



NASS 2017

Royal Bath & West Show Ground, Somerset

Event Safety Management Plan **v1**



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Version dated:	V1 14.12.2016

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1. Introduction

- 1.1.** This document is an outline Event Safety Management Plan (ESMP) for the proposed NASS Sports and Music Festival 2017 event at the Royal Bath and West Show Ground as a licensed entertainment site. It has been produced by The Event Safety Shop Ltd specifically for the NASS 2017 event and on behalf of Vision Nine.
- 1.2.** The key objective of an ESMP is to provide regulatory authorities, stakeholders and other relevant parties with a single source of information, focusing on health and safety and including a clear outline of how operations, contingencies and emergency situations will be handled. It is not a document describing the detailed process of actual event production or indeed a blue print for the production of the event itself.
- 1.3.** An ESMP will provide information on all aspects of health and safety management, staffing and command structure, communications etc. The ESMP has been developed with reference to The Event Safety Guide (HSG195) and The Purple Guide to Health, Safety and Welfare and Music and Other events.
- 1.4.** A gridded site plan will be produced to help identify locations on site by grid reference; this will be available from the Event Organisers Vision Nine. This can be viewed in Appendix 1.
- 1.5.** Principal areas of the event site are referred to in this document as:

Event Site	Entire Licensed Site
Arenas	All entertainment areas (stages, venues, skate areas, stalls, displays, catering and so on)
Public campsites	Campsites (Green, Purple and VIP Camping). There will be no access to these areas for day ticket holders.
Weekend parking	Car parking for tent campers only
Campervan Field	Camping area where campers' / live-in vehicles may be parked-up for duration of their stay
Car Parks	Public Car Parks for day tickets

Backstage or Production Areas	No access to the public. Accredited access only
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- 1.6.** This draft version will be submitted in advance to the NASS SAG group for scrutiny and input from the working group, in accordance with the relevant licensing conditions and far in advance of the prescribed timeline (i.e. a minimum of 3 months before any scheduled “Major” event).
- 1.7.** Overall responsibility for the planning and delivery of NASS, under the Licensing Act 2003, Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 (and related legislation etc), remains with Vision Nine.

2. Event Overview

- 2.1.** As per previous years, Vision Nine propose to use the Royal Bath and West Show Ground as the site for the NASS Action Sports and Music Festival 2017.
- 2.2.** NASS provides live music acts to suit the audience profile and the event. Alongside these music acts there will be a public street course and professional street course with a retail village offering skate, BMX and Skateboard merchandise.
- 2.3.** Vision Nine will be responsible for the overarching production and management of all aspects of NASS 2017 and will engage reputable and competent contractors and suppliers to assist with the construction, delivery, cleansing and breakdown of the event.
- 2.4.** In response to the growing popularity of the festival in recent years, Vision Nine have submitted a Premises licence application for a total public occupancy of 19,999. These figures can be broken down into a proposed ticket forecast of up to 16,000 weekend camping and 3,500 day tickets.
- 2.5.** The event takes place from the Friday 7th – Sunday 9th of July. The main festival entertainment will take place from Friday 7th from 10.00 with car parks open from 09.00 and campsites open to the public from 12.00.
- 2.6.** The main arena will be open from 10.00 until 03.00 on Friday 7th July and 09.00 – 03.00 Saturday and Sunday. On the Monday there will be no access to the arena. The campsites close at 14.00, and the focus will be entirely on egress. Please note that these times are correct at the time of publishing, but the organisers reserve the right to amend accordingly.
- 2.7.** The audience demographic is predominantly 19-24 year olds with a 60:40 male: female split. The first wave of festival line up information was publicised in November 2016 along with tickets going on sale.

- 2.8.** Admittance to the event is mainly by advance ticket, although any unsold tickets will be made available at the onsite box office. The Festival offers Weekend Tickets which allow access to the full festival site, and Day Tickets which allow access to the arena only. Tickets will be exchanged for wristbands upon entrance. Full details of passes and accreditation will be provided in Appendix 2 upon confirmation.
- 2.9.** Should the event be completely sold out in advance those without tickets will be informed that they will not be allowed entrance. The message will be 'do not even think about just turning up and hoping to get in'. This message will be reinforced in the week(s) immediately before the event.
- 2.10.** The music venues will be spread over a number of existing venues within permanent buildings, namely the Mendip, Sedgemoor, Exmoor Room, Edmund Rack buildings, together with an outdoor Main Stage, featuring live bands. There may be other small stages or performance areas presented by sponsors, as well as a public skate park, retail village, VIP area, funfair, bars, retail traders and catering units.
- 2.11.** Whilst the music programme will cover a variety of music styles, the focus will be mainly Dubstep, D n B, punk and rock appealing, to the 19-24 age groups.
- 2.12.** Headliner acts for the main stages have not yet been confirmed however Vision Nine will ensure that suitable security and crowd management resources are established to fit the profile of the acts booked. A full programme will be detailed in Appendix 3 upon confirmation of artists.
- 2.13.** There will be a selection of local and national catering concessions throughout the arena and campsite. Based on the proposed capacity figures for 2016, the number of units offered is commensurate with the attendance figure.

- 2.14.** The public bars on site will be provided and managed by Creative Bars who have had experience of running the bar operation at this event for several years. The Designated Premises Supervisor will be Liam Murphy.
- 2.15.** Camping will be offered on site and will be a planned and managed facility. The campsites will be open from 16.00 Thursday 6th July (*for early bird and VIP*) until 14.00 on Monday 10th July.
- 2.16.** To allow for the additional camping numbers forecasted in 2017, purple camping has been extended towards the North West of the site to incorporate the original Pony Trails area (as detailed in Site plan Appendix 1). Further detail regarding the provision of camping and campsite capacities is detailed later in the document.

3. Event Personnel

3.1. Set out below are the operational roles and responsibilities for the key positions within the NASS 2017 Event Management Team, which will be appointed by Vision Nine. These roles may be augmented or reduced as appropriate.

3.2. Final decisions regarding event delivery, enacting contingency plans and so on shall rest with Vision Nine and or their nominated Managers.

3.3. Event Director – Andrew Topham

- Overall management of the event and all activities taking place on the licensed event site.
- Key and main point of contact between Mendip District Council and all enforcing agencies regarding the Festival.
- Overall decision-maker for initiating contingency plans such as an incident requiring show stop, evacuation of the site or cancellation of the Festival.
- Ensure sufficient resources are made available for the safe presentation of the Festival.
- Selection and provision of all show content.
- Selection and provision of all marketing content.
- Selection and provision of suitable and sufficient safety provision.
- Ensure all relevant documentation (ESMP, Risk Assessments etc.) is completed and provided to all relevant agencies and departments.
- Liaison and contractual management with the land owners and licensee. Royal Bath and West Show Ground.
- To consult with the local community as part of best practice and as per the premises license conditions.

3.4. Production Director – Tom Sabin

- Overall responsibility for production, infrastructure and site operations.
- Oversee the procurement and contractual appointment of suitable competent contractors, in consultation with the Site Manager.
- Responsible for stakeholder liaison and consultation including; attendance at SAG meetings etc.
- To assist in the development of the Event Safety Management Plan.
- Advance liaison with Mendip District Council.
- In consultation with the Event Director and ELT responsible for the enactment of any emergency procedures as required.
- Consultation on the production of comprehensive site plans.
- Ongoing liaison with Site Manager on site design / layout including positioning of key elements, fence lines etc.

- Oversee and manage the activities of the Site Manager.
- Assist the Licensee with the enactment of any contingency measures as required.

3.5. Site Manager – Emily Muirhead

- To manage and oversee site operations and infrastructure.
- To oversee the procurement and contractual appointment of suitable, competent contractors in consultation with the Production Director.
- To collate all relevant documentation (insurances, risk assessments, methods statements, training certification etc.) from all contractors, caterers and exhibitors.
- Assist ELT with the enactment of any emergency procedures as required.
- Ensure ELT is aware of any incidents which may affect the site/infrastructure and safe running of the Festival.
- Oversee and manage the activities of the Site Crew and stage managers.

3.6. ELT Manager – Ian Hyde

- Responsible for the Management of ELT facilities.
- Key and main point of contact between Mendip District Council and all enforcing agencies regarding the Festival.
- Liaise with key event staff, emergency service representatives, on-site medical provider and Local Authority representatives on operational matters during the public phase of the festival.
- Ensure a comprehensive event log is kept of significant incidents.
- Assist Event Director and other ELT members with the enactment of any emergency procedures as required.

3.7. Incident Response Officer – Jim Goddard

- Lead the ELT's response to incidents, allowing the ELT Manager to maintain normal operation of the festival
- Oversee efficient and effective deployment of security and stewarding resources.

3.8. Health & Safety Officer – TESS – Rebecca Iveson, Tom Solly

- To advise Vision Nine on issues relating to the health and safety of the event.
- To assist Vision Nine with the co-compilation of Event Safety Management Plans, Risk Assessments etc.
- To assist in the sample review of relevant contractor, exhibitor and caterer H&S documentation and to advise Vision Nine accordingly.
- Oversee development of suitable contingency and emergency plans.
- Attend any meetings and briefings relating to event safety management including SAG, emergency service meetings.

- Carry out safety monitoring inspections including obtaining Sign-off and Completion Certificates where appropriate. Note this will only be achieved on the contractual days present on site.
- The Safety Advisor is not responsible for the H&S arrangements of independent contractors (i.e. Exhibitors and Caterers) and or the training of their employees.
- Such employers shall be wholly responsible for discharging their duties under the Health and Safety at Work act 1974 and related legislation.
- Liaise with Enforcing Authorities in advance and on site, and provide such information and assistance as is required to fulfil their statutory duties.
- Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR).

