

Minifest site plan

30.03.23



Event Management Plan

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Event Organiser Details

Event Organiser Names	Elodie Nelson, Simon Nelson, Flossie Clark, William Clark
Organisation	Minifestival Ltd
Contact Telephone Number	<i>mobile redacted</i> - (please note that I am a teacher the therefore unable to answer my phone between 9am-3.30pm)
Email Address	email addresses redacted
Name of Event	MINIFEST 2023
Location of Event	Poynings Grange Farm, Brighton, BN45 7AW
Date of Event	21st - 23rd July 2023
Contact Telephone Number on day of the event (if different to above)	Elodie Nelson - redacted (see note above) Simon Nelson - redacted Flossie Clark - redacted William Clark - redacted Toby Crowther - redacted

1. Event Overview

1.1 Event Overview

Please provide a description of your event
<p>We run a small, invite-only, family-friendly music festival - this year a maximum of 500 people, of which almost half are children. We are well established as we have been running this event 12 times since 2009.</p> <p>We rent some field space from Toby Crowther at Poynings Grange Farm. There is a parking field, 1 camping field, and a field for the music and food areas. We organise a bar, a food area with local vendors, a stage, and some live and recorded music is on offer throughout the day and evening.</p> <p>People come from London and other parts of the country and camp on site for 2 nights. Further details about all these points are available in this document.</p> <p>This is our first event in West Sussex. We have been running this event successfully for several years In the New Forest, under a TEN initially as we had fewer than 500 people. In 2019, we ran this event with 700 people under a premises licence. Our event was sold out and licensed in 2020, but had to be cancelled due to Covid restrictions. Eventually, we ran a smaller (under 500 people) festival in September 2021. We have always complied with local health and environmental regulations in the New Forest area, and have never had a complaint in 13 years from local residents, the local police or the local authority.</p> <p>This year's event is planned for July 2023, under a TEN.</p>

Please provide the following information about your event	
Event start time	Friday 21st July from 3pm
Event end time	Sunday 23rd July from 7pm

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
Thu 20/07	Glamping tents / stage and other marquees will be set up in the selected fields
Fri 21/07	Sound engineers will start their set up Organisers arrive in the morning to set up

Fri 21/07	Attendees start arriving from 3pm. Our busiest time is 5-9pm.
Sun 19/09	9am - cleaning crew comes in and starts clearing the site. Attendees will start leaving - from 12pm onwards, all afternoon. Organisers may stay for an extra night's camping but official music and festival activities will not be taking place.
Mon 24/07	Organisers check the site, have a debrief with Toby Crowther (landowner) and leave

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
21/07 3pm-3am	3pm-7pm recorded music/playlist 7pm-11pm bands 11pm-1am DJs (decibel checks to manage sound levels) 1am-3am DJs (low volume including decibel checks)
22/07 11am-3am	11am-3pm DJs/talent show/kids disco 3pm-10pm bands 10pm-1am DJs (decibel checks to manage sound levels) 1am-3am DJs (low volumes including decibel checks)
23/07 12pm-5pm	12pm-5pm recorded music/playlist/acoustic artists/ chill DJs

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	Elodie Nelson
Event Chair	William Clark
Site Manager	Toby Crowther
Health & Safety Officer	Florence Clark

Arena/stage Manager	Simon Nelson
Steward Coordinator	Simon Nelson
Vendor Coordinator	Florence Clark
Shop Coordinator	Sonia Polowy
Kids Area Coordinator	Rohan Ochera
Tent Coordinator	Toby Crowther

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

Minifest started as a private party and grew into a small ticketed event for friends and family. This year, we are operating under a TEN, i.e. a maximum of 500 people. Tickets are sold via a ticketing platform. We collect names and addresses, phone numbers and age of children. Attendees are issued with a ticket and bar code. We check against a list on entry. Uniquely designed wristbands are issued for easy identification.

How will you manage capacity at your event?

