face closure.

## **Acceptable Behaviour**

The organisers will not accept prejudiced or aggressive behaviour amongst audience members, any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event or passed to the police. The organisers are also committed to reducing audience injuries and will monitor the behaviour of the festival goers. Any people displaying unacceptable behaviour will be warned and a two strike rule will apply. A second misdemeanour will result in the offender being asked to leave the site.

## **Show Stop Procedure**

Stopping a show in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the show continues.

The organisers have developed a robust show stop procedure which is appended to this document. All personnel involved in the stopping of the show at any point will be fully briefed as to their respective roles.

## Extreme Weather Plan

The Event Co-Ordinator recognises that extremes of weather are one of the major threats to the event, both on the event day and throughout the construction and de-rig phases. Initial forecasts for August will be monitored as the event approaches.

This document is intended to detail the actions of the organisers to mitigate, so far as is reasonably practicable, the effects of extreme weather on event staff, audience members and members of the public who may be affected by the event.

## Specific Weather Risks Rain and Flooding

Rain is usually a problem when it appears with such intensity that it affects the integrity of the site – either due to the conditions underfoot or the possible effects on the structures; most festival goers are used to dealing with rain. The following measures have been implemented to manage the effects of rain:-

- All marquees will be checked, for structural integrity (by the crew on site) to ensure that any rainfall has not loosened the ground fastenings.
- All electrical installations and connections will be installed to BS: 7909, Standards for Temporary Electrical Installations, thereby ensuring that connections and distribution will not be affected by damp or water.
- Messages about bringing/wearing boots and appropriate clothing will be delivered to ticket holders before the event by use of the website and social media.

The effects of cold or wet weather may be cumulative in some audience members, especially those who may have been outside for some time, especially if inappropriately dressed.



## Extreme heat

Periods of time exposed to the sun and hot temperatures could result in heat exhaustion, hyperthermia, sunstroke and/or sun burn. The following measures are in place at Bath Reggae Festival to counteract these ailments;

- Sun cream will be available at information points.
- Water points will be situated around the site for audience members to get free bottled water provided by the organisers.
- Medical professional will be onsite to help and advise anyone suffering from a heat related illness.
- Messages about covering up, using sun cream and keeping water intake up will be delivered to ticket holders during the event by use of the website and social media.

## Wind and Wind Managed Structures

There are a number of structures on site which may be affected by high winds and, if the correct measures are not taken, may present a hazard to audience members and event staff. Structures which may require wind speed monitoring and possible remedial action are:

- Main Stage
- PA delays and supports
- Screen and projector structures
- Marquees

Additionally there will be mobile food and drink concessions which may have large fascias which will need to be monitored and fastened down, as appropriate.

If wind speeds reach 25MPH or above the concessions will be instructed to dismantle their gazebos. Please see document "Wind loading on DANCO tents and marquees" accompanying this EMP for wind speed information.

## Hearing protection Plan

The organisers of Bath Reggae Festival accept that protecting the hearing of staff, working at the event, is an essential task, although not always an easy one. Since the introduction of the Control of Noise at Work Regulations (2005) employers have had to ensure that suitable hearing protection is available to staff working in noisy environments and at certain decibel levels have a duty to ensure that the hearing protection is worn.

At an event such as Bath Reggae Festival noise may occur, above the action levels, in the form of music and amplified sound but also from construction noise during the build and de-rig periods.

Those people affected may be workers, suppliers, performers, contractors (including freelance staff) and of course the audience; however the regulations do not cover members of the public who have chosen to be in a noisy place. All employers sending staff to the event will be expected to cooperate on the provision of training and to provide appropriate PPE for their staff.

The areas of the site where workers may be affected will include the stages, backstage areas, loading docks and pit areas out as far as the Front of House positions, however the areas in front of the stage may not always be signed as such.

Suitable hearing protection will be provided and worn where:-

The upper action level is reached, where continuous noise levels are above 85dB - during the show, for example

Or where peak noise levels are above 100dB, during parts of the show

Or where construction noise levels may exceed 85dB, on occasions

Measures to be taken:-

- Noise protection signage will be displayed in the areas mentioned above, as far as possible.
- All staff will be expected to arrive with the necessary PPE for the role undertaken.
- Contractors will be expected to provide suitable information, training and advice for their staff.
- Staff in high noise level areas to be rotated on a regular basis (pit staff)

- for example)
- Ear plugs will be provided for relevant staff and also available to members of the public attending the event if required.

## **Environmental Plan**

The organisers of Bath Reggae Festival take their responsibilities seriously and will do all they can to ensure that the event has as little impact on the environment as possible.

Customers are encouraged to use public transport as much as possible. However, the purpose of this document is to outline the plan for more hazardous items and how they are stored and dealt with.

Each contractor employed on site provides their own risk assessment, health and safety policies and, if appropriate, a method statement for the work they are to undertake. Where hazardous items are to be used, they will be included in the contractor's documentation.

## **Chemicals**

Several companies on site will use chemicals for general cleaning, paints, toilet sanitising etc. Each of them will use a suitable, locked store to secure these chemicals before use. Again, each company train their staff in the safe uses of these products and have data sheets available should any accidents or incidents occur. Any spills will be reported to the local authority or EA, as appropriate.