3.9. Head of Security / Stewarding – Security (Coast2Coast –Steve Smith)

- Assist in the development of an overall Crowd Safety Management Plan appropriate to the demographic in consultation with event stakeholders, the Police and Local Authority.
- Ensure that suitably trained, competent and, where applicable, SIA registered staff are deployed to carry out the crowd management plan.
- Deploy such resources as are necessary to maintain the integrity of the festival site, manage access arrangements and queuing areas.
- Manage access to the Festival generally and specific areas within the event site.
- Ensure any issues or incidents arising from or reported to stewards and security personnel are communicated to the ELT for action or logging where appropriate.
- Ensure all personnel demonstrate a competent and professional image to all visitors.
- Monitor public safety and provide feedback to the ELT relating to activities on the site.
- To assist in carrying out agreed emergency procedures and investigating incidents.
- Make resources (including personnel) available to assist the Police or other statutory bodies in carrying out their duties.
- The general duties of Security and Stewards are set out in the Crowd Management section below.
- Devise and carry out such briefings as may be required to ensure staff carry out principal public safety duties.

3.10. Traffic Manager – Dick Sheppard

- Assist the Production Director with the development of the Traffic Management Plan to ensure the safe ingress, unloading and egress of vehicle traffic to and from the festival site.
- Liaise with Police Planning and Highways Department regarding traffic management, with a view to minimising congestion and disruption to local traffic.
- Deploy such personnel and resources as are necessary to safely manage vehicle movements onto the site from the public highway and internally around the festival site.
- Ensure vehicles arriving at the site are parked and marshalled according to the agreed traffic management plans.
- Assist in the maintenance of keeping emergency routes clear on and around the festival site and its perimeter.
- Provide personnel with a communication system to manage the traffic control operation.
- Advance liaison with traffic management contractors to ensure deployment of appropriate signage, no waiting cones, traffic lights etc.
- Liaise with ELT and Event Security (where appropriate) regarding vehicle movements.
- Control and manage pedestrian crossover points.

3.11. Event Medical provider –Emergency Doctors Medical Services (Andy Ford)

- Carry out a Medical Risk Assessment for the event to identify a level of medical provision (including equipment and personnel), to provide an adequate service to meet all reasonably foreseeable needs of the event.
- Undertake provision of a competent medical service in accordance with the medical risk assessment.
- Liaise with local ambulance service to ensure co-ordination of on-site and statutory medical provision (including patient transfers, routes to receiving hospitals etc.)
- Manage the operational activities of event medical staff throughout the event period.
- Ensure a suitable system is maintained for collation, handling and storage of medical incident records and patient contact information (to help identify causes of incidents and accidents to carry out remedial work and prevent recurrence, contact information (e.g. mobile number) should be available to the event management and not withheld on grounds of patient confidentiality).
- Forward all details for reporting to the event director as required under RIDDOR 1995 as amended 2012.
- RIDDOR reportable incidents will be those directly relating to a work activity. This does not include incidents affecting members of the public during the normal progress the event not related to a work activity.

- Act under the direction of the Police or ambulance service in the event of a Major Incident or as requested by the Event Director.

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4. Event Control & Emergency Liason Team (ELT)

- 4.1. A designated Event Control facility will be established within the site to facilitate effective delivery of the safety and crowd management plan.
- 4.2. This facility is located in a central location of the arena as indicated on the current site plan as grid reference F9.
- 4.3. Event control will be staffed with an event controller and radio controllers from Security, Stewarding and medical. The operational hours for the event control facility shall be similar to last year as the following:

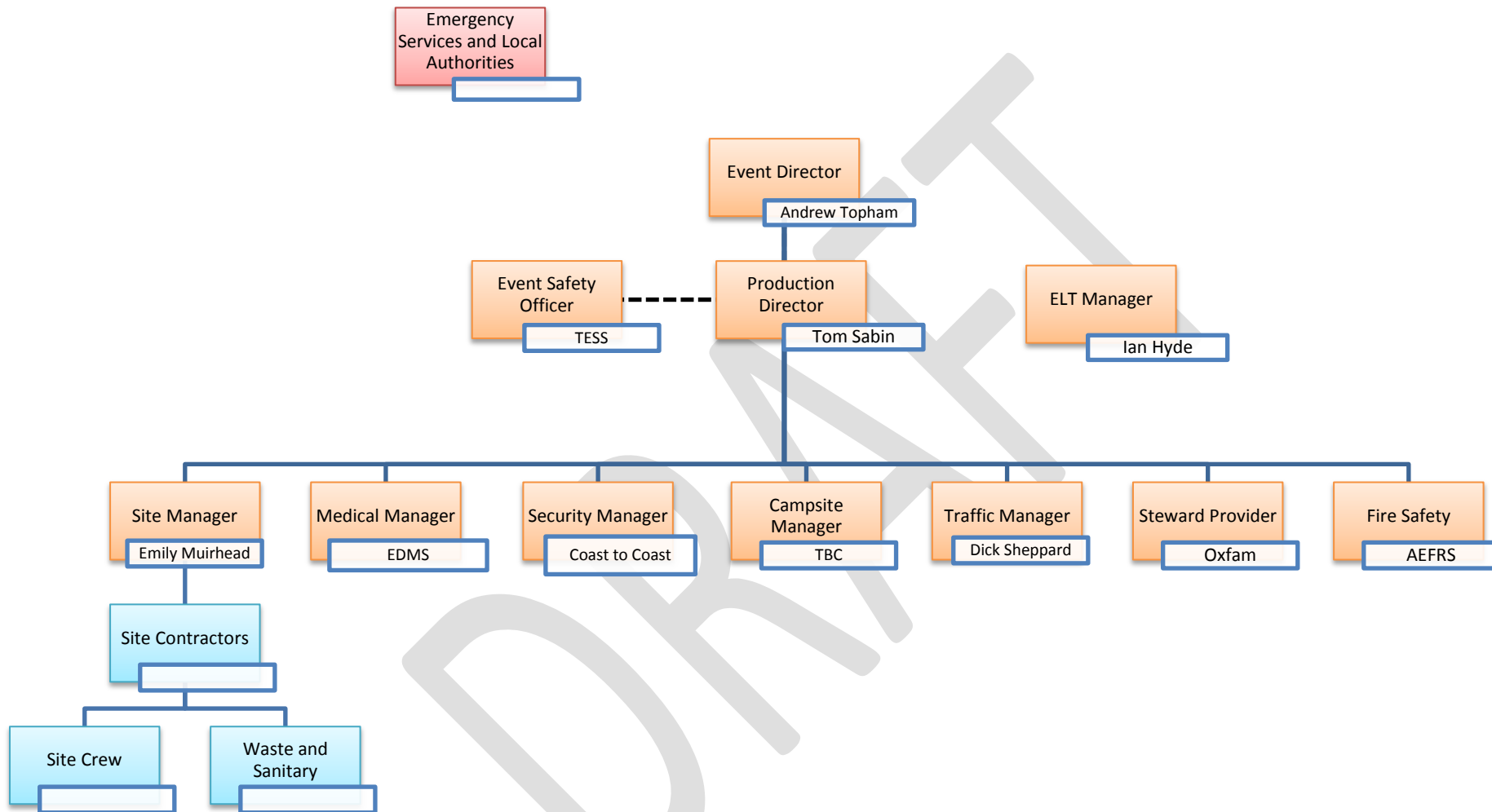
Friday	09.00- 01.00 (Saturday Morning)
Saturday	09.00-01.00 (Sunday Morning)
Sunday	09.00-01.00 (Monday Morning)
Monday	09.00 – 14.00

- 4.4. Event Control will run remotely until 04.00 by a member of the ELT, following operational closure of the Event Control facility at 01.00.
- 4.5. There will be a further, managed, security and stewarding element to the campsites, with 24 hour coverage.
- 4.6. The primary function of the Event Control facility is the co-ordination of site operations and the facilitation of communication between the event management team and other stakeholders (See below for ELT management structure).
- 4.7. The full Event Liaison Team will not be present within the event control facility for the full hours of operation although shall all be on radios and in contact with each other throughout the event. Mobile telephones shall be used as backup in the event of a radio communications failure.

- 4.8.** The ELT will meet on a set number of times a day as follows and if it becomes necessary at any other time of the event. The team will meet in the event Control facility where there is all the facilities required to help the decision making process.

ELT meeting Times	
Friday	14.00 + 20.00
Saturday	00.01 + 14.00 +20.00
Sunday	0.001 + 14.00 + 20.00
Monday	00.01 + 10.00

- 4.9.** During the main public opening periods, key personnel shall be present, including but not limited to the Production Director, Health and Safety Officer and/or the Event Director and Security Manager.
- 4.10.** Monitoring of site activity and management of on-site incidents will be handled by event control. A comprehensive log shall be maintained of all issues and subsequent remedial works, medical calls, security issues etc. for the duration of the public event phase.
- 4.11.** The facility will be made available as a forward control point in the event of a serious or Major Incident. If for any reason the safety of the ELT location is compromised, an alternative location will be identified.



5. Emergency Services and the Local Authority

- 5.1. Vision Nine shall not rely on the local Police, Fire or Ambulance Services to provide any operational input to the normal running of NASS.
- 5.2. The emergency services shall retain their normal statutory duties, and in the event of a Major Incident may take operational control of the licensed site.
- 5.3. Emergency Service representatives will be welcome to retain a presence at the festival should they deem it appropriate, and will be consulted throughout the planning process via a formally constituted Safety Advisory Group (SAG).
- 5.4. The Joint Agency approach has worked well in previous years and is welcomed again for 2017.
- 5.5. In line with previous years, Avon and Somerset Constabulary will again be consulted throughout the planning process. A suitable and sufficient level of cover will be agreed and implemented by the event organisers.
- 5.6. Representatives from Mendip District Council have been consulted during planning, but no reliance on their officers, services or facilities will be assumed for the delivery of the festival.