We have a strict 'not ticket, no entry' policy. The full address of the farm is not released publicly but in an email to attendees. We have security on arrival and throughout the weekend. The site is mostly outdoor (across 3 fields - a parking field, camping fields, and food/music field) with a stage inside a covered marquee / tent which may be open on some sides depending on weather. People are able to move freely and easily between areas. All the areas have larger capacities than the number of tickets sold.

How will you manage the access and egress of the crowd?

The field capacity accommodates many more people than our ticket sales. The marquee/ stage area (size 15mx12m - capacity 150/200) is open on some sides so the crowd can move freely. We do not expect all attendees to be watching bands / dancing to DJs all at the same time. The fields are very large in size and significantly exceed the expected number of attendees (maximum of 499).

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

We do not advertise. Our event started as a festival for friends and has grown very

slowly over the last few years to include friends of friends.

Will the media be in attendance and if so how will you handle them?

No media expected

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire

Company	What are they providing/doing?
Toby Crowther	Shower block
GigLoo Hire More House Farm Lunces Hill Wivlesfield East Sussex RH17 7RE	Portaloos
BIFFA	Recycling and refuse bins around the food area
Show & Set Solutions Ltd 5 St Clements Close Earley Berkshire RG6 4BT	Security stewards
TentStyle Ltd Unit 1 The Byre Court Farm West Chiltington Lane Coneyhurst West Sussex RH14 9DL	Tent / stage

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event
Please ensure that you check any safety documentation of traders

Name of Organisation	Concession Type
Tbc	Yoga class

Sale of Alcohol

If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice.

Please explain below how you will manage the sale of alcohol.

The bar is managed by experienced traders who hold an alcohol licence. A temporary event licence (TEN) has also been applied for.

Poynings Grange Farm have their own vineyard and will manage the bar. Opening hours are still tbc.

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Vendors are sourced locally and have a specific area for their set up.

A full list of vendors and their details is being compiled.

We ask for a copy of their Food Hygiene certificates before the event.

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

Poynings Grange Farm is a private farm. The right of way on the hiking path is marked by existing fences. The camping, food and music areas will be further demarcated by additional signage and ropes to make the boundaries clear. These signs, ropes and paths will be lit at night with fairy lights and some spotlights where necessary / possible.

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

Sound engineers will use electricity points via a generator. Any additional equipment will be confirmed shortly. Discussions are ongoing with an electrician.

We expect to be using electricity points as follows:
Car parking field - spotlights and fairy lights
Camping field / shower block / loos - spotlights and fairy lights
Festival field - festoon and fairy lights
Stage - sound, lights and band equipment
Kids marquee (at night) - projector and lights
Food trucks - fridges and lights
Bar - lights

Water will be accessed via a mains outlet near the camping field. Loos and showers will be installed by a reputable contractor.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging
Please ensure that you check any safety documentation of contractors that you hire.

The Arts and Crafts tent is a non-permanent structure hired - this can be opened on all sides.
The food hub is a temporary structure (like a wedding marquee) erected by Toby Crowther - this is covered but not enclosed.
The stage is a temporary structure hired - this is in the stretch tent.
Glamping tents are erected by Poynings Grange Farm - these are allocated to single households.

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

Minifest will have clearly indicated fire equipment around the site - small extinguishers and fire blankets and sand buckets.
We run a fire safety risk assessment prior and during the event.
Campers are reminded at registration and throughout the weekend that fires are not allowed. BBQs are allowed but fire safety is discussed with attendees at registration.
A fire point will be clearly indicated and communicated to attendees at registration.

2.7 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you

hire.

Live music will be performed and DJs will play at our event, with amplification. We use reputable sound engineers. Live music takes place in the stretch tent. There is a playlist that is played around the site during the day, when no one is performing. We turn the music down and switch to smaller speakers at 1am both nights, subject to decibel monitoring.

2.8 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

Our security staff is first aid trained (2 stewards at all time). We also have a A&E nurse who works throughout the weekend. Her details are published at registration. Several committee members are also first aid trained.