## **Barriers & Fencing**

### **Barriers**

Two types of barrier will be used at this event, as follows:

#### **Bike Rack Barrier**

This is the traditional galvanised barrier used as a way of creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

### **Pit Barrier**

Traditional A-frame load bearing barrier to a rating of at least 5kN/m that will be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

### **Fencing**

Two types of fencing will be used at this event:-

#### **Heras**

2.5m high block and mesh fencing, used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

#### **Readyhoard**

Pressed steel sheeting and infills set in blocks similar to Heras, designed to segregate areas and restrict sightlines, braced where necessary.

### **Electricity Supply and Lighting**

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications (which are available from the Technical manager).

All temporary power supplies will be installed to BS 7909 and fitted with RCD protection, where necessary, and suitably earthed. The provider will sign off all installations as correctly fitted before use.

A full risk assessment and method statement for the installation and management of all temporary power supplies is held in the event technical file. A copy will also be attached to this document.

### **Emergency Lighting**

There will be two tower lights one each side of the festival providing power to run external festoon lighting all the way around the perimeter of the show!

There will be a central string of festoon lighting through the centre of the arena from one stage to the other, with all exits and entrance ways independently lit with floodlighting!

There will also be one tower lights in the backstage production area for both security and work light purposes!

Where needed in the inside areas,

ie tents and marquess there will be self powered running men and frog eyes!

I hope this explains how we will be lighting the site for night time, emergencies and security!

Any questions I would be happy to help with explanation

## **Bars & Concessions**

### **Sale of Alcohol**

#### **Operational Guidelines for Under 18's**

Bar staff will at all times observe the law and ensure that alcohol is not served to people who are under 18 years old.

Bar staff will operate the 'Challenge 25' schemes on all bars. Vinyl posters are displayed in a prominent position in bar areas to demonstrate commitment to this scheme.

If a guest appears to be under 25, depending on which scheme is represented, then we require photo ID proof that he/she is over 18 to get served or consume alcohol. In these circumstances staff are required to:-

- Explain that it is against the law to serve alcohol to Under 18's.
- Ask for identification. Only three types are acceptable:-
- 'PASS' hologram proof of age card
- British Passport.
- Photograph driving license.
- If a guest does not have identification, suggest they return with some and they will be served when they do.

As a matter of course, all team members, including security staff, are to be made aware of the legal and social obligations, and of the need for proof of age. Where necessary, new team members are to be trained and will sign the relevant documentation to confirm their training.

Each member of staff receives a comprehensive training covering all key aspects of working in a licensed premises including H & S policies as well as education as to the legal requirements of their role, including their responsibilities not to serve under 18's and those who are intoxicated.

Their training includes aspects that covers Licensing, Challenge 25, H & S, responsible service of alcohol and quality of service.

This is re-enforced on site at the briefing by the designated premises supervisor & operations manager.

The bar managers will maintain a written record of every refusal to sell alcohol to a person who is drunk or apparently aged less than 18 years.

Each entry will be initialed and time stated by the person making it. The record will be checked by the DPS and will be produced to a police officer or authorised officer of the local authority on reasonable request.

No alcohol will be allowed on or off the site.

### **Bars**

The bars will open and close at the times agreed with licensing. If required, the event management team will work with the police and begin to close bars earlier if circumstances dictate this course of action would be appropriate. The positioning of bars can be seen on the site plan.

All bars will have sufficient lighting and firefighting equipment as well as sanitary and hand washing facilities for staff.

All drinks are dispensed in plastic cups or PET containers.

NO GLASS IS TO BE SOLD AT ANY BAR OR CONCESSION.

### **Food Concessions**

Food concessions will be located around the site, offering a wide variety of hot and cold food and drinks. All concessions used at the event will provide relevant documentation; this will be available to Bath and North East Somerset Council EHO's upon request. All concessions will have suitable firefighting equipment and sanitary and washing facilities for staff.

The Concessions manager will ensure that all catering operations, both for site staff and for the public, comply fully with the current relevant legislation.

The Concessions Manager will ensure that all food concessions on the site are registered with and have been inspected prior to the event.

The Concessions Manager will ensure that the food concession have supplied themselves with hand wash facilities to enable hygienic means of washing hands. The Concessions Manager will ensure they are supplied with enough water for continued use throughout the event.

They will ensure that all catering operations are available for inspection at all times. In addition, the Concessions Manager will ensure that immediately at the request of the Council's Environmental Health Department appropriate action is taken to prevent any risk to public health or safety from a food operation or trader not complying with Food Safety or Health and Safety at Work legislation. Appropriate action could include the closure of the operations, or, where necessary, removal from the site, the Concessions Manager will submit to the Bath and North East Somerset Council's Environmental Health Department the following information on all the catering operations:

- a) Name and address of the food business,
- b) The food business operator,
- c) The local authority with whom the food business is registered,
- d) The number of units,

- e) An indication of the type of food produced,
- f) The location of each unit at the festival site,
- g) Contact names and mobile telephone numbers for food business operators during the event.
- h) Current and relevant food safety management system
- i) Food Hygiene Certificate (no less than 4\*)

The Event Organiser apologises for not being able to supply the exact information relating to the food vendors at this time. We will update you with all the required information as soon as possible. This is due to the uncertainty surrounding Covid-19 restrictions and the ability to engage suitable food operators for this event.

