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EVENT SAFETY MANAGEMENT PLAN

Matt's BBQ

**Purley Way Playing Fields,
CRO 4RF**

2nd & 3rd July 2022



Version control

Version	Date	Reason
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Contents

SECTION 1 - OVERVIEW OF EVENT	4
1.1 LEGAL DUTIES	4
1.2 AIM OF EVENT SAFETY MANAGEMENT PLAN	4
1.3 OBJECTIVES OF THE EVENT SAFETY MANAGEMENT PLAN	5
1.4 ADDITIONAL CONSIDERATIONS REGARDING THE ESMP	5
1.5 AUDIENCE PROFILE	5
1.6 LICENCES	5
1.7 CONSTRUCTION AND DESIGN MANAGEMENT REGULATIONS 2015	6
1.8 KEY DATES AND TIMES:	6
1.9 PROPOSED LINE-UP	6
SECTION 2 - EVENT PLANNING AND MANAGEMENT	1
2.1 EVENT MANAGEMENT STRUCTURE	1
2.2 EVENT SAFETY ROLES AND RESPONSIBILITIES	1
2.3 EVENT CONTROL ROOM	1
2.4 LOST PROPERTY	1
SECTION 3 - SITE MANAGEMENT AND DESIGN	2
3.1 SITE PLAN FOR 2022	2
3.2 ACCESS AND EGRESS	3
3.3 CAPACITY CALCULATIONS	3
3.4 SITE SAFETY RULES FOR STAFF & CONTRACTORS	4
3.5 SANITARY FACILITIES	4
3.6 WASTE MANAGEMENT	5
3.7 ELECTRICAL INSTALLATIONS	5
3.8 LIGHTING	5
3.9 BARRIERS	6
3.10 FACILITIES FOR PEOPLE WITH DISABILITIES	6
3.11 CAMPING	6
3.12 TEMPORARY STRUCTURES	6
3.13 EMERGENCY AND FIRE CONSIDERATIONS IN STRUCTURES	7
3.14 STAGES	7
SECTION 4 - FOOD AND DRINK	8
4.1 FOOD	8
4.2 WATER	8
4.3 ALCOHOL	8
SECTION 5 - OTHER ACTIVITIES	9
5.1 SPECIAL EFFECTS, PYRO, FIREWORKS, LASERS ETC.	9
5.2 AMUSEMENTS, ATTRACTIONS AND PROMOTIONAL DISPLAYS	10

5.3 SPECIAL LICENSING REQUIREMENTS	10
<u>SECTION 6 – COMMUNICATION ON SITE</u>	<u>11</u>
6.1 COMMUNICATION ON SITE	11
6.2 COMMUNICATION WITH STAKEHOLDERS	11
6.3 EVENT STAFF COMMUNICATION	11
6.4 RADIO PROCEDURE	11
6.5 INCIDENT CODES	12
6.6 COMMUNICATION WITH THE PUBLIC	12
<u>SECTION 7 - SECURITY OPERATIONS</u>	<u>14</u>
7.1 SECURITY AND STEWARDING ROLES	14
7.2 COUNTER TERRORISM	16
7.3 POLICING, CRIME & DISORDER	16
7.4 EJECTIONS	17
7.5 ALLEGATIONS OF CRIME	17
7.6 PROHIBITED ITEMS POLICY	19
7.7 PRESERVATION OF A CRIME/INCIDENT SCENE	19
7.8 INCIDENT DOCUMENTATION	20
<u>SECTION 8 - PROTECTION OF CHILDREN FROM HARM</u>	<u>21</u>
8.1 GENERAL MEASURES	21
<u>SECTION 9 - TRAFFIC MANAGEMENT</u>	<u>22</u>
9.1 AIMS OF THE TRAFFIC MANAGEMENT PLAN	22
9.2 PARKING	22
9.3 ROAD CLOSURES	22
9.4 TRAFFIC CONTROLS	22
<u>SECTION 10 HEALTH AND SAFETY ARRANGEMENTS</u>	<u>23</u>
10.1 RISK ASSESSMENTS	23
10.2 FIRST AID	23
10.3 FIRE SAFETY AT THE EVENT	23
10.4 EMERGENCY EXITS	23
10.5 FIRE EXTINGUISHER PROVISION	24
10.6 LPG CYLINDERS	24
10.7 FIRE RETARDANT MATERIALS	24
10.8 FIRE SAFETY FOR MOBILE CONCESSIONS	25
<u>SECTION 11 - NOISE MANAGEMENT</u>	<u>26</u>
11.1 NOISE MANAGEMENT METHODS	26

11.2 NOISE AT WORK REGULATIONS	26
<u>SECTION 12 – PROCEDURES/POLICIES</u>	<u>27</u>
12.1 RIDDOR/ACCIDENT REPORTING	27
12.2 ANIMALS	27
12.3 IMMEDIATE SHOW STOP PROCEDURE	27
12.4 ESCALATED SHOW STOP PROCEDURE	27
12.5 ADVERSE/SEVERE WEATHER	28
<u>SECTION 13 - MAJOR INCIDENT PLANNING</u>	<u>29</u>
13.1 EMERGENCY LIAISON TEAM	29
13.2 EMERGENCY VEHICLE ACCESS	29
13.3 EMERGENCY PROCEDURES	29
<u>SECTION 14 – SUPPLIERS/CONTACTS</u>	<u>30</u>
14.1 SUPPLIERS AND CONTACTS	30
<u>APPENDICES</u>	<u>30</u>
TO BE ADDED ONCE CONFIRMED	30

Section 1 - Overview of event

Matt's BBQ started as a birthday BBQ, with around 30 people in a back garden in 2006. Each year the numbers grew, until the time, in 2012 that it was decided to change the BBQ's location as the event outgrew the garden. Since then the Matt's BBQ has hosted events throughout the UK in different venues from football clubs to cricket grounds, attracting crowds of over 1000. In 2017 Matt's BBQ grew again, occupying a dedicated festival site on Colesdale Farm, Tunbridge Wells, where it attracted over 3000 ticket holders. In 2021, the event are in popularity once more, with around 6,000 attendees attending the chosen site in Sevenoaks, Kent. On the Sunday Matt's BBQ with work in conjunction with Sandz.

The location is grounds of Purley Way Playing Fields, CR0 4RF
The event will take place over the weekend of 2nd & 3rd July

The event is composed of a live acts, DJs, funfair and food stalls

1.1 Legal Duties

It is the Event Management Team's policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, volunteers, contractors, subcontractors and others involved. Supervision and information will be available to all parties and management will communicate, cooperate and coordinate between all parties working in order to promote safety. Whilst every effort will be made by the management team to ensure that all areas of the event are safe, all personnel should also be aware that they have a duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.

A record of risk assessment carried out for this event is attached at the end of this document.

1.2 Aim of Event Safety Management Plan

The plan outlines the site arrangements, emergency procedures and general control measures of all the major parties involved in this event.

The plan has been compiled acknowledging the guidance contained in the Event Safety "Purple Guide as well as other relevant guidance such as HSG154 Managing Crowds Safely, the HM Government Guidance relating to fire safety risk assessments, and other published guidance from the Health & Safety Executive relating to various activities.

The aim of the plan is to document the measures for ensuring, so far as is reasonably practicable, the health and safety of all persons on site (including spectators and working personnel) as well as promoting a safe and co-ordinated response from all agencies in the event of an emergency arising at the event. These measures will be designed to enhance visitor experiences in the process.

1.3 Objectives of the Event Safety Management Plan

There are several objectives of this plan to include:

- To communicate the organisational arrangements for the event to relevant parties
 - To communicate safety processes and procedures to all parties working on the event
 - To communicate safety processes and procedures to external stakeholders such as the emergency services and local authority.
 - To identify the roles, duties and responsibilities for each organisation.
 - To identify clear lines of command and control
- To allow a co-ordinated and effective response to unscheduled occurrences

1.4 Additional Considerations Regarding the ESMP

This plan will also determine the requirements needed for the event, such as stages, tents, toilets, first aid, concessions, exits, entrances, hospitality, sight lines, power, water, fencing, traffic management etc.,

The following factors are considered in accordance with the Event safety (Purple) Guide.