6. CDM 2015

- 6.1.** In line with the amended Construction Design and Management (CDM) Regulations 2015, Vision Nine are acutely aware of the responsibilities required by them, the event organisers, to plan, establish and manage the Health and Safety arrangements of the construction phases as part of NASS 2017.
- 6.2.** Vision Nine shall assume the roles of Client, Principal Designer and Principal Contractor as defined by the CDM 2015 Regulations.
- 6.3.** To fulfil the responsibilities of the Client, Vision Nine will ensure suitable arrangements are established for managing the project during the pre-construction, construction and post-construction phases.
- 6.4.** Acting as the Principal Designer, Vision Nine will plan, manage, monitor and co-ordinate health and safety in the pre-construction phase. Responsibilities shall include identifying, eliminating or controlling foreseeable risks and ensuring designers carry out their duties.
- 6.5.** During the Construction Phase, Vision Nine shall fulfil the role of the Principal Contractor. As part of this role, Vision Nine shall oversee the preparation of the construction phase plan, ensure cooperation between contractors, coordinate onsite work, as well as ensuring the following:
 - Suitable site inductions are provided;
 - Reasonable steps are taken to prevent unauthorised access;
 - Workers are consulted and engaged in securing their health and safety; and
 - Welfare facilities are provided.
- 6.6.** Contractors supplying temporary structures shall be responsible for the appointment of their own designers, and for providing NASS 2017 with all relevant documentation concerning the build and use of any such structures.

- 6.7.** The Vision Nine Event Director (Andrew Topham) and Production Director (Tom Sabin) shall oversee strategic planning and resource allocation for the event, and shall have overall responsibility for health and safety management. Further details provided in section 7.
- 6.8.** Construction activity for the 2017 Festival will commence on Wednesday 28th June 2017, with 414 installing the pro skate ramp within the Showering Pavilion. Work to install temporary structures and services is carried out across the site, leading up to public opening on Friday 7th July. The Dismantling Phase commences on Monday 10th July, once the public have left site, and is scheduled to be completed by Friday 14th July (*weather Dependant*).
- 6.9.** Vision Nine will provide notification of this project to the HSE via submission of an online F10 Form. A copy of the F10 Form will be included in the overall Health and Safety file compiled by Vision Nine as part of the post-construction phase.

7. Event Safety Planning and Management

- 7.1. Safety planning for NASS will be split into three distinct phases: Pre-production, Build/Break and Public Open phases. Each phase requires its own distinct safety management arrangements. This section gives an overview of those arrangements and the safety procedures for the festival.
- 7.2. Vision Nine recognises and accepts its responsibility to protect the health, safety and welfare of its employees, contractors, performers and members of the public attending the event, and others not attending the event but who may be affected by the undertaking, by providing a safe working environment and safe systems of work throughout each of the phases noted above.
- 7.3. The health and safety of employees, contractors and members of the public is of paramount importance and it is the policy of Vision Nine to engender a positive approach to health and safety during planning and operational phases.

Pre-Production Phase

- 7.4. Essential planning will be carried out during the pre-production phase i.e. before operations commence on site, including:
 - Appointment of competent Health and Safety Advisor(s).
 - Attendance at SAG meetings as required to present arrangements for the festival.
 - Review of plans and documentation provided by all third party contractors.
 - Development of overall event Risk Assessments.
 - Development of contingency and emergency plans.
 - Site design, including consideration of access, egress and emergency routes.
 - Appointment of reputable and competent contractors.
 - Meetings held between all interested parties, consultation with the local authority, licensing departments, emergency services etc.
 - Drawing up Event Safety Management Plan and Safety Dossier.

- 7.5.** Vision Nine, with competent advice from the Event Safety Shop Ltd, shall draw up and circulate subsequent versions of the Event Safety Management Plan along with a dossier of health and safety information from contractors, including:
- Company health and safety policies / statements.
 - Risk Assessments relating to the activities to be carried out on site.
 - Method Statements.
 - Copies of current liability insurance certification.
 - Technical and structural calculations where appropriate.
- 7.6.** The dossier will be collated and held by Vision Nine and will serve as a record of safety management for each contractor and service supplier.
- 7.7.** This will be available for inspection by Mendip District Council Health and Safety / Environmental Health staff during the period the event is building and taking place on Royal Bath and West Show Ground.
- 7.8.** Site-specific Risk Assessments will be carried out for significant activities directly relating to the management of the overall festival.
- 7.9.** Third party suppliers and contractors will all be expected to forward their own specific risk assessments pertaining to the activities they shall be carrying out for the festival in each of the three phases as outlined previously.
- 7.10.** During the pre-planning phase, detailed site drawings, logistics and entertainment schedules and a range of other documentation will be assembled. Where applicable such documents will be included as appendices to the Event Safety Management Plans.

Build & Break Phase

- 7.11.** The first priority in the construction phase will be to establish a safe working area and ensure that members of the public and other site users are protected from site operations (including the movement of plant and materials). Access to the festival site itself shall only be permitted to authorised personnel.

- 7.12.** Before being allowed to start work on site, all staff shall undergo and sign to say they have received a safety induction. This induction will be specific to Royal Bath and West Show Ground and the festival.
- 7.13.** The key point of note being that a safety induction will be in place and be live in order to convey significant, relevant and site specific information to all contractors wishing to work on the festival site.
- 7.14.** During the build and break phases, Vision Nine will ensure that all staff and contractors receive advance briefing on safety procedures to be adopted and regarding the specific hazards which may be encountered on site (such as overhead power cables, buried services etc).
- 7.15.** Areas of the event site which may present a hazard to event personnel (e.g. agricultural installations, woodland and ponds) will be restricted using heras temporary fencing to prevent accidental and unauthorised access by event staff. Event staff will be briefed about all known areas on site.
- 7.16.** Where appropriate, welfare, sanitary and first aid facilities will be provided for the use of contractors and event staff.
- 7.17.** A clear method of communication and means of raising the alarm in the event of an incident shall be established and communicated to all key personnel prior to commencing work on site. This will be via the 2 way comms on site.
- 7.18.** On completion of technical installations and temporary structures (power, stage structures, temporary marquee structures, PA towers, etc.) a competent person from the relevant contractor will be required to produce a Completion Certificate.
- 7.19.** Such certification shall meet general requirements as set out in EAW Regs IEE 17th Edition and BS7909:2011; and the Institution of Structural Engineers' publication *Temporary Demountable Structures 2007 [Third edition]* (TDS).

- 7.20.** Information shall be obtained regarding the performance characteristics and load limits of all temporary structures (including wind loadings).
- 7.21.** Whilst in attendance on site, the Safety Advisor may also carry out a visual inspection of TDS and complete a sign of certificate as demonstrable evidence of such inspection.
- 7.22.** Copies of all such sign offs shall be held within the event safety file and available for inspection in the site office for the duration of the festival.

The Event Phase

- 7.23.** Prior to opening any part of the site to public access, there will be a formal process of inspection and review to ensure that all relevant facilities and infrastructure are in place (including sanitation, lighting, fencing, way finding signage and so on).
- 7.24.** Representatives of Mendip District Council will be invited to participate in this survey should they so wish.
- 7.25.** Prior to opening for the public, the following final checks will be carried out:
 - Briefings for all key festival staff
 - Ensure all staff are in designated positions.
 - Briefings for security and steward personnel and deployment to positions.
 - Verify Event Control operational and tests of communications systems.
 - Confirm gates are ready to admit audience.
 - Confirm medical deployment in place.
 - Confirm all toilets are serviced and ready.
 - Confirm no problems with power supply.
 - Confirm Security and Steward deployment.
 - Confirm all infrastructure complete, safe and operational.
 - Traders are ready to trade.
 - Final site survey to ensure clear of hazards (e.g. service vehicles).
- 7.26.** Once the site is deemed safe to open, the ELT shall issue instructions for the opening of site and (as appropriate) commencement of entertainment content.

- 7.27.** Once open to the public, an all channels radio message will be broadcast to let all radio users know that the event is now open to the public.
- 7.28.** Throughout the public opening period, the key festival management staff shall remain on site and will be present either at Event Control or contactable by radio or mobile phone within the main festival area at all times.
- 7.29.** Communications will be by mobile radio handsets or mobile phones in the event of radio failure.

The Breakdown Phase

- 7.30.** A detailed breakdown schedule will be produced for the festival which clearly outlines when infrastructure / services etc. will be removed from the site. Appropriate time will be scheduled to allow contractors to safely carry out their breakdown / removal activities.
- 7.31.** Breakdown activities will not be undertaken which may present a risk to the public unless and until the site is clear. Essential services such as lighting, water and sanitation will remain functional until the public have departed.
- 7.32.** During the breakdown period appropriate sanitation and welfare facilities will be made available to staff and contractors

8. Camping

- 8.1.** Campsite arrangements and locations have been rearranged for 2017 in order to provide sufficient space and facilities to accommodate anticipated larger audiences.
- 8.2.** For 2017 Vision Nine have provided additional capacity to purple camping to ensure higher forecasted weekend campers can be accommodated. This expansion provides camping areas to accommodate up to 16,000 public attendees, including VIP and Campervan.
- 8.3.** The Purple Guide recommends public camping at 476 - 543 tents per hectare with a predicted occupancy 2.4 people per tent for general camping fields at rock/pop events which the Royal Bath and West Show Ground can readily accommodate.
- 8.4.** The table below is, details the camping areas and capacities as per these changes in 2017.