The Concessions Manager will ensure that suitable and sufficient facilities for the storage and disposal of all solid and liquid waste are provided within the same compound as any food concession and not more than 100 meters from a food concession and that these are emptied from site throughout the event.

## **Merchandise**

Merchandising concessions selling a wide range of goods and merchandise will be located around the field and are identified on the site plan.

It is recognised that all goods for sale will not be in any way dangerous or offensive and any retailer found with such items for sale will be asked to remove these items from display or face being asked to leave the site. Traders will not be authorised to sell inappropriate items i.e. poppers, weapons, or prejudiced material.

## **Tickets and pay desk.**

The event ticket sales desk will be situated at the main entrance to the festival. It will be open 11am till 5pm. The last admission into the event will be 8pm.



Once the ticket has been shown at the entrance or purchased at the entry pay desk, a wrist band will be issued to each customer to prove accessibility.

There will be opportunities for individuals to upgrade their ticket on the day, however this will be operated on a first come first served basis.

Bath Reggae Festival operate a strict no readmissions policy without re purchasing a ticket and all tickets are non-refundable.

### **Complaints / Customer Service**

Bath Reggae Festival take great care to ensure that all services are provided efficiently, courteously and to a high standard.

A complaint is a valid expression of dissatisfaction. A complaints form will be available from the Customer Liaisons Manager on the day of the event which will be investigated either during or after the event.

If at any time during the event a customer is not happy with the levels of service they experience, the Customer Liaisons Manager will do their best to resolve the complaint straight away, a small token, compensation voucher may be issued to help resolve the problem. Compensation vouchers will be assessed on a case-by-case basis issued only by the Customer Liaisons Manager.

Any action taken that will affect members of staff as a result of a customer complaint will be conveyed to all those concerned before a response is given to the customer.

The Customer Service Desk will be the contact point for lost children or vulnerable adults.

For noise complaints from the local residents, we have issued everyone in the vicinity with a letter which includes a direct phone number to the Event Coordinator. Contact details are also available on the festival website.

Letter to local residents – Already delivered.

Dear Neighbours,

We are delighted to be bringing the inaugural **Bath Reggae Festival** to Kensington Meadows on Saturday 21<sup>st</sup> August 2021.

The **Bath Reggae Festival** is a family friendly community event with live bands, music tent, stalls, and an amazing selection of food, drinks with a kids play area.

We are working closely with Bath and North East Somerset Council to ensure we adhere to the strict guidelines they have set out for us.

It is extremely important to me and the rest of the organising committee to be good neighbours and we welcome your questions and comments.

We would be honoured to offer discounted tickets to our immediate neighbours so you can join us on the day. We are expecting a fantastic event and would love you to be part of it.

You can find out more information about the event from our website [www.bathreggaefestival.co.uk](http://www.bathreggaefestival.co.uk) or if you have any specific questions please email [info@bathreggaefestival.co.uk](mailto:info@bathreggaefestival.co.uk) and one of the team will get back to you ASAP. Alternatively, you can call me on 07838 201076, leave a message if I can't pick up and I will personally call you back.

We are genuinely excited about bringing our event to Bath. We promise it will be a cultural, fun day for all.

I look forward to meeting you in person at the event.

Kind regards

**Kevin Peterkin**  
Event Director and Managing Director of VIP Production Limited

## Sanitary Facilities

Toilets will be located in the main arena, backstage areas and the VIP area.

Sanitation areas will be staffed by stewards to prevent damage or vandalism and access routes for cleaning and replenishing will be provided outside of the public arena. Cleaning and replenishing will be undertaken on a regular basis.

The Technical manager will ensure that the nominated waste contractor provides all the equipment necessary to carry out the operation including screening machine, all necessary pumps, pipes,

connections and wash down equipment. The nominated contractor will also provide any necessary standby equipment that might be required during the event period.

The Technical manager will ensure that the sanitation plan includes: the numbers and types of sanitary facilities at each location, details of cleaning, maintenance, and servicing (emptying and replenishing supplies), together with other arrangements in place for ensuring that the facilities remain operational and are kept in a clean and hygienic condition. The Operations Manager will ensure that the plan is implemented throughout the event.

The Operations Manager will ensure that all toilets on the site are provided with toilet paper at all times.

Toilet Provision will meet the statutory numbers of 30 toilets, and disabled access toilets.  
There will be 2 luxury/disabled access toilets in the backstage areas.

### **Water Management**

The event co-ordinator will arrange to supply water in 5ltr receptacles to the concessions and in small .5ltr bottles for anyone who is looking dehydrated. Concessions will be instructed to supply their own water. Additional water supply will be available for concessions upon request. There is no facility for access to fresh water on site so the event coordinator will arrange for ample additional supply.

### **Waste Management**

The event organiser has engaged the services of J Whitt Waste Limited. They will be leaving 6 x 1100ltr bins for mixed use.

These will be located in the south west corner of the field and sectioned off with Heras fencing. Litter Pickers and field crew will be responsible for transporting the waste from the field and the bars to the main bin area.

Fire Fighting equipment will be located within the fenced area in the event of a fire.