- Proposed occupant capacity
- Event and Artist profile
- Audience profile
- Duration and timing of the event
- Venue evaluation
- Alcohol sales
- Whether the audience is seated, standing or a mixture of both
- The movement of the audience around the site between activities and facilities Artistic nature of the event

In addition, due to the unique nature of the venue special traffic management arrangement will be made during the build, breakdown and event days in order to reduce environmental impact and address heightened security concerns in the capital.

1.5 Audience profile

Based on data from previous events, the audience profile is estimated to be:

70% female / 30% male

Majority of attendees expected to be 25-35.

Unknown small number of disabled access customers.

The event organisers are operating with 6000 guests excluding staff. Current sales are 2572.

1.6 Licences

A premises licence will be in operation for this event subject to license application.

The event will open for licensable activities from 12:00 hours Saturday and 12:30 hours Sunday each day

Last orders will be 21:00 for last sale at 21:30

1.7 Construction and Design Management Regulations 2015

The build-up, load in, load out and breakdown phases all feature construction related activity and therefore fall under the CDM regulations. Notification: As the onsite activities do not exceed 30 days and the construction activities do not exceed 500-person days it is not notifiable to the HSE under regulation 6 of CDM 2015

Contractors will take primary responsibility for the safe working procedures for activities under their control and will ensure that their staff are briefed accordingly including on the findings of their own risk assessments and any site-specific requirements including the site safety rules. The erection and construction of the structures will be monitored by the Event Management who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification. The contractors will also be required to demonstrate how by means of barriers/stewarding/etc. the public will be protected from the construction activity. In all sites, the public are excluded during the CDM phases to ensure safety and separation.

A construction phase plan will be issued to all contractors containing key safety information, schedules, site rules and important contacts for the build and break period of the event.

1.8 Key dates and times:

Event Days Saturday 2nd and Sunday 3rd July 2022

Event Timings Saturday 2nd July 2022: 12:00 – 22:00
Sunday 3rd July 2022: 12:00 – 22:00

Last Entry is 17:00 both days

Build Monday 27th June – Friday 1st July 2022 08:00-20:00

Break Monday 4th July – Thursday 7th July 2022 0800-20:00

1.9 Proposed Line-up

Ding Dong (awaitng confirmation)	DJ EMZ RBC	Katy B (awaiting confirmation) Andrew Fresh
DJ Puffy (awaiting confirmation)	Femstar	Allen Brando
Amika Ezer	Supa D	Chromatic (awaiting confirmation)
DJ Godfather	Pioneer	Spaceship Billy
DJ Conspiracy	Coldsteps	Mc Rankin
DJ Silk	Perempay	Terminal 4
Top catz Inc	Andy Mills	Chromatic
DJ Larni	Mr Taffa	Boom Boom
Sound Supreme	Scotti D	Sir DJ Corey
Logan Sama	Shenin Amara	Top Catz Inc
Masterstepz	Marc Ryder	DJ Godfather
MC Creed	Morgan Black	DJ Puffy
Loyal Squad	Stixy D	Conspiracy
DJ Majikal	Ryan X	
DJ Roach	Dezy B	
Dj Dee	Spidey G	

Section 2 - Event Planning and Management

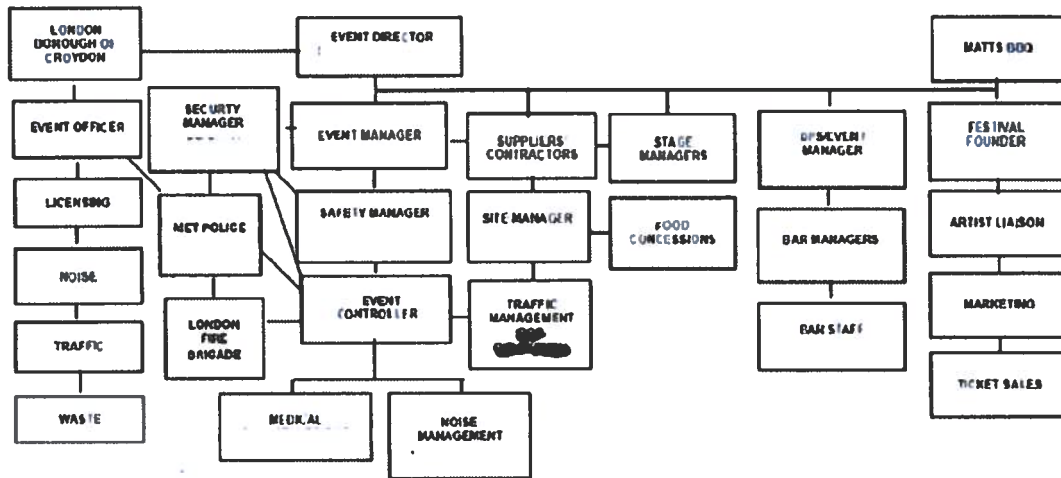
2.1 Event Management Structure

The event is operated by Cellar Door Group who have extensive experience in festival management. Operations will be managed by the Event Director.

A competent event control manager will be appointed to coordinate operations and provide a communication link between all parties. See Section 2.3 below.

The event will be attended by a designated safety officer with the role fulfilled by:

2.2 Event Safety Roles and responsibilities



2.3 Event Control Room

A dedicated event control composed of the Festival Manager, head of security, head of medical and safety advisor will be set up.

The control room will coordinate operations between all parties and ensure resources are deployed appropriately to meet the Festival Manager's intentions.

2.4 Lost property

All lost property is to be handed in to a member of security who will then pass this to the lost property point where it will be logged. At the end of the event any unclaimed lost property is to be handed to a senior member of event organisers.

3.4 Site Safety Rules for Staff & Contractors

- No vehicle movements on public days within the fenced off arena area from 30 minutes before opening until 15 minutes after last member of the public has left.
- No keys are to be left in any unattended vehicle.
- Indicators will not be used as hazard lights
- 5 mph speed limit at all times
- Fire extinguishers and electrical control boxes must not be blocked in.
- Vehicle movements are to be kept to a minimum on the grass area and is not permitted during rainfall as this can severely damage the grass surface and due to the nature of the soil, vehicles can easily become stuck.
- Vehicles must use the provided turning area on the event site before leaving so that all vehicle movements onto the main road are forward. Vehicles must not reverse onto public roads
- All vehicles' drivers must follow the directions of the traffic management team and must only enter the festival site when authorised to do so.
- All vehicles must register with the traffic marshal when entering or leaving the site.

3.5 Sanitary facilities

There will multiple temporary toilets positioned at various locations throughout the site. These will be provided by an approved contractor. Toilets will be cleaned and restocked on a regular basis according to usage and a schedule agreed with the contractor for this. It is noted on the attached site plan that toilets are located by the perimeter fence to allow the cleaning vehicle to use the provided temporary roadway without hinderance for access.

As a check, the purple guide is used considering the following criteria:

- Gate time opening of 6 hours or more
- Food and drink being served
- 70% female/ 30% male on site
- The Purple Guide recommends the below sanitation provisions:
- 1 toilet for every 75 female attendees
- 1 toilet for every 400 male attendees
- 1 urinal for every 100 male attendees

The planned provision is:

- 70 x single units
- 9 x 4 bay urinal pods
- 4 x disabled toilet units
- 2x 3+1 VIP units for VIP

The toilet contractor will provide three Attendant's to replenish with consumables and maintain cleanliness throughout the event.

There will be an overnight servicing of toilets to include emptying, refilling and pressure washing.

The position of toilets can be seen on the site plan in the Appendix A.

3.6 Waste management

There will be bins around the site which will be emptied on a regular basis. There will be litter pickers operating throughout the site. Recycling and Waste will be collated into separated larger containers and removed by the approved contractor. This has been designated at Veolia.

3.7 Electrical installations

All electrical installations will be provided by an approved contractor. This includes generators and lighting, which also includes lighting on the pedestrian access.

Generators will be located out of public areas and fenced off to deter unauthorised access.

Onsite electrical installations will be handled by the approved contractor who will comply with the general requirements of the Electricity at Work Regulations 1989. Their work will be monitored by the Event Safety Manager who will get a completion certificate from the contractor certifying the instal has been completed and tested to BS7909 standard and any specific handover information.

Installation

All electrical equipment will be installed as far as is reasonably practical, so that the public or other unauthorised personnel cannot interfere it with. All equipment exposed to the weather will be suitably protected or IP-rated. All electrical installations will be fitted with Earth Leakage Circuit Breakers (or RCD's) and Earth Spikes where needed.