NASS 2017, Camping Analysis (excluding Campervan figures)

Field Name	Sq.m	acres	hectares	tents @ 430 per hectare	people @ 2.4 per tent (VIP @ 1.8 per tent)
Green Camping	70,700	17	7	3,043	7,302
Purple Camping	65,000	16	7	1,903	6,713
VIP Camping	13,866	3	1	1,198	1,377
Total Public Camping	149,567	38.20	15	6,392	15,392

- 8.5.** Campsites will be set-up and operated by a campsite manager, supported by a team of campsite stewards. Campsite manager will be provided by Vision Nine and stewards will be provided by Oxfam.

- 8.6. Oxfam stewards will greet campers, manage their pitch allocation, and provide information / general assistance. They will also ensure that emergency access and fire lanes are kept free of obstructions, litter is cleared and the general condition of the campsite, including underfoot conditions are monitored and remedial work carried out as necessary.
- 8.7. Stewards will patrol the campsites at night and, where necessary encourage campers to behave appropriately and in line with the event policy, especially regarding fire and noise. They will be in radio communication with Event Control and can summon assistance from e.g. medics, security, or site crew (etc.) as necessary.
- 8.8. Fires are **not** permitted in the campsite areas. Suitable and appropriate Fire Safety Equipment will be deployed to all campsite areas.
- 8.9. Campsites will be provided with toilets, potable water points and washing facilities for public use and designated campsite security / steward management. Toilets will be a mixture of existing permanent toilet blocks located the Bath and West Showground and Temporary toilets. The ratio of facilities shall match or exceed that recommended in The Event Safety Guide HSG 195.
- 8.10. A camping Village will be provided offering food concessions. This will be located in Purple Camping towards the entrance to the Arena.
- 8.11. Disabled parking is available close to the entry gates where disability badges will be required on arrival to be directed to these areas. A designated disabled camping area has not been allocated, although these persons will be able to camp anywhere that is most convenient for them.
- 8.12. The VIP field contains some pre erected tent options and tipis as well as space for people to bring their own tents.

- 8.13.** Athlete camping will be provided to the South of the festival site, offering camping for up to 1,255 athletes. The total number of athletes camping is estimated as 1,000, therefore space in these areas can be utilised for public camping if required.
- 8.14.** Access to the campsites will be restricted to holders of the relevant festival tickets or wristbands. Patrons who have purchased day tickets only will not have access to the camping areas.
- 8.15.** Staff camping areas are positioned to the South East of the main arena as per previous years providing 25,290m² which can accommodate up to 2394 crew.
- 8.16.** Cars cannot be parked in the campsite and must be parked in the designated car parks. Weekend parking will be available in the southern area of the site known as Yellow Carpark 1 and Red Carpark 2 as per 2016. Campers must park in the car park and take their tents etc. to the campsite via the designated pedestrian access routes through the arena.
- 8.17.** Weekend and Day Ticket holder's access car parks via Blue Gate. Production and Artists are directed throughout to the main Bath and West Showground Entrance, known as White Gate and Campervans Purple Gate.

9. Venues and Temporary Structures

- 9.1. The selection, installation and use of all temporary structures will be in accordance with the Institution of Structural Engineers' document *Temporary Demountable Structures 2007 Third Edition*. Where appropriate, structural calculations, wind performance, ground loadings and other technical detail will be provided in advance.
- 9.2. The main stage will remain within the Show ring as per 2016. The main stage will be an open 15m Orbit Structure. The positioning and layout of the audience area shall be established to offer an area capable of attracting large audiences. The main stage will host music throughout the festival from Friday – Sunday between the hours of 18.00 – 23.00.
- 9.3. The Southbank Stage will be established within the Edmund Rack venue. A number of DJs will perform throughout the festival between the hours of 20.00 and 03.00. Due to licensing conditions, live acts will conclude at 23.00.
- 9.4. The Showering Pavilion will host the Indoor Pro Street Course. The Pro Course is constructed by experience contractors Pro 414. The street course will host competitions in BMX, Skateboards and inline skating on the ground floor with spectator areas on the ground floor level surrounding the course and on the balcony above. A judging area for the competition will also be located within the balcony area.
- 9.5. The Exmoor Hall shall be used as retail village for the purchase of skate, BMX and Skateboarding merchandise. Hall 2 will be utilised as a chill out lounge area together with a bar and stage for DJ/karaoke acts, this area will be known as the 'Truck and bearing' Pub which will be open to the athletes from Thursday 6th July.
- 9.6. Both Mendip and Sedgemoor venues have been swapped to allow for a better audience distribution during the evening entertainment. This new configuration will aid queue management during the peak periods following closure of the main stage.

- 9.7.** With the new configuration, the Mendip Venue will provide a public street Course plus free-style skating and music venue during the evening, known as the ‘Hangar’. The Sedgemoor venue will host the Warehouse stage. Both venue are identical in layout, capacities are detailed later in the document.
- 9.8.** During the public street course schedules, it is advised that safety equipment is worn on the public street course and free style skating areas where all participants taking part do so at their own risk. These areas will be monitored by a competent Skate Management Company, further details available in section 13.
- 9.9.** Dirt jumps course and vert ramp shall return to NASS to provide additional sport entertainment in 2017. All details and locations are to be confirmed and shall be updated in further draft documents.
- 9.10.** All temporary structures will be subject to inspection and sign-off by a competent representative of the structure supplier. This sign-off will confirm that the structure has been erected in accordance with the designer’s instructions and that it is safe for its intended use.
- 9.11.** A severe weather / wind management plan will be developed to ensure that wind-susceptible structures do not present a risk to the public or others. The plan includes proportionate responses to rising wind speed – ultimately resulting in closure of a structure or, in extreme circumstances, cancellation of the event. This will be made available as a separate document.
- 9.12.** All power is utilised from the mains supply. All cabling and distribution will be installed in accordance with *BS7909: 2011 Code of practice for temporary electrical systems for entertainment and related purposes*.
- 9.13.** A suitable completion certificate will be provided by the in house electrician to warrant that safe and appropriate equipment has been used in compliance with the *Electricity at Work Regulations 1989 and / or BS7909*, and that all relevant safety devices, circuit breakers and earth bonds have been installed.

- 9.14.** A competent site electrical team will remain at the event site throughout the public opening period to respond to any electrical related incident as maybe required.

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10. Traffic Management

- 10.1.** Vision Nine have successfully deployed and managed the Traffic Management for NASS with input from Festival Gates. The Traffic Management Plan for 2017 is being revised and will be available as a separate document.
- 10.2.** Traffic Management will ensure, so far as is reasonably practicable, that hazards to other road users, disruption to local traffic and nuisance to local residents are minimised.
- 10.3.** Traffic Management will be deployed to ensure the following:
 - a) Public safety and maintaining the free flow of traffic on the public highway. Public safety will be protected at all times, and the event will take all measures, so far as are reasonably practicable, to ensure that the risk to life is minimised.
 - b) Minimise disruption to all road users with a special emphasis on maintaining the integrity of those routes which act as a local alternative to the strategic trunk road system. Festival Gates, in conjunction with all other concerned parties, will agree the type and structure of the supporting traffic management proposals to ensure that the public highway is, in as much as is practical, kept clear of unnecessary congestion. The plan is designed to cope with all anticipated issues raised as a direct result of this event taking place.
 - c) Minimise the disruption and impact of the event on local communities.
 - d) To keep detailed records so that future festivals learn from previous events.
- 10.4.** During planning stages, Vision Nine will identify the best access and egress routes, signage, parking suspensions, partial closures or other action required to facilitate public attendance at the event and to minimise local disruption to residents, businesses and other users.

- 10.5.** Access to the site will only be allowed to essential production/exhibitor traffic during the build and break phases; this will be via White Gate (Main entrance gate to the Royal Bath and West Showground). During the period of build and break the Bath and West Showground may have some visitors, these persons shall be informed in advance and have directed to the appropriate locations upon arrival by security.
- 10.6.** All production vehicle movement during the build and break shall be designed so as to use the most suitable routes that do not pose a hazard to pedestrians using the same area. Vehicle movements will be reduced during the period where traders and athletes arrive onsite driven the greater number of personnel onsite during these times. Vehicle movements will be monitored by the Site Manager
- 10.7.** An on-site vehicle curfew will be set and after this time no vehicle movement in public areas will be permitted unless they have authorisation from the ELT.
- 10.8.** Any essential vehicle movement (such as litter collection, emergency vehicle etc.) through the public areas during the event will be appropriately stewarded and vehicles permitted to move at “walking” speed only.
- 10.9.** Dedicated emergency access points and routes will be maintained throughout the festival site to ensure that fire appliances or ambulance vehicles can access any key areas.

11. Fire Safety

- 11.1.** Vision Nine have appointed Any Event Fire and Rescue Service (AEFRS) to provide a Fire Safety Team for NASS 2017, providing services between the 6th July and the 10th July.
- 11.2.** The fire safety team will operate on a 24 hour basis providing fire marshals and firefighting equipment, selected in consultation with Devon & Somerset Fire and Rescue and in accordance with “The Event Safety Guide”.
- 11.3.** Fire crews will provide facilities and services similar to 2016 which can be summarised as the following:
- Crew members trained and competent in fire safety with extensive experience of firefighting and emergency procedures.
 - Two land rovers with low pressure fogging unit carrying knapsack and portable extinguishers.
 - Fire extinguishers with delivery/collection, with signs.
 - Fire points for camper/caravan camping.
 - Provision of Documentation and end of event report.
- 11.4.** An overall, site wide, Fire Safety Assessment will be produced to include:
- Identification of fire hazards.
 - Identification of persons at risk.
 - Identification of fuels and potential ignition sources.
- Controls:
- Designated Person with responsibility for managing fire safety.
 - Detection and alarm arrangements.
 - Evacuation routes.
 - Firefighting equipment.
 - Signs and illumination.
 - Liaison with Devon & Somerset Fire and Rescue.