The bins will be delivered to site on Thursday 19<sup>th</sup> August and collected on Monday 23<sup>rd</sup> August. No members of the public will be in the vicinity at drop off or pick up times.

Concessions will be encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc. to be used as fuel for campfires. Skips will be emptied at times when no customers have access to the area.

A clean up team will be in place throughout the event and bins will be located around the arena, which will be emptied throughout the day.

### **Sound and Noise Management**

The organisers have appointed John Braiden of Braiden Acoustics Ltd as the appropriate contractor to monitor noise levels in the surrounding area and investigate any complaints.

The sound monitoring team, led by John Braiden, will be in contact with POC should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

The Event Co-ordinator will appoint a person responsible for the overall control of all noise generated from within the boundary of the site. This person, and any person appointed to deputise in their absence, shall have no other duties, and shall have the Authority to deal with all noise issues. The person is to be contactable by officers of the Environmental Health Department and available to deal with any matters arising at all times throughout the event. The contact name and means shall be provided to the Bath and North East Somerset Council's Environmental Health Department at least seven days before commencement of the licensed activities.

The sound control contractor will ensure that at various times of the day during entertainment a person positioned off-site undertaking noise monitoring, and a sufficient number of persons are positioned on-site to identify the sources causing any breach of conditions and

facilitating the reduction in noise levels throughout the times that the main stage and the associated venues and entertainment providing concessions are in operation.

The sound control contractor will ensure that amplification equipment is not brought onto site unless:

- a) It is for use as a part of the licensed entertainment.
- b) It is for use of authorised traders for the sole purpose of providing background music to their own concession.

The Event Co-ordinator will affect full control over the public, organisations and traders on the site where there is amplified music being played.

The sound control contractor will ensure that the noise levels agreed with Bath and North East Somerset Council are not exceeded.

The sound control contractor will undertake off site monitoring at designated locations to monitor the noise levels and shall record the results of such monitoring. These records are to be made available on request to Bath and North East Somerset Council's Environmental Health Department. All monitoring results, in hard copy, will be provided to Bath and North East Somerset Council Environmental Health Department post event.

The Technical Manager will ensure unrestricted access to the sound mixing positions and backstage areas at all times is available to Bath and North East Somerset Council's Environmental Health Department for the purposes of sound level measurement and communication with the mixing engineer(s).

The Technical Manager will agree with the Environmental Health Department by the Monday of the week prior to the event weekend the timings of sound checks.

The Technical Manager will ensure that during set-up and take-down activities which are audible outside of the event site area only take place between 09:00 and 18:00 on any day.

The Technical Manager will ensure that any vehicles used on site

which are fitted with sirens that sound when the vehicle reverses, are fitted with 'white-noise' sirens, and shall ensure that any bleeping sirens are disconnected.

The noise management plan is sent as a separate document.

### **Drinking Water**

Free drinking water will be provided throughout the event. Water points are located at a designated welfare tent and will be signed as well as being represented on the site maps.

### **Facilities for Disabled People**

Supplying facilities for disabled people represented a particular challenge for festival organisers due to the green field nature of event sites and concentration of people.

Bath Reggae Festival accept their responsibility to take all reasonably practicable steps to ensure that people with disabilities are catered for and will have a special team in place during both the planning and event stages who will oversee the overall experience and safety of disabled customers.

A viewing area for wheelchair users will be located to provide an unobstructed view of the main stage; suitable toilets will also be located at this area and the sanitation compounds.

### **Medical Provision**

A First Aid Post will be located near to an emergency exit. The objective of the medical plan is to manage the majority of incidents on site with only the most serious being referred to local facilities.

The Health and Safety Manager / Event Coordinator will discuss and agree the level of medical cover with Blue Star Medical to ensure it is suitable and sufficient for the amount of festival goers.

The Event Co-ordinator will ensure all medical facilities are provided with the following unless agreed and noted prior to the event - Power, lighting, water, mobile phone, and 2-way radio.

The Event Co-ordinator will ensure all medical facilities are of the size and location agreed with the medical providers and noted on the site plans.

The Event Co-ordinator will ensure the facilities are at a location where the tent/ structure can be erected to ensure patient care is not compromised.

#### **Event Medical Plan – Received from Blue Star Medical.**

##### **Event, Date, Location**

Bath Reggae Festival  
21/08/2021  
Kensington Meadows  
Bath  
BA2 6SN

##### **Description of Event**

A family friendly music festival with mixed family groups and adults.

##### **Event Medical Manager**

Simon Mason 07985778001

##### **Event Times**

12:00 – 22:00 21/08/21

##### **Crowd Profile**

A mix of family groups and adults

##### **Capacity**

2500 maximum on site at any given time.

##### **Resource Times**

Medical team onsite 1 hour before the gates open and until all paying visitors have cleared the site.

**Queuing**

Under 1 hour

**Camp Sites**

Not applicable

**Main Medical Centre**

A clearly marked tent will be on site at all times, fully staffed and equipped with a portable bed and chairs.

**Other Medical/First Aid Posts**

Not applicable

**Clinical Waste**

All clinical waste and sharps will be disposed of and removed from site by the medical team

**Medical Resources**

3 x First Responder

1 x Paramedic

Number of staff decided upon using the Purple Guide matrix for a low risk event.