Cabling

Wherever possible, cables will be routed so they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages, will be protected against contact with sharp edges or crushing by heavy loads. Cables will be run around the perimeter of the site and where this is not possible, suitable cable protectors will be used. As per our agreement with English Heritage we will not bury any cables on the site.

3.8 Lighting

As the event is open during the hours of darkness, lighting towers & systems are being provided by in addition to lighting inside marquees and at entrance gates.

It is recognised that suitable lighting levels are required to facilitate smooth and safe passage of all personnel on both evenings as the event closes at 23.30hrs on Saturday and 22.30hrs on Sunday.

Whilst there will be light emitting locally from venues on the event site, additional location specific lighting will be provided by way of temporary lighting at:

- Floodlights at key points per plan
- Temporary lighting on the exit pathways for pedestrians

Please see lighting plan in the attached Maps appendix B.

3.9 Barriers

Barriers/fencing will be provided to enclose the whole festival site.

Production and other backstage areas will be in their own separate area inside of the main arena fencing but separated by Heras Fencing.

Queue systems will be appropriately designed considering historic data on crowd flow rates.

3.10 Facilities for people with disabilities

Accessible toilets are provided. Parking for blue badge holders is available on site with access to the field via pathways. Any customers with specific access requirements are encouraged to contact the event management team in advance so their needs can be met wherever reasonably practicable.

Emergency exits will be flat with no obstructions which would hinder disabled customers. Disabled access viewing areas which are either fenced off, signposted as priority seating or on raised deck will be considered if appropriate.

3.11 Camping

There is no public camping on site.

3.12 Temporary Structures

The structural integrity of the marquees will be the responsibility of the supplier/owner. Their work will be monitored by the Safety advisor.

Completion certificates must be provided for each structure by the contractor, these certificates must have an on-call contact number for the contractor as well as a maximum wind rating and information regarding weather management (for example, how to open side walls or close marquees and install bracing in windy conditions).

Once erected, the structures will be monitored by the Event Director and general stewarding staff. Safe access and egress will be maintained from all marquee exit routes.

Wherever possible, pedestrian routes will be sited away from marquees to avoid any tripping hazards such as pegs and stakes though frame marquees are being used so the risk should be minimal. In an instance where large numbers of people are expected to pass by, any stakes will be suitably covered, wrapped or barriered off.

List of Structures

Name	Type of Structure	Length	Width	Total M2	Comments
Stage 2	Big Top	42	28	1176	Stage size to be confirmed
Bar	ClearSpan?	12	36	432	Bar and BoH to be confirmed
VIP	Stretch Tent	15	21	315	Bar and BoH to be confirmed
Green Room	Stretch Tent	7.5	10.5	78.75	
Entrance Marquee	ClearSpan?	3	12	36	
Search Marquee	ClearSpan?	3	3	9	
Staff Welfare Marquee	ClearSpan?	6	9	54	

3.13 Emergency and fire considerations in structures

Each marquee will contain appropriate fire extinguishers and have designated fire exits. All membranes and fabrics used shall be flame retardant and free of flaming molten droplet characteristics.

There will be a minimum of 2 fire exits available at each marquee, with more being required for larger marquees and CO2 by electrical installations. **The exit widths for each structure will be calculated and included in the final fire safety risk assessment.**

3.14 Stages

All staging will be provided by a reputable company with experience of providing staging to outdoor events. The contractor will have provided risk assessment documents for their activities on site.

The structural integrity of the staging will be the responsibility of the supplier/owner. Their work will be monitored by the Event Safety Manager who will also get their work signed off once it is complete including wind speed loading and a record of the appropriate kentledge/ballast being in place. Once erected the structures will be monitored by the Event Director.

Section 4 - Food and drink

4.1 Food

Food will be provided on site through a range of vendors who will need to provide all relevant paperwork in advance of the event. This will include food safety ratings, HACCP plans and training records.

Food vendors will be subject to a safety inspection by a member of the management or safety team prior to opening. These checks will include that appropriate and in-date fire extinguishers are carried, hand washing facilities are functioning correctly and first aid kits are in place.

See section 10.3 for LPG policy. All catering units will maintain a minimum 3 metre distance to prevent the spread of fire. Each catering unit is expected to provide a fire safety risk assessment including an appropriate extinguisher provision for their activities.

There are currently 14 proposed food vendors

4.2 Water

As the site has no dedicated supply there will be water points across the site which will give out free bottled water. These locations will be at the welfare point and all bars. Subject to weather.

Water is available to buy from the various catering concessions.

4.3 Alcohol

Challenge 25 will operate throughout the site (ID – Pass card (proof of age standards scheme), Driving Licence or Passport) will be the only forms of identification used.

SIA registered security officers will be present at all times during events where licensable activity is taking place.

Any persons who appear to be intoxicated or aggressive will not be permitted into the event. No open alcohol containers will be allowed to leave the event and bins will be provided on each entrance/exit gate for the disposal of containers. All bars will use plastic glasses, if a purchase is made which comes in a bottle it will be decanted into a plastic glass.

There will be a personal licence holder present at all times to ensure compliance with the law in relation to the consumption of alcohol by persons under 18 years of age, including prevention of adults buying alcohol for children.

This event is an over 18 event. No persons under 18 will be employed to serve alcohol.

All drinks will be sold in plastic cups or PET containers.

A personal license holder will be located at every bar.

Section 5 - Other Activities

5.1 Special Effects, Pyro, Fireworks, Lasers etc.

Pyrotechnics will be used on the Main Stage, PLI, risk assessment and associated documents will be checked by the Safety Manager in advance.

Fireworks Supplier (Performance time 21:45)

**Dynamic Fireworks
Unit 18 Peartree Business Centre,
Peartree Road,
Stanway,
Colchester,
Essex CO3 0JN**

Pyros Supplier

**Shazam Productions
The Wall Heath Tavern
12-14 High Street
Kingswinford
DY60 0HB**

5.2 Amusements, attractions and promotional displays

The festival may feature a Ferris wheel and dodgems, which will be vetted by the Safety Manager.

All associated health & safety documents, including risk assessments and insurance will be checked by the Safety Manager ahead of the event.

Supplier:

Ferris Wheel & Dodgems

5.3 Special Licensing Requirements

No skin piercing/tattooing or other activities requiring a specific local authority licence will be permitted on site.

It is not currently planned to have any massage therapists or similar, however if this changes, any therapists booked will be qualified massage therapists who are members of either Complementary Therapists Association or the Federation of Holistic Therapists.

Section 6 – Communication on site

6.1 Communication on site

As the event is taking place on an Croydon Council land, the event organisers will liaise with the CC personnel lead as required to ensure a safe and suitable event and that both parties are clear in their responsibilities, roles and requirements during the event.

6.2 Communication with Stakeholders

Statutory Authorities will be communicated via the Safety Advisory Group process.

The event management team will act as a point of contact for all external stakeholders.

6.3 Event staff communication

All key members of staff, medical team, safety and security team will be issued with radios.

Appropriate testing of the radio system will occur during build to identify any 'weak spots' of coverage or areas where there could be interference with the signal. Such measures as are necessary will then be taken to alleviate any issues identified.

Call signs will not be used and people will be referred to by name or organisation whichever is the most appropriate to ensure clarity. Staff will be asked to state their own name clearly before that of the person they are wishing to contact. Any member of staff that is unfamiliar with the workings of a two-way radio will be briefed. Additional radios will be available to other emergency services should they wish to attend the event at any time.

6.4 Radio procedure

Radio channels:

The art of good communication is clear and concise information being passed.

Phonetic Alphabet

Alpha	Bravo	Charlie	Delta	Echo	Foxtrot
Golf	Hotel	India	Juliet	Kilo	Lima
Mike	November	Oscar	Papa	Quebec	Romeo
Sierra	Tango	Uniform	Victor	Whiskey	X-Ray
Yankee	Zulu				

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All event venues will have PA system. Pre-planned announcements are provided in the emergency plans for use in the event of incident. Stewards will make announcements in open areas, loudhailers will be supplied as required to assist with this.

If the event has to be cancelled shortly before the event, we will use local radio and our social media streams and road signs to inform the public.