2.9 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with Dover District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

10 portaloos (mixed use) are spread across the site and serviced several times over the weekend by GigLoo. These toilets are in good working order, and comply with the regulations for disposal of blue waste. The waste is disposed of by a licensed waste company.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor. Dover District Council is NOT responsible for arranging waste disposal at your event.

BIFFA - booking in progress

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

We have a no glass on site policy. The organisers will keep an eye on the amount of waste in all areas. We encourage our Minifesters to reduce, reuse and recycle where possible. There will be big bins dotted around the site.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

We turn the music down and switch to smaller speakers at 1am on both nights, subject to decibel monitoring. We have free ear plugs available at registration.

2.10 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

We do have some attendees with mobility issues or disabilities. We communicate with them beforehand to check on their needs and act accordingly. We will have at least 1 accessible toilet and shower.

2.11 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

Ticket check
Parking
Security
First Aid
Public disorder risk management
Support with lost children
Support with Fire safety
Equipment security

Where will they be positioned and why?

On the access road on arrival
In the car park
Roaming the site once all arrivals have been dealt with
Watching the car park and equipment during the night

Who are your stewards? How will they be identified?

We do not require names, just where you have recruited them from.

We are hiring a total of 2 stewards from tbc (in discussion)

Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?

tbc
How will your stewards be trained?
Site visit in advance and early arrival for briefing on Friday 21st July.
When will your stewards be briefed? Please provide a copy of the information that will be given to Stewards (briefing document)
A copy of this document will be provided as well as a verbal brief.
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?
Walkie Talkies / PA system / megaphone

3. Incident Management

This is a family-friendly festival where all attendees are pre-registered. Most attendees come from the same area in London, the children are mostly all known to each other as they attend the same schools. The event is not open to the public - only referred friends of previous attendees. People are encouraged to take part in running the festival and supporting the organisers. We supplement this self-policing aspect with paid professional security and healthcare workers. The farmer stays closely in touch at all times by phone in case of difficulties and is fully aware of all local amenities - e.g. hospitals/police. In our previous location, local police and local authority representatives have been invited to visit the event, in order to build relations with the local law enforcement.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:
 What is your procedure?
 Who is the designated person in charge of this?
 Where is the rendezvous point?
 How will announcements be made?

Lost children or vulnerable persons can be reported to any committee member or member of the security team. These will be easily identifiable. The RV point is the registration desk / shop / First Aid station.
 Announcements can be broadcast through the PA system and a megaphone.

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

We have a registration desk - that is monitored most of the weekend, and a first aid station in the stretch tent and camping field. The phone numbers of organisers are published. Committee members and security staff will also be easily identifiable. Walkie Talkies will be in use so we can be contacted quickly.

Once reported, any incidents will be recorded in note form on a phone / email. Advice will be taken from either the site owner, the event organiser, the A&E nurse or the security provider (depending on the nature of the incident) - external services will then be contacted if needed.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Any emergency announcements can be broadcast through the PA system and a megaphone. We will script some emergency messages shortly.

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

We conduct a health and safety risk assessment in advance of, at the start and during the event. The sound engineers, food vendors, area managers and security staff also conduct and advise on their own assessment. Toby Crowther conducts his own rigorous health and safety checks and monitors the premises throughout the event.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Toby Crowther / Elodie Nelson / Simon Nelson / Florence Clark

Who will report this to the emergency services?

Toby Crowther / Elodie Nelson / Simon Nelson / Florence Clark

What systems do you have in place to contact the local emergency services?

Phone

Who will liaise with the emergency services when they get to the site?

Toby Crowther / Elodie Nelson / Simon Nelson / Florence Clark

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

There is a road off the highway to access the farm. This is kept clear at all times. Emergency vehicles will be able to access the field area quickly and effectively as we have a no car policy near the stage and camping fields.

Who will be responsible for crowd control during an incident?