**Ambulance Resources**

Not applicable

**Hospitals**

Closest A/E department 24 hours

Royal United Hospital

BA1 3NG

**Emergency RVP**

As per Bath Reggae festival management plan

**Emergency Vehicle Management**

All requests for emergency vehicles to go through the medical event manager. All vehicles to enter site via the established Blue Route.

**Staff Parking (Medical)**

In accordance with event direction

**Welfare Arrangements**

To be arranged by Blue Star. Toilet and hand washing facilities available on site

**Communications**

Site radios and personal comms

**Treatment Documentation**

All documentation will be kept confidential and stored as per GDPR guidelines. A full breakdown of types of incident will be given to the event organisers after the event

**Maintaining Cover**

Appropriate levels of cover to be maintained on site at all times.



## **Covid 19**

All patient contact will be conducted using Level 2 PPE. As appropriate, level 3 PPE will be used for all AGP's. Hand gel will be used before and after all patient contact.

This is in keeping with all current NHS guidelines. Should current guidelines change before the event commences then our procedures will change with any new guidance from the NHS.

All staff are current frontline NHS staff and are well versed in the use, donning, doffing and disposal of all levels of PPE.

## **Emergency Vehicle Access.**

The Blue Star Tent is located on the north side of the event space and close to an emergency exit. The emergency vehicles can access this emergency exit either via Meadow Lane (which we acknowledge is a private road and therefore not for normal access) or via Ringswell Gardens. Blue Star or the Health and Safety Manager will advise the emergency services which route to use taking into consideration the flow and density of the public in the area at the time,

## **Covid-19 / Infectious Disease Control**

Due to the high number of people expected at this event it is accepted that any outbreak of an infectious disease / Covid-19 would be able to be easily transmitted from person to person.

The medical teams on site are aware of the need to report any probable cases of any infectious disease as soon as possible to the event management team, and this will be discussed at the next POC meeting. Monitoring of the numbers of cases seen will be on going and discussions will be held with the Public Health team as appropriate.

Please refer to the Covid-19 Risk Assessment which sets out our plans for protecting the public, staff and contractors. We will request all staff and contractors wear a facemask or face shield whilst working on site. Lateral Flow Tests are available from the control room for all staff on site. During set up and derig we will encourage

all workers to take a test at the start of their working day. On event day, we will test all casual staff (who agree)

We will allocate Dettol Anti bacterial Surface cleaner to be the cleaning method of choice. This has a short contact time and is noted as effective against Coronavirus by Harrogate Council under their list of approved vericidal products.

<https://www.harrogate.gov.uk/downloads/file/3474/cleaning-product-guide>

### **Anti Terrorism / Martyn's Law**

We anticipate this event to be peaceful and it is aimed at the local community but the event organisers are mindful of their responsibility in relation to Martyn's Law and as such will train all staff and volunteers on the principles of Martyn's Law as set out below.

- **Guide** – Direct people towards the most appropriate location (invacuation, evacuation, hide)
- **Shelter** – Understand how the event space might be able to lock-down and shelter people within it for several hours
- **Communicate** – Have a means of communicating effectively and promptly with users of your place or space and have staff capable of giving clear instructions. Also have the capability of integrating with any response or rescue operation by providing things like event management plans

As part of the pre event training we will ask all members of the team to complete the ACT Training course alongside the bespoke training we have planned. Please refer to the Staff Training Document.

In the unlikely event of a marauding weapon attack we advocate the RUN, HIDE, TELL guidance. Security staff will guide festival goers to the nearest exit.

Please refer to the Bomb and Suspicious Package Policy in the event pack

### **Information and Welfare / Lost Property**

An Information and Welfare point will be available in the Customer Liaisons desk, where members of the public will be able to obtain advice and assistance. The welfare point will provide access to a phone, contact points/message board. This centre will also deal with lost children (using suitably vetted and qualified staff) and lost property.

An area will be set aside within this facility to deal with lost property. Any items handed in will be logged and if not collected before closing then can then be collected via the Bath Reggae Festival website.

### **Lost Children and Vulnerable Adults**

Lost children will be dealt with by staff that have been appropriately vetted and trained. Once a child has been identified as being separated from their parent or guardian, either by themselves or a member of the Security or Management team, they will then be taken to the Customer Liaisons desk, where an appropriate member of the management team will take charge of their care.

Contact will be attempted to the child's parents/guardian to collect their missing child, via the stage management team. If no contact can be made to the child's parents or guardians within an appropriate amount of time, then the police will be informed.

The Child and vulnerable adult policy is as follows.

Child Protection, vulnerable adults and child exploitation policy BATH REGGAE FESTIVAL presents festivals, with occasional concerts between festivals. Much of our activity involves the organisation of musical and music-related events intended for adult audiences. However young people of secondary school age and below attend the festival with their families.

Our Child Protection Policy and Procedures have been designed to be responsive, responsible and practical. The Policy and Procedures will be reviewed annually.

BATH REGGAE FESTIVAL Music Festival is committed to the

safeguarding of all children and young people. The Children Act 1989 makes it clear that the welfare of the child is paramount and that everyone involved in the care of children has a responsibility for the protection of those children from harm.