If the event has to be cancelled one or more days ahead:

- Signage will be placed to advise that the event is cancelled
 - Social media channels will be used to advise of cancellation
 - All ticket holders will be contacted to advise them not to attend and to offer a full refund.
- In addition, a manned customer care point will be provided at the venue for the original event dates to deal with any in person enquiries.

Section 7 - Security Operations

7.1 Security and Stewarding Roles

Every Customers (Including VIPS), staff and artist. entering the event is subject to a search at the discretion of management or security in accordance with the event search policy. This will be made clear in the ticket terms and conditions.

A Security company have been appointed to carry out the security of the main event area and the nearby external areas to control access and to deal with any public order/safety issues. They will be supported by a team of volunteer stewards operating in shifts during licenced hours.

The security manager appointed by the contractor will liaise with the Head of Stewarding who is responsible for the effective Stewarding of the Event.

The Crowd Management plan can be found in the appendix.

Security duties shall include: -

- Ensuring only those over 18 enter the event
- Extraction of injured/distressed persons
- Conduct searches (with consent) of those seeking to enter the event or suspected of possessing prohibited items.
- Refusing access to site as appropriate.
- Evicting persons declared trespassers if necessary.
- Ensuring security at the event;
- Investigate immediately any disturbance or incident and to take such action as deemed necessary;

All Security and Stewarding Staff will be at least 18 years of age and shall be easily identifiable

Any staff carrying out security duties will be SIA Licensed and on the current register, as part of the requirements under the private security act 2001, all licensed staff will display their SIA badges whilst on duty.

Radios shall be used to maintain communications and all operators shall be competent in radio procedure. Any serious disturbance or any other emergency at the event area, which cannot be dealt with by the Stewards or Security, shall be reported at once to the Police via the Control Room.

The number of stewards is dependent on the size of the event. Careful consideration to the quantity implemented at the event is given based on ticket presales and weather forecast. All stewards will wear identifiable uniform when on duty.

Stewards who are undertaking vehicle parking duties will have been trained in and use hand signals per Health and Safety (Signs and Signals) Regulations 1996.

The event organisers reserve the right to conduct searches of persons or bags and notices to this effect will be displayed.

Inside the event there will be a roaming team of security.

Stewards

Volunteer steward general functions will include:

- Assist the control of traffic movements on site.
- Control of unauthorised access to backstage areas.
- Carry out fire patrols.
- Scanning tickets
- Monitor the emergency route and ensure that it is kept clear at all times and report any problems if route is not clear.
- Remain vigilant for any activities that may cause problems within the audience.
- Support the event control, dealing with enquiries and logging incidents.
- Provide information to customers.
- Reporting important information to the Event Control.

Stewards will be competent in their specific duties that include:

- Learning the layout of the site, enabling them to assist the public by giving information about available facilities, remembering the needs of people with disabilities.
- Be aware of the location of entrances, exits and first aid points.
- Ensure that no overcrowding occurs in any part of the event site by managing and directing the audience as appropriate, particularly on entering or leaving the event site.
- Keep gangways and exits clear at all times.
- Monitor unruly behaviour and investigate immediately in the case of any disturbances or incidents and report to the Event Control. Stewards are not to try and deal with the situation.
- Ensure that combustible refuse does not accumulate, make event control or waste contractor aware of any waste management issues.
- Communicate immediately with the Event Management Team in the event of an emergency. Know and understand the arrangements for evacuating the audience and be prepared to undertake specific duties in an emergency.
- Be aware of the location of and, if trained, be able to use firefighting equipment.
- Observe crowd behaviour and communicate anything out of the ordinary to the Event Management Team.
- Stewards are to report anything that they feel is out of the ordinary about a person and/or situation.

Event Management Team's expectations of a steward

All stewards will be fit to undertake the duties that are allocated to them. When on duty they will:

- Concentrate on their duties and not on the performances.
- Not leave their position or the site without permission to do so.
- Not consume or be under the influence of alcohol / drugs.
- Not smoke whilst on duty. Any steward wishing to smoke must do so during breaks and out of sight of the public and in spaces where it is legal to do so.
- Remain calm and be courteous towards members of the public and audience at all times.
- Wear distinctive clothing provided for them

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7.2 Counter Terrorism

The event lay out has been designed to take account of recent terrorist events using vehicle born attacks and vehicle routes have been planned to prevent vehicle being able to drive at speed into event site.

The nature of the site is that vehicle access is very restricted and only available by two roads. This is controlled by gates and stewards.

If the current terrorism level threat is upgraded, all staff will receive counter terrorism brief as part of the pre-deployment briefing either by the head of security or the contracted safety officer who has undertaken operation griffin training.

The security operation plan will detail search procedures in place at this event which will include random person and bag searches.

7.3 Policing, Crime & disorder

It is specified within the ticketing terms and conditions that illegal items or behaviour will result in removal from site, removal of wristband and refusal for readmittance. A list of prohibited items at point of ticket sale is provided. Records will be kept of ejections including whom and why, with GDPR data security principles being applied.

Any suspicious activity or behaviour will be notified to the police via the security provider. Pre event suitability checks will be carried out on volunteers and employees.

Cash transporting will be done at varying times by varying trusted personnel to avoid creating patterns and if not able to be banked will be placed in suitable safe.

The alcohol sale policy aims to encourage responsible consumption.

The Metropolitan Police are welcomed and reserve the right to access and patrol the event site but are not contracted to provide any special policing services to this event.

When a crime or other incident, requiring Police attendance, is reported to and/or discovered by a security operative, they need to obtain as much detail as possible with particular importance being placed on identifying any victims, suspects, witnesses, and scenes of crime. Each agency will endeavour to provide a named contact person when requesting the attendance of another agency. A pre-determined RVP point will be assigned and filtered through to all relevant agencies prior to the event. A security representative will be sent (where possible) to meet any arriving officers at the designated RVP point if required.

It should be noted that in event operational times the dangers of bringing a vehicle (with emergency lights and sirens or without) onto the event site could pose a significant danger to the public, as the public are not expecting to encounter a motor vehicle whilst on the event site. Vehicles will therefore only be allowed into the main show site in exceptional circumstances and ALL emergency service personnel should abide by the safety instructions provided by the security supervisor sent to meet them to avoid endangering the public.

7.4 Ejections

The decision to eject a person or persons from site will be at the discretion of the Event Management Team or Security Manager. In making the decision to eject an individual or groups from the event site, several factors will be taken into account:

- Warnings received
- Seriousness of the offence
- Physical state of the Individual to ensure their own safety
- Mental state of the Individual to ensure their own safety
- Availability of a suitable location to eject too

Safety will be the overriding concern for any decision to eject and the consideration will be balanced on the individual's concerned safety and the safety of the general public at large. Security recognises its duty of care to individuals attending the event. The Police will only be called to prevent a Breach of the Peace, when a crime appears to have been committed, or when a large number of individuals are involved and the safety of staff is feared for.

Typically, ejections will be made from an event site for the following reasons (or similar):

- Noise & nuisance
- Intoxicated or anti-social behaviour
- Unauthorised access (such as fence-jumping)
- Possession of prohibited items
- Verbal abuse to staff or others
- Low level physical abuse to staff who do not wish to report the matter to police.

7.5 Allegations of Crime

Theft

Theft or allegations of theft will be taken very seriously. Should a member of the public approach a member of staff accusing an individual of theft, staff will:

In the first instance – security will be called to assist if a member of the public approaches a steward.

- Obtain as many details as possible from the victim and a description of the item alleged to have been stolen.
- The accused individual (if still present) will be asked to step to the side away from the general public and would be asked their side of events. Their details would be requested with proof of name and address (driving license, passport).
- In the event the suspect denies any such activity they will be asked to consent to a search of their person (limited to bags, clothing, pockets and wallet like items). Should the individual consent and no items found they would be allowed to continue their business unless the victim insisted on calling the Police, or saw the subject pass the items to someone else. It is usual that all such allegations be directed to the local Police station and as such security would make all incident reports and statements available to the police at the closest opportunity.

- Should the individual consent and items are found the individual would be detained and the Police called, unless the victim declined to speak with police, in which case the person would be ejected with all relevant details recorded in an incident report.
- Should the individual not consent then security would make a determination as to whether reasonable grounds existed to detain the person under s24a of the Police and Criminal Evidence Act 1984.
- If such grounds do not exist, or are not practicable, Body cameras, CCTV or other photographic equipment may be used to capture the appearance of, or ID produced by any subject for later reporting to the police.
- N.B. Any person can be ejected at the discretion of the event management team, and proof of a specific criminal offence is not necessary for this.