- 11.5.** Note that Vision Nine shall take no responsibility for the Fire and or H&S arrangements of independent contractors (i.e. Exhibitors and Caterers) and or the training of their employees. Such employers shall be wholly responsible for discharging their duties under the Regulatory Reform (Fire safety) Order 2005, the Health and Safety at Work act 1974 and related legislation.
- 11.6.** In accordance with best practice, the Fire Safety Team may carry out sample checks of commercial set-ups and advise relevant duty holders accordingly. The management of all such operations and the obligation for legislative compliance shall remain with the employer.
- 11.7.** The conditions of trading will stipulate that failure to make adequate provision may mean that they will not be allowed to open or trade.
- 11.8.** Portable fire-fighting equipment will be deployed at all relevant locations throughout the festival site where technical equipment is deployed. There will also be prominently positioned public fire points in the main event areas and campsites.
- 11.9.** In the event of a fire that requires off-site resources of Devon and Somerset Fire and Rescue service, a document has been produced which outlines the lines of communication and protocol for 999 calls during the NASS festival. This information will be disclosed as a separate document and shall not be discussed in detail within this ESMP.
- 11.10.** It has not been confirmed whether pyrotechnic and laser effects will be scheduled for any acts at NASS this year, however, all safety documentation relating to the installation and use of these effects shall be submitted to the Mendip District Council for scrutiny and review in advance of the event.
- 11.11.** Onsite inspections of the set up and use of any pyrotechnics and lasers shall be carried out by the event safety officer prior to use during public opening phase.

12. Venue Capacities

- 12.1. In total there are four indoor music venues and two other venues for which capacities have been calculated.
- 12.2. The various venue capacities detailed within this section have been calculated with reference to the *Guide to Safety at Sports Grounds*. All venue capacities shall be reassessed during the fire risk assessment process and may be adjusted from those detailed below.
- 12.3. Monitoring of all venues shall be carried out by the designated venue security supervisor and reported to ELT on a regular basis. Should maximum capacities be reached, a one in one out system will be introduced.

Main Stage

- 12.4. The main stage will return to the Show Ring area of the Royal Bath and West Showground site.
- 12.5. The main stage is an outdoor venue. The lay out and set up of the stage infrastructure will be designed to allow for the maximum audience viewing space. Emergency exits will be identified to allow for a suitable egress time in normal and emergency situations.
- 12.6. The available viewing space within the main stage will be based on the exit width, given that this is the restricting factor in accommodating the public audiences.

Exmoor Room:

- 12.7.** The Exmoor room will be used as a retail village as per previous years. The following notional capacities have been determined in accordance with the area available as opposed to the exits, as this will determine the lower capacities. Considering the use of the main hall capacities have been calculated on allowing 1.5m² per person.
- 12.8.** Hall 2, will be transformed into the 'Truck and Bearing' pub. This area will consist of a stage, seating areas and a bar. Access to the venue will be via a designated access point. The pub will run from 10.00-02.00.
- 12.9.** Given the size of the hall and the infrastructure which will be installed, the limiting factor in terms of capacities is the available floor space. Given the demographic of the audience and music themed a density of 2 people per m² has been calculated for this venue.

Location		Area (m ²)
Main Hall (Retail)	Total Floor Space (m ²)	360
	Total Available floor space	200
	Numbers permitted at 1.5m per person	300
	Total Spectator numbers permitted	300
Hall 2 (Truck & Bearing Pub)	Total Floor Space (m ²)	360
	Total Available Floor space	275
	Numbers permitted at 0.5m per person	550
	Total Spectator Numbers permitted	550

Mendip Room:

12.10. As detailed in 9.6 the Mendip and Sedgemoor venues have swapped content for 2017 to allow for a better distribution of crowds during the evening entertainment.

12.11. The Mendip room will now host the public skate course together with spectator viewing areas during the day and *'The Hangar'* music venue during the evening. The numbers of public using the street course at any one time will be controlled and monitored by the skate course contractor.

12.12. Due to the proportion of useable floor space that will be lost through accommodating the large amount of infrastructure within the venue, the notional capacity for spectators has been calculated on the remaining, useable space as opposed to the exit widths, as this gives the lower capacity figures.

12.13. Spectator capacities have been calculated on allowing 1.5 metre squared per person as detailed below:

	Area (m ²)
Total Floor Space (m2)	1156
Total Available floor space	578
Numbers permitted at 1.5m per person	385
Total Spectator numbers permitted	385

12.14. Spectator viewing areas will be a designated fenced in area monitored by stewarding personnel and the public skate course contractor. These areas will be optimally located to ensure that the safety of both the participants and spectators are not compromised.

12.15. During the evening the Mendip Room will be rearranged to the same configuration as the Sedgemoor Room to be used as a late night music venue. Given the dimensions of venue are the same as the Sedgemoor room capacities detailed in 12.18 shall be used as the set evening capacity for Mendip room.

- 12.16.** Security shall monitor audience numbers by utilising clickers to record entrance and exit figures.

Sedgemoor Room

- 12.17.** The Sedgemoor room will host the 'Warehouse' music venue for 2017. Notional capacities have been calculated based on available exit width as per the calculations below.

- 12.18.** Due to the anticipated audience demographic, an evacuation has been based on achieving 80 people per metre per minute within a 3 minute evacuation time.

	Exit Width (m)
Main Entrance/Exit (2 @ 3m)	6
Main Entrance/Exit (2 @ 3m)	6
Side Exit	1.4
Side Exit	1.4
Total	14.8
Total Exit Width (less largest exit)	8.8
Exit Available Exit Width (m)	8.8
Evacuation time for building (minutes)	3
Achievable persons per minute per metre	80
Numbers permitted with given exit width	2112

Edmund Rack Building

12.19. The Edmund Rack Building will be utilised as the second stage as per recent years. The configuration of all production and technical equipment will be positioned so as to provide the maximum exit width to ensure limited obstruction to the means of escape routes.

	Exit Width (m)
2 x main entrance and exits (3.9m each)	7.8
6 x Emergency Exit Side doors at 1.7m each	10.2
Backstage Emergency Exit Stage right	3.2
Backstage Emergency Exit Stage Left	3.2
Total Exit Width (m)	24.4
Available exit width excluding largest exit (3.9m)	20.5
Evacuation time for building (minutes)	3
Achievable Persons per minute per metre	80
Numbers permitted with given exit width	4920

12.20. Notional capacities have been calculated based on the achievable exit width within the venue.

12.21. In line with the other venues, an evacuation has been based on achieving 80 people per metre per minute within a 3 minute evacuation time due to the anticipated audience demographic.

12.22. All fire exits within all of the venues will be signposted and illuminated, backed up by secondary power systems in the case of a power failure.

12.23. Emergency exits used in backstage areas will be monitored by security personnel and designed to ensure a place of safety can be achieved outside of the venue.

12.24. Pre-opening checks will be made of the means of escape within all venues by the Safety Officer and Fire Safety Officer prior to public opening.

13. Sports Content Management

13.1. Vision Nine have engaged a number of sports management personnel to oversee the production and operation of the sporting content together with athlete liaison for NASS 2017.

13.2. Sporting content for NASS 2017 is yet to be confirmed however will follow a similar layout to 2016 to include the following:

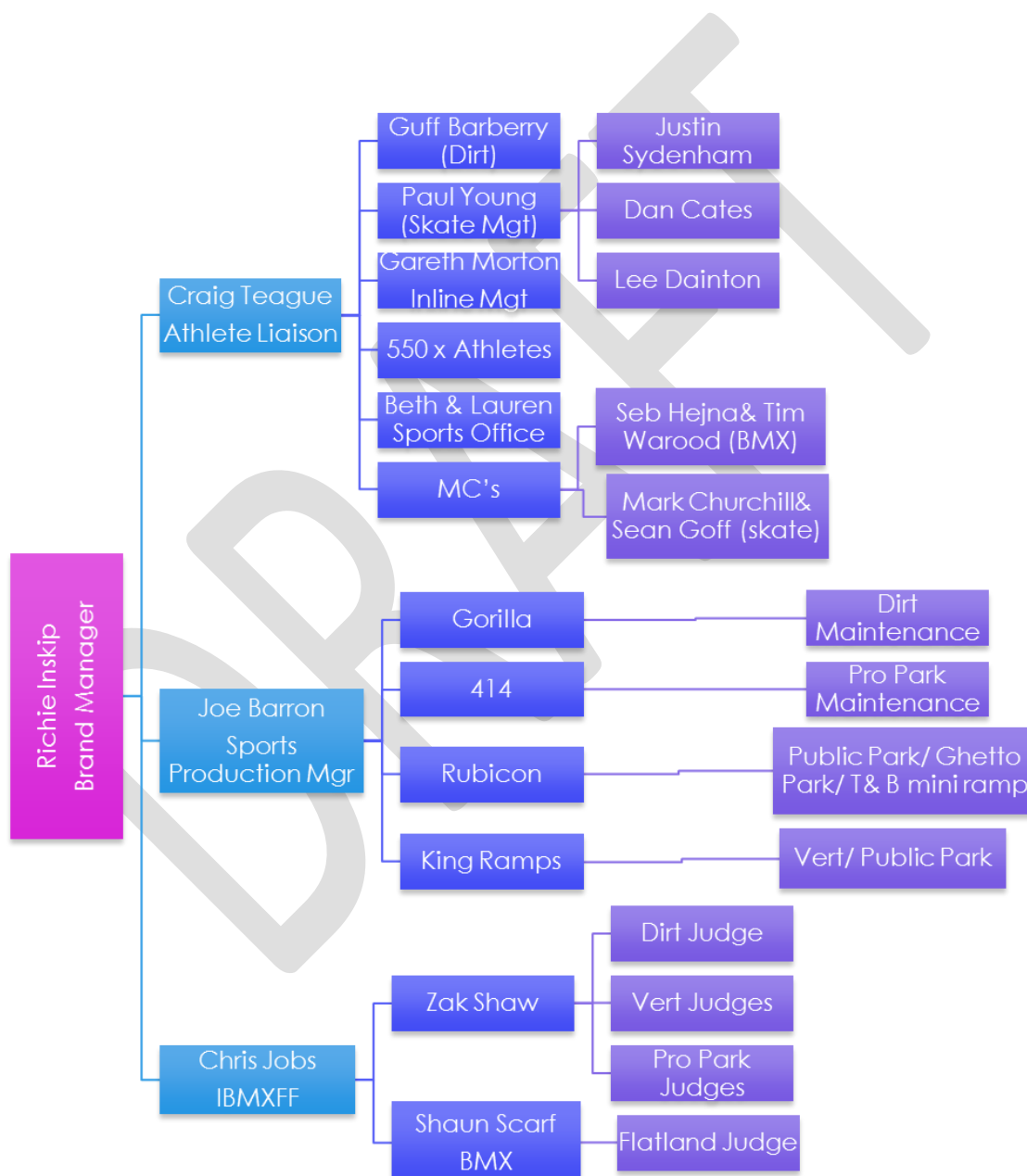
Sporting Content	Detail of Content	Location	Contractor
Pro Park	Inline, Skate, BMX Professional / amateur Competitions.	Showering Pavilion	414
Dirt Jumps	Part of the iBMXff World Championships		Gorilla
Vert	Skateboard and inline professional skaters	Outside Mendip	King Ramps
Public Park	Public 'have a go' ramps	Sedgemoor Venue	King Ramps
Ghetto Park	Urban skate area for inline, skate public demos		Rubicon
Mini Ramp	Public 'have a go' ramp.	Retail area of Exmoor Room	Rubicon
Radlands	Seated public area for skate / BMX demos	Outside Mendip	

13.3. Infrastructure installed for all sporting content shall be delivered by reputable and experienced sports producers. The overriding responsibility for these contractors shall be overseen by the Sports Production Manager, Joe Barron.

13.4. The Sports Production Manager shall also be responsible for the maintenance of all sports infrastructure. Sign offs shall be undertaken upon completion of the content, daily and where applicable prior to each competitive sports category (Skate, Inline, BMX).

13.5. Briefings shall be held prior to the opening of the festival to ensure the process of sign off and safety checks are carried out prior to use of the equipment. All faults or remedials shall be documented and provided to the Vision Nine Brand Manager on a daily basis.

13.6. The following flow chart details the principle persons responsible for the various departments within the Sports Management Team.



14. Crowd Management

- 14.1.** Overall responsibility for the provision of crowd safety and compilation of the management plan lies with Vision Nine, who shall engage Coast2Coast Security to provide competent and, where necessary, SIA qualified personnel. The security contractor shall assist Vision Nine with the development of a detailed crowd management plan.
- 14.2.** Crowd management plans will be planned and designed in accordance with the guidance given in HSG 195 *The Event Safety Guide* and HSG 154 *Managing Crowds Safely*.
- 14.3.** Coast2Coast Security shall only use competent stewards and security personnel who have undertaken training specific to crowd safety operations at outdoor events. The Security Schedule will be available to view in Appendix 4 following further consultation.
- 14.4.** All security staff will be readily identifiable by uniform, hi-visibility clothing and a clearly visible individual id number when working in public areas. Those undertaking SIA designated duties will wear the relevant SIA badge prominently on their person.
- 14.5.** The principal duties of the event stewards and security personnel are to:
 - Protect public safety.
 - Provide information to the public.
 - Assist with reducing crime and disorder.
 - Regulate access to the festival site.
 - Act as a readily identifiable point of contact for the public.
 - Provide intelligence and feedback to the event management team relating to activities on the site.
 - Assist in carrying out agreed emergency procedures.
 - Assist in the reporting of incidents and the taking of witness statements, securing of incident sites and so on.
 - Assist the Police or other statutory body in the carrying out of their duties.
 - Where appropriate assist in the direction of traffic within the event site.
 - Any duty requiring intervention enforcement or access control will be managed by accredited SIA security staff.

- 14.6.** Should any persons be ejected from the festival for unacceptable behaviour or carrying of contraband items, the local police will be informed to ensure that there is a co-ordinated approach in eviction. A log of any persons being ejected from the site will be made and details retained by the festival organisers. The Eviction policy will be available in Appendix 5.

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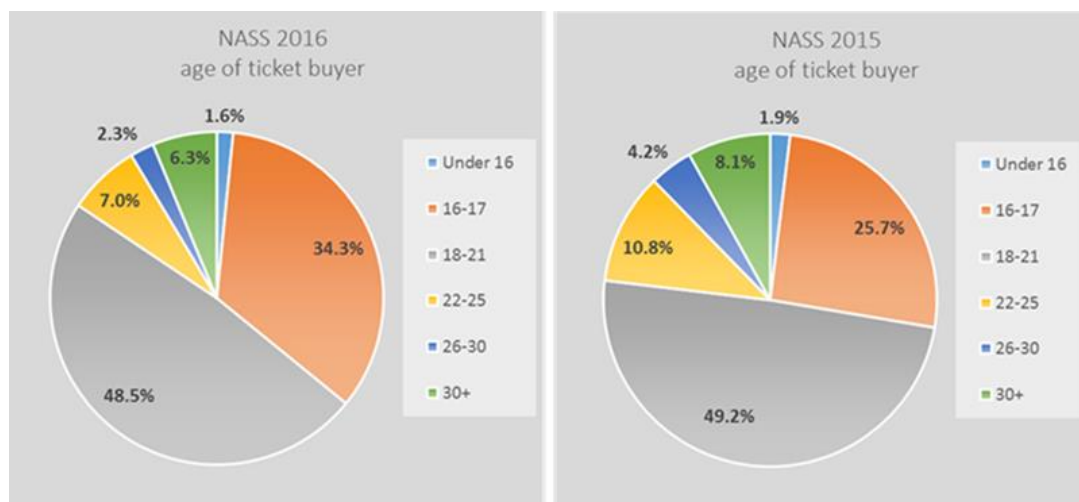
15. Alcohol Policy

- 15.1.** The bar provision will be managed and overseen by a competent and reputable contractor, namely Creativevents Bars.
- 15.2.** A specific Alcohol policy will be provided by Creativevents Bars, available to view as a separate document.

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16. Young Persons

- 16.1.** Historical ticketing data, as detailed below from 2015 and 2016, show the large proportion of the audience attending NASS is within the 18-21 age brackets.



- 16.2.** By the nature of the event NASS does attract a smaller proportion of young people, through offering entertainment which appeals to a younger age group.
- 16.3.** Vision Nine are committed to maintaining the safety and wellbeing of all persons on site, notably of young and other vulnerable persons. This commitment reflects one of the core objectives of the Licensing Act 2003 to protect children. Their safety is also covered under the Health and Safety at Work Act 1974 and the Children Act 2004.
- 16.4.** Vision Nine shall establish a clear and concise Safeguarding Festival Policy that meets the obligations under a Duty of Care to young persons as well as the specific statutory requirements noted above.
- 16.5.** A child is described as any person 16 years or under, and a young person between the ages of 16 and 17 years old. The festival does not sell tickets to any child under the age of 16 without an accompanying adult.

16.6. A guardian aged between 18-25 years may accompany the following young persons:

- 18 year olds can only accompany 2 under 16 year olds
- 24 year olds can only accompany 4 under 16 year olds
- 25 year olds can accompany more than 4 under 16 year olds

16.7. Vision Nine will establish a mechanism to capture the names and contact details of all parents/ guardian for any under person aged 18 years of under attending NASS. This information will be captured during the ticket purchase process and include both an on and offsite contacts.

16.8. It is made clear on the festival website and in other advance communication that members of the public who bring children to the festival site hold full responsibility for the safety and welfare of their children at all times.

16.9. No person under the age of 18 years shall be employed, volunteer or otherwise be engaged to carry out work at NASS unless subject to specified individual Risk Assessment.

16.10. A 'Lost Children Policy' must include found children. Lost children are those reported as lost by (usually) a parent. Found children are children found on the site without a responsible adult. Lost children are at greater risk than found children as they could be anywhere on or off site.

16.11. Persons aged 16 and 17 are not required to be accompanied by an adult. To ensure that a duty of care is provided to these persons Vision Nine have established the following arrangements in consultation with Coast to Coast:

- Any person buying alcohol is suspected of being under the age of 25 will be asked for proof of age following guidelines of the challenge 25 policy.
- Designated security personnel will be specifically assigned to look out for under aged groups and to be vigilant of potential proxy sale groups.