The term 'child abuse' is used to describe various ways that a child can be harmed or mistreated. Child abuse is generally split into four categories - physical, neglect, sexual and emotional. In order to give children and young people protection from potential and actual abuse and to reduce risk of harm:

- Staff and Volunteers will be briefed on the issues involved in Child Protection and procedures will be put in place that are shared and understood by all concerned.
  - Children under 14 years old must be accompanied by an adult
  - BATH REGGAE FESTIVAL will have 2 designated Child Protection contacts with a current enhanced DBS Certificate and recent safeguarding training on its committee who, will be contacted in the case of disclosure, or to discuss suspicions and doubts relating to any participants in connection with Child Protection issues. Staff are Sophie Brown – Certificate number 001684031014 and Sabrina McKenzie – Certificate number 001003665471,
  - Unacceptable behaviour will be challenged and all allegations/suspicions of abuse will be reported to the festival's designated Child Protection contact who can be contacted at all times during the festival via the Health and Safety Manager. Should the concern be about anyone's behaviour then this should also be discussed with the Child Protection contact.
  - Volunteers and participating organisations working with young people will be provided with a copy of the festival's Child Protection Policy. They should sign to say that they have read and understood the policy.
- Procedures

BATH REGGAE FESTIVAL recognises that disclosure of abuse could be made during event activities to any person involved in running the event. Where possible a member of the Management team should be involved immediately.

Whether or not this can be done in the event of a disclosure:

- Stay calm and try not to look shocked
- Listen carefully
- Be sympathetic
- Be reassuring: - s/he is right to tell you - you take the information seriously - it was not their fault - you are not able to keep the information secret - you will tell someone appropriate Stay close to a co-worker, in eye contact if possible. Contact the designated Child Protection contact. Write down what you have been told, word for word if possible, after the contact with the young person. Sign and date this report and keep it in a safe place. The young person should have access to this written report.

Following this:

- The Child Protection contact will then decide whether it is appropriate to contact Children's Social Care or the police.
- In the event that the Child Protection contact is not available or contactable this should not delay action being taken to protect a child. Any member of BATH REGGAE FESTIVAL may contact Children's Social Care directly to raise their concerns.
- The contact number for BATH Referral and Response Service is **01225 396111**. Outside of office hours contact the **Emergency Duty Service on 01454 615165**. (CONFIRM NUMBERS PLEASE)
- If there are any concerns about the immediate safety of a child then the police must be contacted without delay.
- The parents or carers of the child will be contacted as soon as possible following advice from Children's Social Care and/or the police.

#### **LOST CHILDREN and Vulnerable adults.**

Code words for lost child:

1. You have the child but not the guardian: **Mr Disney**
2. You have the guardian but not the child: **Bambi**

Procedures:

1. **You have the child but no the guardian:** Please keep a child in the same location you found them.
2. Seek assistance from colleagues to alert security staff or lost child officers
3. Two DBS certified lost child officers will remain with the child until guardians are located
4. Once guardians are found a number of questions will be asked to confirm their identify and their relationship to the child including identification documents. Guardians will also be asked to fill in a found child form recording their personal details. A copy of this form should be given to the control room.
5. Once answers have been given and form details logged with control the DBS certified team members will confirm the answers and release the child to the guardian.

N.B it is important that a lost child is not discussed via radio communications and that where possible verbal or mobile phone communication is used

**You have the guardian but not the child:**

6. Guardians who have lost a child can be very hard to work with and will want to go searching themselves.
7. Do not allow guardians to start searching for the child. Often children will return to the location that they were last in with their parents / guardian.
8. If after 5 minutes the child has not returned to the last known location, escort the guardian to the customer service desk whilst other staff search for the child.
9. The missing child form should be filled out and a copy of it given to the control room.

Control will verbally notify Head of security to close exits until the lost child is found.

In the event of a lost child, control should notify the police who will decide on the next course of action.

Point to consider when working with a child:

1. Kneel to the child's level when talking to them.
2. Do not be 1 on 1 with a child, there should always be 2 staff at all times.
3. Clearly identify yourself to the child using a soft voice. Use language that cannot be misunderstood.
4. Do not use force to keep a child in one place. If they move on simply accompany them and keep other staff informed of your movements.
5. Staff will all have the relevant security checks for working with children.

### **Artists Management**

A full line up and show-day running order will be made available immediately before the event to those agencies that require it.

An artist area including dressing rooms, artist green room, press and media facilities will be established in the backstage area; admission to this area will be by pass only and this will be managed by stewards and security.

Because of the nature of the event there are no artists with a high-risk profile or who are likely to incite the audience to unsafe behaviour or public disorder.

## **BEFORE EVENT**

VIP Promotion Ltd will ensure sufficient management of artists for 2 months prior to the Festival to ensure that all of their hospitality and technical riders are received and this is then communicated to the production team of the festival to ensure all is in place for their performance.

The hospitality rider such as hotels and on ground transportation is arranged prior to the artists arriving to Bath for the festival.