Assault

Any allegation of assault is serious and security will take steps to tend to and reassure the victim whilst gaining as much information as possible. This will include the gathering of any available witness statements and details. Should injuries be apparent these will be documented by the medical team. Depending on the seriousness of the assault and the wishes of the victim the Police may be notified.

If the suspect is not available, security will instigate a search of the site if a description is available. Dependant on the victims wishes, a site walk may be conducted to identify the suspect.

Should the suspect be identified, they will have their details recorded and verified (via official documentation) and dependant on the wishes of the victim either detained if any injury is caused or if the assault is sexual in nature to await Police arrival or ejected from the site (common assault is not an indictable offence, and so caution must be exercised in detaining for police). Body cameras, CCTV or other photographic equipment may be used to record the suspect or their identification.

Other Serious Crime

In the event of a criminal act of a more serious nature security staff will act to ensure the safety of the victim and public, gathering of witness statements and the preservation of any crime scenes and evidence that may be available from the victim (i.e. prevention of hand washing should scratching have taken place). In the event where a suspect can be detained, they will be moved to a separate location away from the victim and any witnesses. Due consideration to the safety of security staff will be considered (i.e. should a weapon be involved).

In cases where a suspect violently resists licenced security staff, after they have identified themselves and stated the reason for wanting to talk to the individual, the appropriate use of restraint techniques may be used.

In all cases the Police will be notified immediately of any serious crime committed on the event site whether this is the wish of the victim or not. Further advice will be sought from the Police until their arrival where all information will be handed over.

7.6 Prohibited Items Policy

Prohibited Items (which are not illegal) will be disposed of with the consent of the person in possession of them in the waste bins provided at each entrance. If the person will not dispose of the item, they will be refused entry to the event arena.

Prohibited items which are illegal to possess will be removed from the person and an assessment made as to whether or not to detain the person for police arrival. The decision to detain an individual and inform the Police will be at the discretion of the gate supervisor and Security Manager.

Items prohibited in the event arena include (but are not limited to):

- **Fireworks, flares and smoke canisters.**
- **Any liquids, including drinks**
- **Laser pointers or projectors.**
- **Guns (including BB guns), knives, clubs, bats or other items that could be used as a weapon.**
- **BBQ and camp cooking equipment**
- **Bicycles.**
- **Illegal substances.**
- **Nitrous Oxide canisters.**
- **Naked flames and candles.**
- **Professional audio/video recording equipment (without relevant permissions)**
- **Any item which the event management or security team feels would affect the safety or enjoyment of the event by any person.**

Should a member of public consent to a search on the event site and illegal material is found - this material will be confiscated. Small amounts of illegal substances will be logged, secured and disposed of and the details of the person taken and verified. The appointed security provider will detail their process for this.

Bladed, edged or projectile weapons and large quantities of illegal substances will be confiscated, details of the holder taken and verified wherever possible and the Police informed immediately. Security will then act upon Police advice as to whether the person should be held for officers or released.

7.7 Preservation of a crime/incident scene

Security Management and wider team are trained in identifying a serious incident and ensuring that the crime scene be secured until Police arrival.

Through the use of a combination of hazard tape, barriers and staff, security will ensure that the crime scene will be left as found, no items moved or cleaned, ensuring no one enters the area unless explicitly needed (e.g. medics to attend to casualties). Should the weather become adverse all actions would be taken to attempt to preserve the scene to the best of the available material (e.g. tarpaulin). Preservation will be maintained until a handover is provided to the police or the police have directed or implied that they are not looking to preserve the scene.

7.8 Incident Documentation

Security staff are all trained to record accurate incident reports of any incident they are involved with. These details include victim details, witness details, statements of account, emergency service officer numbers and incident references and ambulance hospital destinations. These can be made available to the police upon request.

Section 8 - Protection of Children from harm

8.1 General measures

- **Challenge 25 age verification conditions, ID requirements, staff training and signage conditions wording.**
- **Nobody under the age of 18 shall be permitted on site**
- **Nobody under the age of 18 will be permitted to be employed on the site. Those aged 16 and above may volunteer at the event under the supervision of a volunteer adult.**
- **No under 18's shall work at the licensed site unless a suitable and sufficient risk assessment has been carried out and all control measures effectively implemented.**
- **Any persons believed to be drinking under-age shall be intercepted by security personnel and alcohol disposed of.**
- **Any person under the age of 18 attempting to purchase alcohol, or any adult attempting to purchase alcohol for any person under 18 shall be asked to leave the event after event organisers have considered that it is safe for them to leave site.**

Section 9 - Traffic management

9.1 Aims of the Traffic Management Plan

Due to the uniqueness of the venue, the nature of the event and its location the event organiser will commission a traffic management plan that will mitigate risk, help address environmental concerns and prevent property damage. The plan's aim is:

- Control vehicle movement within the festival area
- Prevent unauthorised vehicle ingress into festival area
- Prevent security situations caused by unauthorised vehicles in festival area
- Reduce traffic movement on site to help ensure the safety of all workers and festival goers.
- Prevent unauthorised parking on the festival site
- Prevent damage to the environment
- Prevent damage to property
- Maintain a register of vehicles entering and leaving the site

The traffic management plan will be developed and found in the Appendix.

9.2 Parking

Parking will be allocated for blue badge holders, staff, contractors, and 350 VIP ticket holders. Emails will be sent to all VIP ticket holders, explaining that parking is limited and that they must request a car parking permit. This allows us to better understand the number of parking spaces needed.

Parking will be allocated for 450 people, and will be managed by Traffic Marshalls (Shift Traffic).

9.3 Road closures

None

9.4 Traffic controls

There are no traffic orders in place (TBC)

Deliveries are to be scheduled in order to prevent a build up of traffic in the vehicle marshalling area.

Any vehicle on site must be accompanied by a steward. The venue requirement is for hazard warning lights to be used when driving through the grounds and park although a roof mounted beacon would be preferable, where available, to avoid conflict with road traffic regulations on the use of hazard warning lights.

The Site speed limit is 5mph.

Traffic Management teams will be present at the exit/entrance of Purley Way to receive vehicles and direct them to the holding/marshalling area. When there is an available traffic marshalling steward to walk the vehicle and it confirmed that there is receiving space for the vehicle, it will be walked to the event site by the traffic marshalling steward. The same process will be used to bring a vehicle off the event site to the holding area of a walking traffic

marshalling steward. A traffic marshal will be placed at the vehicle exit of the event site to hold vehicles until there are resources and clear passage for them to move.

A traffic plan will be available in the **appendix X**

Section 10 Health and Safety Arrangements

Health and safety is the primary concern and will be monitored at all times by the event management team and contractors on site.

Event organisers will liaise with the appropriate authorities where appropriate.

The event management team will undertake a full risk assessment prior to the event.

Continued dynamic risk assessments will be undertaken to cover all areas of potential hazard by the event management team and any contractors on site.

The event organisers will arrange for competent advice and monitoring processes to check that safety measures are being implemented and are fit for purpose.

10.1 Risk Assessments

See Appendix

10.2 First aid

The event medical provider will be contracted to supply the required human resources and medical infrastructure.

The contracted medical services provider will hold the position of event medical coordinator and will strategically plan and manage the deployment of resources across the event site. They will be responsible for the production of a comprehensive medical operational plan and risk assessment for their activities, which is to be to the satisfaction of the SAG and event safety officer.

All staff working the event will have been DBS checked and be able to provide proof of qualifications upon request of the safety officer or event organiser. For the licenced hours, the provision will be advanced technician and three emergency first responders.

During the build & break phase first aid provision will use the services of the client's first aiders. This is the site manager, event director and health and safety advisor.

The medical plan is available in the appendix.

10.3 Fire safety at the event

Events are subject to the requirements of the Regulatory Reform (Fire Safety) Order 2005.

10.4 Emergency Exits

Need exits for site, marquee etc

This is the time it would take to evacuate the fenced event site, however the site is outdoors and therefore guests will be clear of structures quickly and in the open air even if still within the

footprint of the event site. The evacuation will be to other outdoor areas of Kenwood House Grounds, offering significant space in which to evacuate to if required.