Toby Crowther / Elodie Nelson / Simon Nelson / Florence Clark

If required, how would you evacuate your event? What steps would you take?

We would gather in a neighbouring field - this question is currently being investigated.

How will you communicate the evacuation instruction to your audience?

Emergency meeting point (once agreed will be highlighted at registration) / PA system / organisers and security staff marshalling people.

Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)

We use a variety of signage to ensure safety, including emergency exits, fire safety messages etc

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event

Is your event taking place on or off the Highway?

Off the Highway

What is the best route for traffic to take in order to get to your event? How will this be communicated?

There is a short path off the highway to reach the parking field. At peak times, there may be up to 10 cars queuing up along the off road (this is a maximum as arrival times are quite spread out). The field we will use for car parking is vast and is often used for huge car boot sales, where payment and registration is required before parking - we have been advised that queues on the main road are extremely unlikely as as many as 20 cars can queue safely off road..

Once tickets have been checked, cars are directed towards the car park - this a quick name check - further identity checks are conducted at registration. A separate pedestrian exit is provided so people can exit the car park towards the camping field safely. We expect approximately 100 cars. Peak time is usually between 3-8pm. We use signage and stewards along the road.

What is the best and safest route for traffic to exit your event? How will this be communicated?

The same road is used for exit. Again, we have signage and stewards along the road. Departures are spread out over the day.

In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.

There are no open roads where the event takes place. There will be no cars in the camping or festival fields.

What have you done to liaise with and inform local residents and businesses about the impact to local roads?

An information notice has been distributed by Toby Crowther. Further communication will take place nearer the time.

Can people enter your event without causing an obstruction on the road?

Yes - off road parking on a separate field to the music and camping areas.

How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?

We usually contact a local cab company to check whether they are happy for us to share their details with our attendees who come by train. Brighton station also has many cab companies operating locally.

If you are providing off-road parking, please complete the information below:

Location

Separate field

Number of spaces

Approximately 100 places

How will the area be managed?	Stewards and overnight security
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5. Event Safety Measures (Covid-19)

Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19

We have conducted a Covid-19 risk assessment and safety checklist (see attached) and added relevant points to our general event risk assessment (also attached).

These are repeated below:

Ts & Cs widely published and made to be read and accepted at booking point (on all ticket types).

These detail the public's responsibility in attending and taking reasonable precautions. We have a track and trace capability as names and contact details are taken at booking point.

Require staff and event-goers to stay home if they have experienced COVID-19 symptoms in the past 14 days, have been diagnosed with COVID-19 in the past 14-days, or have had contact with a known or suspected COVID-19 case.

Provide access to hand-washing stations with soap and water or hand sanitiser containing at least 60% alcohol if the former is unavailable.

Provide instructions on proper handwashing at handwashing stations.

If an event-goer displays symptoms, separate the event-goer from others until they can go home, contact local health officials, communicate potential exposure to staff and event goers, and clean and disinfect the event space.

Clean and disinfect surfaces and spaces throughout.

Create a medical response plan, including how to isolate and transport staff or attendees. Spray signage on floor to organise distancing in food area and when queuing for food vendors.

Food vendors to support the regulation of queues accordingly.

Create a plan for contacting event-goers after the event, should it become necessary to notify them of exposure to COVID-19.

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

I have a quote, but this has not yet been paid for.

We will be insuring the event with *event-insurance.co.uk*

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Event Safety Generic Risk assessment

This example event risk assessment is for a small music festival held on a farm site for up to a maximum of 499 attendees.