## **DAY OF EVENT**

The Operations Manager will provide a designated point of contact for artists on arrival to the festival grounds, greeting them and looking after them for the duration of the day whilst they are on the festival grounds and until they leave the city of Bath. This will include:

1. MANAGE SOUND CHECKS WITH TECHNICAL MANAGER/MUSIC DIRECTOR
2. MANAGE ARRIVAL OF ARTISTS
3. MANAGE BACKSTAGE AREA/GREEN ROOM
4. ENSURE ARTISTS ARE READY FOR STAGE TIME
5. ENSURE TECHNICAL MANAGER IS RUNNING TO SCHEDULE
6. MANAGE DEPARTURE OF ARTISTS

## **VIP & Green Room**

Within the event space at the Bath Reggae Festival, there will be a designated area assigned as the artists green room and a VIP area. Permission to these areas will not be granted unless the correct wristband is shown.

Security will be in place, at the entrance and circulating within the area, for both safety and security reasons.



## **Insurance**

VIP Production Ltd has Public Liability and Employer's Liability Insurance with the cover of £10,000,000.00.

### **Artists/performers/traders:**

VIP Production Ltd ensure that anyone providing entertainment and other activities at the festival should have their own public liability cover. This includes performers, traders, food concessions and activity leaders.

## **Capacity**

We estimated the field to comfortably hold 5000 people including staff, artists, concession, volunteers and customers, we are reducing the ticket sale numbers to 2500. We anticipate the upper limit will be 3000 people across the day.

The security operations plan will confirm the measures taken by the event organisers and set out the controls in place for evacuation in the unlikely event of a major incident.

Below are the preliminary calculations for capacity taking into account the available exits. We are not including the main access point in these calculations.

## Capacities

	EMERGENCY EVACUATION TIME SCALES TOTAL			
(EXIT NO.)	2.5 MINUTES	5 MINUTES	7.5 MINUTES	10 MINUTES
(1) 3.4 METRES	680 PEOPLE	1360 PEOPLE	2040 PEOPLE	2720 PEOPLE
(2) 6 METRES	1200 PEOPLE	2400 PEOPLE	3600 PEOPLE	4800 PEOPLE
(3) 2 METRES	400 PEOPLE	800 PEOPLE	1200 PEOPLE	1600 PEOPLE
(4) 1.5 METRES	300 PEOPLE	600 PEOPLE	900 PEOPLE	1200 PEOPLE

	EMERGENCY EVACUATION TIME SCALES PER SITE			
	2.5 MINUTES	5 MINUTES	7.5 MINUTES	10 MINUTES
MAIN FIELD(1&3)	1080 PEOPLE	2160 PEOPLE	3240 PEOPLE	4320 PEOPLE
TOP FIELD(1&4)	980 PEOPLE	1960 PEOPLE	2940 PEOPLE	3920 PEOPLE

	VENUE CAPACITIES			
AREA	TOTAL Sq mtr	PERSON PER m2	TOTAL CAPACITY	
MAIN STAGE FRONT	1740 m2	1.5	2610 PEOPLE	
MAIN OUT FIELD	4660 m2	1	4660 PEOPLE	
TOP FIELD	1040 m2	2	2080 PEOPLE	

	QUEUING CAPACITIES			
AREA	TOTAL Sq mtr	PERSON PER m2	TOTAL CAPACITY	
QUEUING AREA PUBLIC	722.5 m2	1.4	1011 PEOPLE	
QUEUING AREA VIP	82.5 m2	1.4	115 PEOPLE	

	ENTRY CAPACITIES PER HOUR			
(EXIT NO.)	NORMAL FLOW PER HOUR (7 LANES)	PEAK FLOW PER HOUR (10 LANES)		
MAIN CUSTOMER	1260 PEOPLE	1800 PEOPLE		
VIP CUSTOMER	120 PEOPLE	240 PEOPLE		

### **Emergency Evacuation Procedures:**

In the event of an emergency arising security, festival staff and stewards will first be alerted by radio with the message **"ALL SECURITY, STAFF AND STEWARDS TO POST"** all staff should then be ready to receive further instructions.

In the event of the site being evacuated, security, festival staff, and stewards will ask the public to simply leave the area, taking their possession with them.

In the event of a FIRE the message will be **"CODE RED"** Staff and stewards should investigate the area to judge the scale of the emergency and deal with the situation appropriately, Festival management and security also to respond immediately and deal with the situation appropriately.

### **Fire**

#### **Small fires:**

The code word for a small fire that does not require the fire brigade intervention is **"SPARKLES"**.

A small fire would be defined as a non-structural fire. E.g., a small fire in a bin that can be moved outside and extinguished.

#### **Large fires**

##### **e.g., structural:**

The code word for a large fire i.e., Marquee **"CODE RED"**.

In the event of **"CODE RED"** being alerted to The Event control, the Event Coordinator and Security Manager will respond with the Health and Safety Manager. They will make the immediate decision whether to call the Fire Brigade/Police and affect a full Evacuation. If a full evacuation is called the Health and Safety Manager will instruct the sound engineer and stage manager to stop the music, ready for announcements to be made. The Health and Safety Officer/Security Manager/Event Coordinator will make the full evacuation announcement over the PA system on all stages. In the event of a large fire, the event will only restart if only deemed safe to do so by the fire service

The following announcement will be made over the PA. **'Ladies and Gentlemen, due to circumstances beyond our control we must ask you to vacate the area, taking your possessions with you'**.