All emergency exits are to be adequately signposted with the appropriate emergency signage taking into account the size of the venue and distance from the main arena in accordance with BS5499. All emergency exits are to be appropriately lit so that they can be easily identified in the case of emergency.

10.5 Fire Extinguisher Provision

Fire extinguishers shall be positioned as per the appended schedule.

All temporary catering facilities will be contacted and are obliged to provide suitable fire-fighting equipment as follows:

* Non-Cooking: One x 2kg dry-powder extinguisher

* Cooking: One x 2kg dry-powder extinguisher and a 1m² fire blanket (BS6575:1985) or if deep fat frying, 9L foam-type extinguisher and a 1m² fire blanket.

All venues will be supplied with the appropriate number of fire extinguishers in relation to their size and the number of emergency exits within.

10.6 LPG Cylinders

LPG Cylinders used in any mobile or temporary catering facility shall so far as is reasonably practicable be located in the open air. Only cylinders using pressure relief valves shall be used and they shall be positively secured in the upright position and are secure from interference by the audience.

All LPG Cylinders which are not being used, shall be stored in the open air away from any fixed or temporary source of ignition, and a suitable temporary hazard warning sign shall be placed at these locations.

No concession will bring more than sufficient LPG Cylinders for the day of the event or a maximum of 90kg whichever is the least.

All LPG cylinders must be kept in secure cages when stored or secured to the ground with appropriate devices to ensure they don't fall or cant move in an emergency.

10.7 Fire Retardant Materials

Fabrics or other materials used in conjunction with tents, marquees and similar structures, roof coverings, weather protection covers, curtains, drapes and other materials, used in or upon structures shall consist of flame resistant materials or shall be rendered flame resistant to British Standard 3120:1959 (until December 1995), or 7157 (Tents, Marquees, etc.) or BS5867 Parts 2 - (other materials).

Rigid linings and wall boarding used in any structure shall be not less than Class 1 surface spread of flame quality as described in BS476: Part 7. Any flooring used shall comply with the BS4790.

The event manager will ensure that the layout and separation distance of the concessions complies with the requirements of the Fire Officer.

The separation distance agreed shall be kept clear at all times of any rubbish, litter or any flammable or combustible material.

No petroleum spirit shall be permitted at the site except in the fitted tanks of petrol driven motor vehicles/plant/equipment or in controlled authorised container by authorised personnel sufficient but not excessive to support equipment.

10.8 Fire Safety for Mobile Concessions

All mobile food units will be self-equipped with their own firefighting appliances and any gas will be suitably stored. This will be monitored by the Event Safety Manager throughout the event

Fire Risk Assessment is available in the Appendix

Section 11 - Noise Management

Owing to the nature of the event there is a required element of Noise expected within the site and there is an expectation of off-site noise.

It must be recognised that the event by its nature will create noise.

Measures have been put in place to control environmental sound levels and to reduce overall levels especially off site relating to amplified sounds.

11.1 Noise Management Methods

Effective management will be achieved by Use of modern sound system using advanced speaker technology has been shown to increase the efficiency of sound reinforcement. Sound can be focused and controlled to a much higher degree. This has allowed the production teams to reduce the size of sound system to achieve the required sound reinforcement within the audience area.

Noise readings will be taken at the arena & property perimeter to monitor sound levels. Records will be kept by the appointed contractor.

Residential properties in the area will be forewarned of potential disruption by way of leaflet drop ahead of the event expected drop will be at the end of the March and this will be based off the data from sound management plan.

11.2 Noise at Work Regulations

In addition to Environmental nuisance issues the organisers are aware of the risks of damage to hearing for all event participants. The Noise at Work Assessment details the potential health risks, safeguards and responsibilities surrounding noise at work for event staff and contractors.

Appropriate hearing protection will be provided by employers for all staff members. Stewards and volunteers working for the event management company will be provided with

The Sound System deployed at this event is design specifically to provide sound reinforcement within the audience area.

Noise monitoring per agreed requirements will take place during the event and a separate vent noise management plan will be in force.

Noise will be managed on site by Vangaurdia

A Noise Management can be found in the appendix.

Section 12 – Procedures/Policies

12.1 RIDDOR/Accident reporting

The safety advisor will collate data from the first aid provider across all sites on all and any incidents. If first aid is not required but an incident or near miss occurs this will be recorded by the event safety coordinator.

All accidents / injuries reported to the first aid provider will be recorded on the appropriate form. Should the Event Management Team require access to these details, they will be provided by the first aid provider. If the incident is of a serious nature and causes the person to be taken to hospital from the site or causes a member of staff to be off work for more than 7 days, the HSE will be informed. If the incident is attributable to the event then an accident form will be completed and reported to RIDDOR if required. Any action that falls under RIDDOR will be reported via the HSE online portal within the required time limit by the event safety coordinator.

The first aid provider will provide information for this and it is recognised that under GDPR this constitutes a legal compliance requirement.

12.2 Animals

Animals are not permitted on any of our sites with the exception of assistance dogs or working dogs used by event contractors (such as security dogs)

12.3 Immediate Show Stop Procedure

If at any point there is an immediate danger of serious injury to members of the audience, staff or performers at a particular stage (for example broken pit barriers) the show will be stopped at that stage.

This decision will be taken by the relevant supervisor immediately without consulting the Event Management Team first.

The relevant supervisor will communicate directly with the front of house production staff and will then inform event control, and the PA operator to advise the audience of the reason for the stop. The Event Management Team will respond to manage the situation further. All communication must be clear and precise to manage the situation and prevent further risk to safety.

12.4 Escalated Show Stop Procedure

The crowd will be monitored by stewards at all times. If at any point the situation is considered to be unsafe than a steward will inform the Event Management Team. At this point the Event Management Team, Security Manager and an available steward will immediately go to that area concerned to monitor the situation. The steward will be placed at the sound/light desk and remain in radio contact with the Event Management Team.

The Event Management Team and Security Manager will make the decision whether to down grade the situation or if it has the potential to escalate further. If the situation becomes more serious, the Event Management Team will radio to the steward at the point of control. The steward will relay this to the sound engineer and stop the show.

Stopping a show in one area of the event may not mean that the whole event needs to be stopped. However if one area is stopped the whole event will be automatically be on alert as a precaution, and stewards will be placed at the other sound desks on site. Should the Event Management Team decide to stop the event, the emergency procedure will be initiated

In the event of a Show Stop, English Heritage duty manager at Kenwood house will be contacted to advise of the stop. They will be updated if a show stop is called, with any developments and when Stop is ceased or if the event is cancelled.

12.5 Adverse/severe weather

High Wind and Severe Weather Management Extreme weather conditions have the potential to make a significant impact on this event and may pose a threat to the safety of public and staff and may impact on the integrity and safety of some of the site infrastructure. Specific weather conditions that may cause an issue are high winds, thunderstorms (lightning strikes) heavy rain or extreme temperatures.

The Event Management Team will monitor weather forecasts in the lead up to the event and during it to establish if any weather is forecast that may lead to problems. Any weather identified as posing a threat will be communicated to all relevant personnel throughout all phases of the event in order to allow for an early response to the situation.

Staff should be able to get shelter and/or wear protective clothing. If ground conditions become unsafe then alternative options for access routes may need to be considered or some areas may need to be closed. Electrical equipment may need additional protection but this should be done with caution in order to ensure that additional protection does not cause the equipment to overheat and become a fire risk.

Wind speed ratings will be held for all temporary structures (from installer handover) and will be kept accessible. Wind speeds will be monitored and action taken to vacate structures if wind speed is or is expected to be over the safe limit.

Section 13 - Major Incident Planning

13.1 Emergency Liaison Team

Event Director

Event safety advisor

Medical manager

Security Manager

13.2 Emergency Vehicle Access

An emergency vehicle access route exists for the event. The route will be known to all traffic stewards and the location of relevant gates notified to the Safety Advisory Group prior to the event (Including what3words and coordinates where possible).

Emergency vehicles attending and entering the site will be stewarded through public areas where possible.

Vehicles should either have flashing blue lights or orange lights on when moving through areas containing public (Inbuilt hazards/indicators are not to be used as these are required for directional indication)

See the site plan for details of this route.

13.3 Emergency Procedures

The event ELT will manage all responses to an emergency on site where possible, should they not be able to do this, then they will request the assistance form the emergency services.

The steps outlined in the appendix will form the basis of the actions in the event of a situation requiring an emergency response.