Event Name Minifest 2023
Date of Assessment 16/03/2023
Version 1
Review Date ongoing and on date of event: 21st-23rd July 2023
Assessment carried out by Elodie Nelson

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	Workers (farm staff) trained by competent person to operate work vehicles and forklift trucks. All work vehicles maintained and inspected according to manufacturers' instructions. Workers wear lap belts when using vehicles. High visibility vests available and worn as necessary, eg night time	Introduce a one-way traffic flow system. Introduce speed limit. Arrange for servicing of toilets and collection of waste only for loos located within easy access when the public are on site. Prohibit all other vehicle movements other than emergency services when the public are on the site	Toilet Contractors SN		
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and off site. Road access gated to avoid attendees wandering into road. Event off road to minimise any other road users.	Arrange lighting in the car park field.	SN TC EN WC FC		

Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Marquee pegs protected by foam and guy ropes etc highlighted in public areas Good housekeeping – staff ‘see it and sort it’.	Temporary lighting provided to walkways, toilets and general areas in use by the public after dark.			
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Make contingency plans to enable closure of structure in adverse weather conditions.	Marquee contractors TC SN		
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.	Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs.		ALL		
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Warnings provided to the public with in advance with tickets and by signage at the entrance.	Music is turned down and switched to smaller speakers at 1am on both nights, subject to decibel monitoring.	SN WC		

Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees Access to water and medical supplies Access for emergency services	Gather phone numbers for display in registration, First Aid and food areas. Organisers and security staff to be easily identifiable.	ALL		
Lack of access for emergency services	Staff, public, contractors may suffer from delay	Clear route kept for emergency vehicles to first aid point				
Lost Children	Children and parents can become separated	All staff and stewards made aware of the Lost Child policy. Person responsible for lost children to be CRB checked		EN FC		
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.	SN WC TC		
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance – available on the Communities website http://www.communities.gov.uk/fire/fire-safety/firesafetylaw/ and necessary action taken	Fire stewards to check fire exits and keep exits clear during performances Clearly indicated fire equipment around the site - small extinguishers and fire blankets and sand buckets.	ALL		

			No fire policy, BBQs are allowed but fire safety is discussed. Fire point easily identifiable and communicated at registration.			
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.	Make arrangements to check food vendors are complying with gas safety requirements.	Food Vendors WC?		
Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).				
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2				

Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees' food hygiene training certificates and their food safety management system with them to event.	Check food vendors certificates	WC?		
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Control of numbers at event particularly in performance areas and marquees. Drinks not served to people obviously under the influence.	A code of conduct is discussed at registration.	ALL		
Poor supervision of children	Lost children / damage to premises	Parents informed at booking and registration that they are responsible for the supervision of their children. Good housekeeping – staff and public 'see it and sort it'.		EN FC		
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.				
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling	All work involving manual handling assessed on an individual task basis.	Ensure new staff are shown how to use the manual handing aids.			

	heavy and/or awkward objects.	Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trolleys available for staff.				
Unauthorised access to car park / premises	Staff, public, contractors may suffer from property damage /theft	Private, invite-only event. Venue not advertised on main road. Staff, public and contractors always on site.				
Disposal of waste	Fire or health risk to staff, public, contractors and premises	Waste management planned. Recycling policy in place. Information provided to the public with in advance with tickets and by signage at the entrance				
Covid-19	Health risk to staff, public or contractors	Ts & Cs widely published and made to be read and accepted at booking point (on all ticket types). These detail public's responsibility in attending and taking reasonable precautions. We have a track and trace capability as names and contact details are taken at booking point. Require staff and event-goers to stay home if they have experienced COVID-19 symptoms in the past 14 days, have been diagnosed with COVID-19 in the past 14-days, or have had contact with a known or suspected COVID-19 case.				

		<p>Provide access to hand-washing stations with soap and water or hand sanitiser containing at least 60% alcohol if the former is unavailable. Provide instructions on proper handwashing at handwashing stations.</p> <p>If an event-goer displays symptoms, separate the event-goer from others until they can go home, contact local health officials, communicate potential exposure to staff and event-goers, and clean and disinfect the event space.</p> <p>Clean and disinfect surfaces and spaces throughout.</p>				
Wildlife and habitat protection		<p>Poynings Grange Farm are completely clean and work hard to conserve and improve habitat for wildlife.</p> <p>As such, the farm only occasionally hosts events with temporary camping such as ours, with a regulated number of people.</p>				