Roaming patrols will assist in directing festival goers towards the nearest available exit. The Security Manager and Health and Safety Manager will delegate stewards to each of the exit points, or to be part of the roaming patrols, to control festival goers.

In the event of a **SUSPECT PACKAGE OR THREAT** the message will be **"CODE BLACK"**

Festival Management team and Security to respond immediately and deal with appropriately.

If **SUSPECT PACKAGE OR THREAT CONFIRMED**, the message will be **"CODE BLACK ALERT"**.

Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **CROWD RELATED PROBLEM** the message will be **"CODE BLUE"**

Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **MEDICAL PROBLEM** the message will be **"CODE WHITE"**

Festival Management team, Blue Star Medical team, and Security to respond immediately and deal with appropriately.

In the event of a **STRUCTURAL PROBLEM** the message will be **"CODE YELLOW"**

The Festival Management, Health and Safety Manager and Security to respond and deal with appropriately.

The gates will be closed to prevent anyone else coming in. The security response team would be sent to the gate to take control of the festival goers inside the gate. Emergency vehicles would not be in contact with the public.

Staff muster point is at the bottom end of Ringswell Gardens once the area has been cleared. In the case of adverse events requiring the evacuation of Event Control – both muster point and Event Control will move to another location. This location will be given to the appropriate people on the day.

### **Emergency Access Routes**

The access/exit route for emergency service vehicles is via the double gates at the bottom of Ringswell Gardens, these gates will be manned by Senior stewards and will be in contact with event control by radio at all times, should we have an emergency, communication will be made by radio

to event control and the SIA operatives manning the main the entrance, security staff would then clear the area as quickly as possible without causing public concern or panic.

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
<b>Fire on temporary structures</b>	Public, event staff and operators.	Fire Points must be clearly visible by the exits, all decorations or information banners must be certified in the terms of fire retardant in accordance with the relevant British and European standards	Medium	Fire risk assessment to be carried out by all contractors, event staff and operators	Safety officer and Event security
<b>Fire from generator or electrical equipment</b>	Public, Event Staff, operators	All generators must be diesel powered, RCD trips and isolators used. All must be isolated from the public, and fire points put into place	Low	All generators must be operated by competent contractor and electrical equipment. Generators will be fenced off with crowd barriers. Co2 Fire extinguishers will be placed by each generator.  Must have the relevant PAT testing document.	Safety officer and contractor

## Public Right of Way

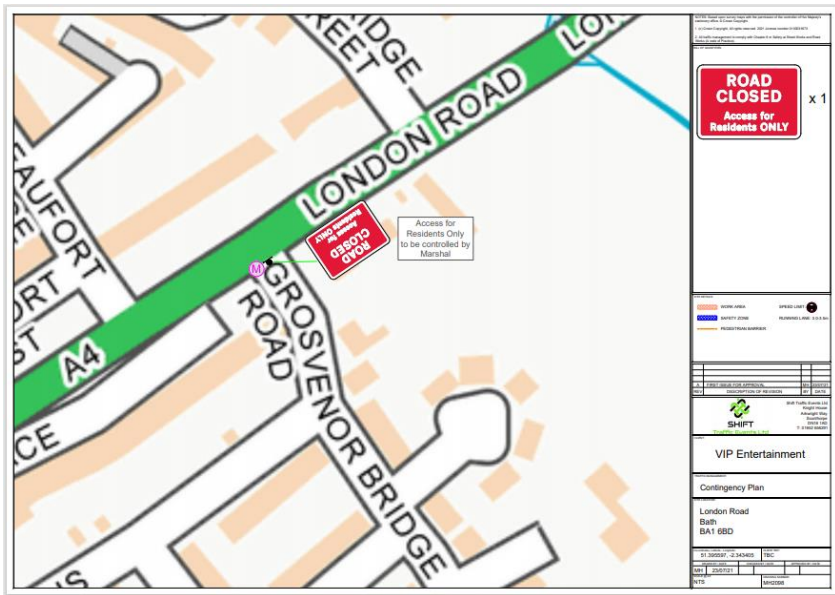
As you will see from the site plan on page 5, we have made the perimeter of the park public right of way. There will be no restriction or denial of access to any of the public walkways marked on the plan.

During set up and derig, we may ask the public to wait whilst we move heavy equipment across the path but this will be for no longer than a matter of minutes.

Local residents who park on Kensington Place should be subjected to minimal disruption to their normal parking. We will not allow festival vehicles to park on Kensington Place, Ringwell Gardens or Meadow Lane. Traffic to the area will be heavier than usual but we endeavour to keep the flow moving. Festival contractors will be instructed to move from

Kensington Meadows as soon as they can and find parking in Avon Street or Charlotte Street car parks.

To ensure roads are kept clear we will be erecting signage which will state "RESIDENTS PARKING" and "NO FESTIVAL TRAFFIC" See below plan



On event day, we will station stewards to ensure no festival goes park in the residents areas.

This Event Management Plan has been prepared by Mercury Support Limited in conjunction with VIP Promotion Limited (event organisers)

Whilst ever effort is made to guide and inform the event organisers on health and safety matter relating to this event, the ultimate responsibility for the safe delivery of the event lies with the event organiser.

Mercury Support Limited has no authorisation over expenditure for this event.

Mercury Support can take no responsibility for the omissions of practical and theoretical advice given.