Rendezvous Point for the emergency services will be located as indicated on the site plan.

Section 14 – Suppliers/Contacts

14.1 Suppliers and Contacts

TBC

Appendices

To be added once confirmed

MATT'S BBQ, JULY 2022

NOISE ASSESSMENT & MANAGEMENT PLAN

VAN-0051619-EN-NMP-0001

R02

APRIL 2022



DOCUMENT CONTROL

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R00	DRAFT FOR COMMENT	8 TH FEBRUARY 2022
R01	LEGEND ADDED TO FIG. 1	15 TH MARCH 2022
R02	SITE PLAN REVISED	14 TH APRIL 2022

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CONTENTS

CONTENTS	3
1. INTRODUCTION	4
2. LICENCE CONDITIONS	5
NATIONAL GUIDANCE ON NOISE CONTROL AT CONCERTS	5
LICENSING ACT 2003	7
NOISE POLICY STATEMENT FOR ENGLAND	8
3. PREDICTED NOISE LEVELS	9
LIMITATIONS OF NOISE PREDICTIONS	11
4. NOISE ASSESSMENT	12
5. NOISE MANAGEMENT PLAN	13
SITE / SOUND SYSTEM DESIGN	13
PRE-EVENT INFORMATION	13
SOUND PROPAGATION TEST	14
KEY EVENT TIMINGS	14
COMPLAINTS PROCEDURE	14
NOISE MONITORING INSIDE THE VENUE	15
NOISE MONITORING OUTSIDE THE VENUE	15
APPENDIX A – ACOUSTIC GLOSSARY	16
APPENDIX B – SITE PLANS	18

1. INTRODUCTION

- 1.1. Vanguardia have been appointed by Cellar Door Group to provide a Noise Management Plan for the Matt's BBQ event which is proposed to be held between 12:00 and 23:00 on Saturday 2nd July 2022 at Purley Way Playing Fields in Croydon, London.
- 1.2. The purpose of this document is to predict the noise levels produced from the event, provide an assessment of the offsite noise levels and describe the noise monitoring and management scheme that will be put in place to manage the music noise levels throughout the event. The practical measures that should be adopted to achieve this are described in Section 5.
- 1.3. It is intended that this is considered a 'live' working document which may evolve further with ongoing liaison between the event promoter and The London Borough of Croydon.
- 1.4. A glossary of acoustic terms is shown in Appendix A.
- 1.5. Proposed site plans are shown in Appendix B.

2. LICENCE CONDITIONS

- 2.1. Vanguardia understand that no offsite limit has yet been proposed by Croydon Council. In the absence of a specified noise limit for this proposed event, Vanguardia have set out national guidance and noise limits applied to similar events across the country.

NATIONAL GUIDANCE ON NOISE CONTROL AT CONCERTS

- 2.2. The established guidance for noise from outdoor music events is contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995), known colloquially as the Pop Code. The recommended noise limits contained within the Code of Practice for events held between the hours of 09:00 and 23:00 hours are summarised in the Table 1 below.

Table 1 Recommended noise limits at the façade of the nearest residential property

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15-minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15-minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15-minute period

- 2.3. Since its publication in 1995, there have been a number of recommended modifications to the Code. One of the criticisms of the Pop Code is that the difference in the L_{Aeq} criterion between urban stadia or arenas and 'other venues' is too large and that a limit of 75 dB(A) is recommended for stadia and arenas whilst a limit of 65 dB(A) is recommended for other urban and rural venues. Furthermore, it is recognised that the range in the number of events with the same L_{Aeq} noise criterion is too large. For example, one event day per year has a different impact on the local community than three events per year.
- 2.4. The Matt's BBQ event is a single day event where music is the primary source of entertainment which is planned to finish before 23:00 on a Saturday.

- 2.5. Therefore, taking the guidance from Table 1 above, the suggested criteria is that the Music Noise Level (MNL) would be 65 dB $L_{Aeq,15min}$ measured at the facade of the nearest residential property. However, there are several other factors that should be taken into account.
- 2.6. It is noted that the Pop Code was published over 26 years ago and although based on best practice at that time, the Code of Practice is currently under review. DEFRA-sponsored research commissioned to underpin the review has proposed that a revised Code might not need to differentiate between urban venues¹ (stadia and urban parks), for example. Other published research also concludes that further consideration should be given to limits in this category of venue, which in the Code are recommended to be restricted to 65 dB(A):
- “the Code’s noise limit of 65 dB $L_{Aeq,15min}$ for the venue category of ‘Other Urban and Rural venues’ should be reviewed for areas such as parks and other congregational spaces (City Squares, etc.) where limits of 75 dB L_{Aeq} have been successfully adopted.”²*
- 2.7. There is also evidence based on other concerts at other urban venues to suggest that these higher limits will not lead to undue disturbance providing other noise management protocols are implemented.
- 2.8. Table 2 below shows the noise criteria adopted for similar urban park venues throughout the UK. This does not include stadia where noise limits are 75 dB $L_{Aeq,15min}$ for up to three event days per calendar year.

Table 2 Venue noise criteria across the UK

Venue	Number of Concert Days per Year	Licence Condition
London		
Hyde Park	6	75 dB $L_{Aeq,5min}$ measured 1 m from the façade of any noise sensitive premises
Victoria Park	6	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Trafalgar Square	40 events with amplified music	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Clapham Common	up to 8	75 dB $L_{Aeq,15min}$ and 90 dB $L_{Ceq,15min}$ measured 1 m from the façade of any noise sensitive premises
Central Park, East Ham	4 in 2007	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises

¹ NANR 292 *Research into Attitudes to Environmental Noise from Concerts*, Ipsos MORI & Edinburgh Napier University, 2011

² Proc IOA Vol. 28. Pt.7, Griffiths and Staunton, 2006

Venue	Number of Concert Days per Year	Licence Condition
Kennington Park	up to 8	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Streatham Common	up to 8	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Brockwell Park	up to 8	75 dB $L_{Aeq,15min}$ and 90 dB $L_{Ceq,15min}$ measured 1 m from the façade of any noise sensitive premises
Crystal Palace Park	up to 6	75 dB $L_{Aeq,15min}$ and 90 dB $L_{Ceq,15min}$ measured 1 m from the façade of any noise sensitive premises
Other UK Venues		
Platt Fields	2 in 2012	Not to cause a nuisance. A limit of 75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises has been adopted for the event
Isle of Wight Festival	3	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises until 0000hrs
V Festival Telford	2	70 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Heaton Park, Manchester	2	80 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
The Den, Teignmouth	2	84 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises
Milton Keynes National Bowl	varies	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive property
South Park, Oxford	2	75 dB $L_{Aeq,15min}$ measured 1 m from the façade of any noise sensitive premises

2.9. It is clear from Table 2 that it is not unusual to have a noise limit of 75 dB(A) set for similar types of urban park venue.

LICENSING ACT 2003

- 2.10. In 2003 existing licensing provisions in England and Wales were revised. The Licensing Act 2003 took a more liberal and de-regulatory approach to the previous licensing system. As part of their new responsibilities, local authorities are encouraged to promote cultural activity in their communities.
- 2.11. The Code of Practice on environmental noise control at concerts places emphasis on the need to minimise disturbance and annoyance to the local community. The Licensing Act 2003

introduced the concept of the "Promotion of the Prevention of Public Nuisance" which sets the threshold at a different level. This distinction must now be considered when setting licence conditions for a music event.

NOISE POLICY STATEMENT FOR ENGLAND

- 2.12. The second aim of the Noise Policy Statement for England is Mitigate and minimise adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government Policy on sustainable development.
- 2.13. This refers to the situation where the impact lies somewhere between the lowest observed adverse effect level (LOAEL) and a significant observed adverse effect level (SOAEL). It requires all reasonable steps should be taken to mitigate and minimise adverse effects on health and quality of life while also taking into account the guiding principles of sustainable development (para 1.8). This does not mean that such adverse effects cannot occur and in this instance any effects are very short lived.
- 2.14. The guidance document is clear in its advice that it is essential to maintain a balance between the licence holder and the viability of the event and the needs of the local community.
- 2.15. With this in mind, the measures in the NMP will be implemented with the objective that the agreed noise limits are met.