17. Medical, First Aid and Welfare

- 17.1.** The objectives of medical provision are: to provide immediate care for casualties requiring urgent assistance; to liaise with the local NHS service regarding transfers to the NHS facilities; to treat and discharge minor medical complaints; to help minimise the impact of the event on the local health economy.
- 17.2.** Medical provision at the festival will be supplied by Emergency Doctors Medical Services selected for their extensive experience of festival site medical provisions, providing experienced and competent staff.
- 17.3.** The level of provision will be determined by risk assessment with guidance taken from the Purple Guide and in direct consultation with the appointed contractor.
- 17.4.** The medical provisions plan and medical major incident plan for NASS 2017 will be available in Appendix 7 upon completion.
- 17.5.** The provision of welfare services and support will be carried out by Festival Welfare Services as per previous years. Close consultation will be made between medical and welfare services both during planning and live event phases. The central Welfare location will be established within the Campsite Village.
- 17.6.** Medical data from 2016 allows requirements for 2017 medical cover to be established through the knowledge that there are no special risks to the public for which additional medical facilities may be required.
- 17.7.** The main medical building will use an existing building marked as grid reference I10 and a public facing medical point located next to the Exmoor Room, Grid Reference F8. A first aid point will also be established in the campsite village marked as Grid Ref E7 on the plan.
- 17.8.** Mobile First Aid patrols will circulate throughout the event site and respond to all incidents.

- 17.9.** The event site is situated at the Royal Bath and West Showground, The Showground, Shepton Mallet, Somerset, BA4 6QN. The closest hospitals with 24 hour accident and Emergency facilities are:

Yeovil District Hospital

Higher Kingston, Yeovil, Somerset, BA21 4AT

Telephone: 01935 475122

Distance: 19.2 miles

Royal United Hospital Bath NHS Trust

Combe Park, Bath, Avon, BA1 3NG

Telephone: 01225 428331

Distance: 24.5 miles

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18. Waste and Sanitation

- 18.1.** A mix of permanent and temporary toilets is at use throughout the site. Temporary toilets shall be utilised within the arena and campsite locations of the site. These shall be installed and serviced by a competent contractor with experience of outdoor events.
- 18.2.** The level of provision of temporary toilets will be in line with that set out in BS6465: Part 1 1994, and will consist of a mixture of types, including urinals, polyjohns, flush-type and recirculating units.
- 18.3.** Hand wash and sanitiser facilities will be provided at each toilet point.
- 18.4.** Hand wash points are also proposed to the rear of all catering units / banks.
- 18.5.** Provision of temporary sanitary facilities will be based on the recommended provision of toilets as per the Purple Guide and experience of similar festivals / events.
- 18.6.** The sanitation team / waste contractor shall be available on site throughout the public opening period.
- 18.7.** A registered waste contractor will be engaged to collect and transfer all sewage waste produced by temporary toilet facilities from the site.
- 18.8.** A specialist contractor will be engaged to carry out litter collection, recycling and site cleansing. It is the intention that the site will be returned to its original condition no more than one week after the public have departed site.
- 18.9.** On-going litter picking and cleansing will be carried out to ensure that no hazardous build-up of waste occurs in either campsites or entertainment areas.
- 18.10.** Litter collections and cleansing sweeps will be carried out in the immediate environs of the site, and in the instance of any neighbour who suffers litter or other waste nuisance as a result of licensed activity on the site.

19. Provision of Potable Water

- 19.1.** Use of the sites permanent water supply will be utilised. Connections will be made to a temporary network using an MDPE installation to extend to the main arena and campsite areas providing water for public consumption and concessions for preparing and cooking.
- 19.2.** All materials, connections and fittings are compliant with Water Supply (Water Fittings) Regulations 1999, BS 6920-2.2.1:2000 and are WRAS approved products.
- 19.3.** It is the responsibility of the Royal Bath and West Show Ground to provide Vision Nine with water analysis results to demonstrate that the permanent water infrastructure has been maintained in accordance with Private Water Supply Regulations 2009, Water Supply (Water Quality) Regulations 2000 and BS 8551:2015.

20. Food and concessions

- 20.1.** Food and refreshment will be available at the festival offering a range of concession units and restaurants. This will be managed by Vision Nine.
- 20.2.** All concessions will be required to comply with relevant food hygiene standards, which shall be subject to enforcement by the Local Authority Environmental Health Department.
- 20.3.** All caterers must submit appropriate paperwork for review, in advance of the show, which will include:
- Description of stall and activities
 - Risk Assessment
 - Fire Risk Assessment
 - HACCP
 - Valid Insurance certificates
 - Gas Safety Inspection Certification
 - Names of persons competent to change LPG cylinders
 - PAT Certification
 - Local Authority Registration
 - Details / Description of all relevant training
- 20.4.** Traders and any organisation or individual providing entertainment venues will be expected to provide specific fire safety assessments and appropriate fire safety provision for these venues.
- 20.5.** Any trader / caterer using LPG appliances will be required to declare these in advance and provide a current (i.e. within the last year) gas safety certificate as evidence of proper maintenance and inspection. A request for suitable and sufficient training records alongside identification of competent persons to carry out safety critical operations (such as changing LPG cylinders) will be made by Royal Bath and West Showground concessions manager. These arrangements will be scrutinised by sample during the planning phase of the festival.

- 20.6.** The requirement to meet all current UK legislative standards and guidance (in accordance with guidelines from Gas Safe and NCASS) will be communicated in advance to all caterers and traders. It will be stipulated at this juncture that if these standards are not met to the satisfaction of the inspecting Gas Safety Engineer, then the operation will cease trading.
- 20.7.** All LPG will be stored upright, outside, in secure areas or fenced compounds, that are inaccessible to members of the public.
- 20.8.** Any concessions that cook using open flames must ensure that hot surfaces/flame etc. are physically removed from the public and properly enclosed to prevent contact.

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21. Incident Procedures

- 21.1. Response to any serious on-site incident will be provided by the appropriate Emergency Service(s) in the normal way, supported by the ELT. However it is likely that stewards or other event personnel may be the first on the scene, so the following procedure is intended to enable an appropriate initial response before professional teams arrive.
- 21.2. In respect of all incidents, stewards or any event personnel at the scene must advise Event Control by the quickest available means and pass all relevant information rapidly and discretely.
- 21.3. In all instances, stewards or other festival staff will be briefed to keep notes in an event log book of incidents and actions taken. These records will assist in a review of the event and may be required as evidence in any investigation.
- 21.4. Conditions **Green**, **Amber** and **Red**
- 21.5. The following phrases will be used to denote states of readiness and response to incidents. Under normal conditions the festival will be deemed to be operating in a Condition **Green**. This indicates that staff should continue with their normal duties.
- 21.6. If a serious incident has occurred or is imminent, the ELT may determine that staff should be brought to a heightened state of readiness. This is denoted by Condition **Amber**.
- 21.7. The ELT shall broadcast the following radio announcement:

*“Attention all call signs - Condition **Amber** now exists – all staff to observe radio silence and await further instruction” (repeat)*

21.8. On hearing such a radio call, staff must:

- Maintain radio silence.
- Prepare to make announcements to the public.
- Prepare for public evacuation.
- Await instruction.

21.9. If the incident is sufficiently serious, the ELT may decide to raise the status to Condition **Red**. In such instances the following radio announcement shall be broadcast:

*“Please Note - Condition **Red** now exists – all event staff to observe radio silence and await further instruction” (repeat)*

21.10. Following a Condition **Red** alert:

- Stewards, technical and medical personnel will be directed to the incident by an ELT member.
- Public will be cleared from the immediate vicinity of the incident and immediate action taken to safeguard property and life (if this does not put personnel at risk) until the incident has been suitably contained.
- Stewards will keep access routes clear for emergency vehicles.

21.11. Standing Down from Condition **Red** or **Amber**. Once an incident has been suitably resolved, the ELT may determine that normal operations can be resumed. At such times the following radio announcement shall be made:

- “All festival staff please note that we have reverted to Condition **Green** - revert to normal duties” (repeat)

Fire within the event site or entertainment venue

21.12. Should a steward or any event personnel discover, or be advised of, a fire within the festival site they must:

1. Raise the alarm with the Event Controller informing them of the nature and location of the incident. They will in turn alert the Fire Marshals and any emergency service representatives in ELT to initiate a suitable response.
2. Assist in evacuating the public from the vicinity of the incident.
3. Tackle the fire with appropriate firefighting equipment only if trained to do so and if it can be done without placing yourself in danger.
4. Assist in clearing an access route for emergency service vehicles.
5. Once the incident has been dealt with and the site declared safe by the Fire Service, the Event Controller will issue a 'stand down' call and the event may recommence.

Terror Threat or Suspicious Package

21.13. Vision Nine shall liaise with local police in the period running up to the event to determine whether an increased terror alert is warranted. This may result in enhanced search on entry, intelligence-led targeting of individuals or a range of other measures as agreed with the Police.

21.14. Should a steward or any event personnel discover or be advised of a suspicious package they must:

1. Alert Event Control by the quickest possible means. This should be done without causing undue alarm. If calling by radio or mobile phone, the call should be made out of earshot of any member of the public (if possible) and at least 15 metres of the package. Radios or mobile phones should not be used in the immediate vicinity of a suspected package. On no account should anyone try to open or tamper with the package. Event Control will immediately advise the Police.

2. One person at the scene should keep a watch (from a safe distance) on the package until the emergency services arrive. The public should be kept at a safe distance. Any other available staff should assist with this part of the operation.
3. The Police will take control of the situation as soon as they arrive on the scene. Staff should assist the Police and carry out any instructions given.
4. Once the incident has been dealt with and the situation declared safe by the Police, ELT will issue a 'stand down' call.
5. In the event of a phone threat being received the recipient of the call should note the salient details of the call and immediately inform the ELT who will contact the Police.

Lost/Found Children

21.15. Vision Nine have consulted and adopted the following specific Lost & Found Persons protocol for events / festivals where there is likely to be an increase in the number of lost or separated children.

Lost Child

1. If a parent or guardian reports a child as missing, then Event Control shall obtain all relevant details including their on-site mobile number from the parent or other responsible adult which will be recorded.
2. The person reporting the missing child will be asked to remain *in situ* and security personnel will be despatched to join them. A low profile search will be conducted in the location where the child was last seen, and between that point and where the parent/guardians were viewing the event or where the child was last seen. Concurrently a description of the missing person will be broadcast over the security radio net to remain vigilant for the child.
3. Particular attention will be focused at the exit points to the site to ensure that the child does not leave the festival unaccompanied. Advanced steward

/ security briefing shall address the need for vigilance around distressed children being taken from the site, possibly against their will.

4. Repeat the description after 10 and 20 minutes if the child has not been reunited after 30 minutes, the police will be informed and a more active search will be undertaken of the whole festival site.
5. If after an hour, or on the advice of the police, the child has still not been located, PA announcements will be made requesting anyone who has seen a person matching the description to report to a member of staff. From this point on, the Festival Organisers shall maintain the search as noted above, and will seek further guidance from the police.

Found Child

1. Any member of staff finding an unaccompanied child should remain *in situ* with the child and immediately report the situation to Event Control. All relevant details will be taken; including the name or any contact information for the parent/guardian.
2. If a mobile phone number is known (e.g. written on the child's hand/arm/database) Event Control will contact them and advise of the child's location.
3. A general broadcast will be made on the security radio channel advising all users that a child of said description has been found, and any person presenting to staff claiming to have lost a child should be notified of the location (assuming the child is the same as that found).
4. Event Control will despatch an SIA accredited member of staff to the location where the child has been found. They will remain *in situ* for no less than fifteen minutes. If after this period there has been no contact from the parents, the child will be taken to an agreed safe location (such as an information point or first aid facility).
5. Proof of identity of the person claiming the child needs to be recorded.

6. There will be a dedicated lost children facility on the festival site staffed by accredited DBS checked personnel.

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22. Cancellation and Evacuation Procedure

- 22.1.** Enclosed structures will have their own individual evacuation arrangements in accordance with the requirements of the *Regulatory Reform (Fire Safety) Order 2005*.
- 22.2.** Note as previously outlined, NASS will ensure suitable and sufficient H&S arrangements for “Festival Managed” venues only. It remains a legal requirement on any commercial employers outside of the Festival Organisers to discharge all relevant duties.
- 22.3.** The final decision as to whether an incident warrants evacuation of the festival site shall be made by Vision Nine with competent consultation from the ELT and in conjunction with the Licensee, key staff and statutory stakeholders.
- 22.4.** Should such action be required all stewarding and production staff will be informed by priority radio call changing the operating condition to **Amber** or **Red** as appropriate.
- 22.5.** The size of the festival means that any full scale evacuation of the site would be problematic and disruptive so all preference would be to contain incidents within the event site and move people to a place of safety until the issue is resolved.
- 22.6.** Temporary assembly points will be established both within Royal Bath and West Showground for event patrons and off site as RV points for the Emergency Services. Depending on the location of the incident requiring evacuation of only part of the festival site, assembly points may vary, however, all security and festival personnel will be made aware of this.

22.7. The following assembly points have been identified through the festival site in order to provide direction and a suitable navigational target should an incident require the evacuation of any one of the festival areas.

- **AP 1: South of Southbank (GR-F9)** Dependant on the location of the incident, evacuation from any of the main permanent venues can be directed to this assembly point. This point provides a large controlled area in which to co-ordinate further response and manage the assembled crowds.
- **AP 2: South of the Camping Village (GR –F6).** Dependant on the location of the incident, evacuation from the main outdoor stage and the Camping Village / purple camping can be directed to this area as a temporary place of safety.
- **AP3: Access road from Green Camping (GR-A4)** This assembly point will direct campers from Green Camping to a place of safety should the main entrance/exit point become compromised.



- 22.8.** The decision to permit re-admission to the incident area and the re-starting of the event or entertainment (depending on the nature and location of the stage) will be made by Vision Nine and the Licensee in consultation with the ELT and the Police.
- 22.9.** Should any of the main exits have to be discounted due to the location of the incident, security control shall advise their ground stewards of this immediately and alternative means of escape established.

- 22.10.** Should any issue prompt cancellation of the festival prior to audience arrival on site, Vision Nine shall seek to make the decision to cancel in conjunction with key stakeholders as rapidly as possible. Causes for cancellation might include: adverse weather, national mourning, major incident in the vicinity and so on.
- 22.11.** Public information routes shall include: event websites, local and relevant media, twitter, Facebook etc.
- 22.12.** In the instance of cancellation during the festival, Vision Nine shall ensure that all relevant stakeholders are included in the decision and procedure for cancellation.
- 22.13.** Prior to making any public announcements, security and stewards will be deployed to exit points and will stand by for public departure. Any queues or persons waiting outside (individual venues or main entry points) will be advised that the festival is closing and queue lane barriers will be removed.
- 22.14.** As soon as is practicable, public announcements will be made using available PA systems and loud hailer advising that the festival has been cancelled and that people should leave the site.
- 22.15.** So far as is practicable, the public will make use of the same exit and dispersal routes as they used for entry. However, in the case of emergency, alternative exit gates from the showground site may be used.

23. Major Incidents

23.1. Minor incidents will be dealt with by Vision Nine in consultation with the Licensee and on-site resources (or on occasion the emergency services working within their normal sphere of operations).

23.2. A major incident is defined as:

“Any emergency that requires the implementation of special arrangements by one or more of the emergency services; or the local authority”.

23.3. Whether an incident is categorised as such is a matter for the Emergency Services or in certain circumstances the Local Authority.

23.4. Any transfer or ceding of command shall be documented and recorded via the Transfer of Authority Form detailed in Appendix 7.

23.5. In the event of a Major Incident, Vision Nine shall ensure that all the resources and personnel on site are made available to the relevant Police Commander to assist in a co-ordinated response to the incident.

23.6. In the event of a serious incident an Emergency Services Rendezvous Point (RVP) or points will be established at location(s) will be confirmed by SAG. This conjuncture is given as Grid Ref K9.

24. Media Management

- 24.1.** It is important that as far as possible, media liaison is controlled and effective. Media management shall be the responsibility of the Vision Nine Marketing and Communications Director.
- 24.2.** In the event of a serious incident, any media message shall be agreed between the Vision Nine Press Officer and the relevant representative of the local Police and/or Local Authority.
- 24.3.** No other member of staff, contractor or supplier should make any statement to the press unless under the direct authorisation of the Event Director.

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25. Noise Management

- 25.1.** NASS has procured the services of specialist Noise Control Consultants, Vanguardia Consulting to work as a part of the Noise Management Team.
- 25.2.** The Noise Management Team Comprises of the Noise Management Consultants, The Audio Contractor, the Event Safety Advisor and the Local Authority Environmental Health Officer. The team aims to share information and to provide practical solutions to suitable controls
- 25.3.** The Noise Management Plan is available as a separate document and will, therefore, not be dealt with at length within this paper.
- 25.4.** The majority of the testing of sound equipment and sound checks is likely to occur on Friday 7th July between the hours of 12.00 and 16.00 (subject to change).
- 25.5.** These levels will be communicated between the Local Authority EHO and the Noise Management Team, namely Vanguardia Consulting (Acoustic Consultants) and the Event Safety Advisor.
- 25.6.** All staff working in noise sensitive areas during this period will be instructed and informed of the requirement to wear hearing protection, which will be supplied at production office compound. Notices will be posted at these locations. Hearing protection advice will be included in the safety induction given to all staff and contractors.
- 25.7.** It is anticipated that some campers will continue the festival mood into the night. To prevent excessive noise there is an absolute ban on sound systems and drumming in the campsites and it is likely that the loudest sound sources will be vocal. Security and stewards will patrol the campsites and will curb excessive noise on communication and under the direction of the ELT.

Appendix 1 - Gridded Site Map

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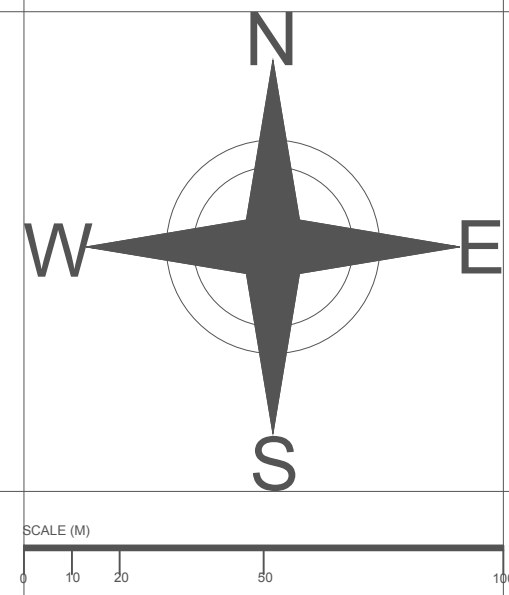
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Appendix 2 – Passes/Accreditation

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Appendix 3 – Stage Line Up

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Appendix 5 – Eviction Policy

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Appendix 6 – Transfer of Authority Form

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TRANSFER OF AUTHORITY FORM

Event: **NASS 2017**

This form should be completed in the case of a major incident being declared at the above event or an incident outside of the event site perimeter that can be seen to have a major impact upon the safe running of NASS.

This form conveys the authority from the Event Managers to whoever is to take control who by their seniority will take charge of the event.

As of(time)

On(date)

Due to

.....

.....
(give description of nature of incident / crisis)

Control of(detail affected area) within NASS 2017 is hereby handed to

.....(relevant representative)

By Event Director (signed)

.....

Hand back Procedure

I,
(name of representative)

Hereby declare that the incident / crisis has now been resolved

..... is now safe to hand back under the

direction of the Event Director at (time) on (date).

Signed
representative

Signed
Event Director

Appendix 7 - Medical Provisions and Major Medical Incident Plan

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