3. PREDICTED NOISE LEVELS

- 3.1. Noise predictions were carried out using the acoustic modelling software IMMI to estimate the noise level at the nearest noise sensitive locations.
- 3.2. The receptors considered to be the nearest noise sensitive locations are presented in Table 3 with their respective predicted A- and C-weighted entertainment noise levels. They are also indicated in the noise contour map at Figure 1 overleaf.

Table 3 Predicted noise levels at the closest receptors

Receptor	dB(A)	dB(C)
70 Waddon Way	61	82
22 Waddon Way	62	84
Pampisford Road	61	83
Columbine Avenue	64	83
Kendra Hall Road	64	84
Joshua Close	61	81
Lynscott Way	63	79
Ensign Close	59	76
Overhill Road	63	77
Sovereign Close	65	77
Plough Lane	62	77
Morton Close	63	79
Vickers Close	64	80
New Barn Close	62	79
Hannibal Way	60	76
Premier Inn*	69	88
The Colonnades*	72	87
KFC*	73	90

*Non-residential receptor

- 3.3. The C-weighted levels are included to give an indication of the predicted low frequency content of the entertainment noise.
- 3.4. It is noted that the highest entertainment noise levels are predicted at non-residential receptors.

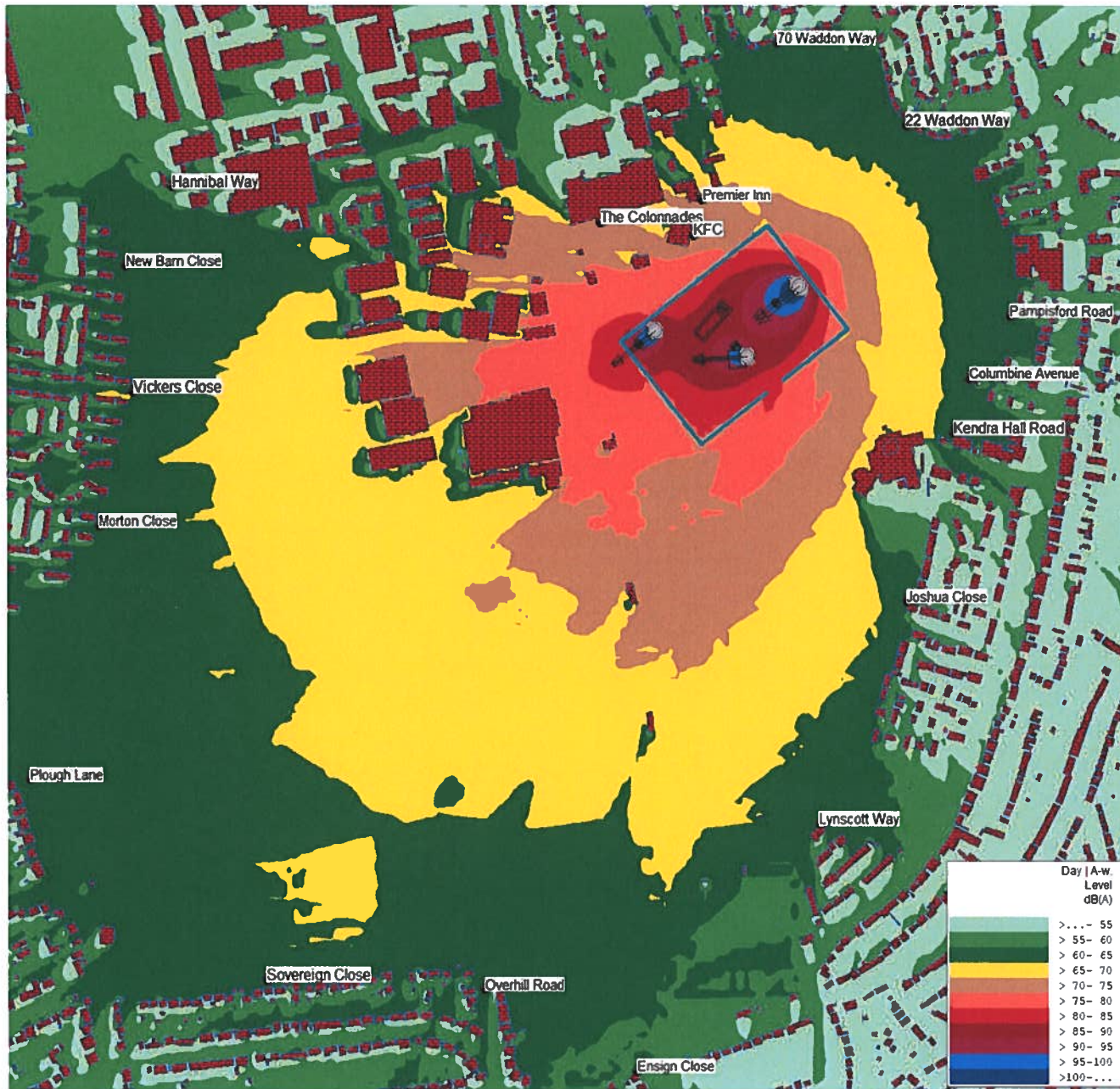


Figure 1 Noise contours and noise sensitive receptors in relation to the proposed site.

3.5. The following assumptions were made as part of the predictions:

- Steelshield (nominal height 3.0 m, indicated by the turquoise line on 3.4) surrounds the event site other than at the main entrance gates on the southeast side.
- A Music Noise Level of 98 dB(A) has been used as the source level at the FOH of the Main Stage (Stage 1). The distance between the stage and FOH is assumed to be 40 m.
- A Music Noise Level of 98 dB(A) has been used as the source level at a reference receptor location in the audience of Stages 2 & 3. The distance between the Stage 2 (Beach Arena) PA system and the reference location is assumed to be 20 m. The distance between the Stage 3 (Dance Tent) PA system and the reference location is assumed to be 30 m.
- All stages are assumed to be running simultaneously.
- Distance attenuation is based on the ISO 9613-2 calculation methodology under downwind propagation conditions.
- Transmission attenuation has been applied to the dance tent on the assumption that the sides of the marquee will remain closed during the event.

LIMITATIONS OF NOISE PREDICTIONS

- 3.6. Whilst noise predictions provide a relatively accurate indication of the noise impact at noise sensitive properties, it can in no way guarantee the actual operational noise levels at an event. Meteorological conditions such as temperature inversions and wind direction may have a significant effect (typically 10 - 15 dB) on noise levels at noise sensitive properties during an event, the effect of which cannot be predicted accurately.
- 3.7. In addition, there is a significant variation in the directivity of different sound systems from one manufacturer to the next, depending on the horizontal dispersion of the loudspeaker. The noise predictions are based on the orientation correction of a generic sound system and much lower levels at locations between 80 degrees and 180 degrees relative to the sound source may be achieved.

5. NOISE MANAGEMENT PLAN

- 5.1. Careful consideration will be given to implementing and exercising a noise management programme during sound checks and events to control entertainment noise from the venue.
- 5.2. The noise management programme fundamentally follows the procedures that have been successfully adopted at outdoor concerts and festivals over the past 25 years throughout the UK.

SITE / SOUND SYSTEM DESIGN

- 5.3. The appointed sound system suppliers will be informed of the requirements of noise control and the location / orientation of their systems. Their contract of hire should also specify that the overall control of sound levels will be set by the event Promoter and/or their appointed agent (Vanguardia).
- 5.4. The sound systems for each stage should be set up in such a way as to minimise the noise impact at noise sensitive properties. Where possible, sound systems should be 'line-arrays' which provide improved sound coverage and reduced overspill to intended coverage areas. It is recommended that the sound system is hung as low as possible in order to take advantage of any barriers provided around the event arena and minimise the distance between the sound sources and audience areas. The loudspeakers should have as narrow horizontal dispersion as possible and be directed inwards to reduce overspill from the intended coverage area. Sub-bass loudspeaker units should be set up and configured in a cardioid arrangement in order to take advantage of phase cancellation at the backs and sides of the loudspeaker stacks. An example of a cardioid sub bass speaker arrangement is to stack them three units high and turn the middle unit around 180 degrees and invert the phase. In addition, multi-band compression and graphic equalizer units should be included as part of every sound system in order to control and limit the output from the sound systems. Careful and detailed alignment of the system will be ensured to optimise the coverage throughout the audience areas and balance this against the off-site environmental noise impact.
- 5.5. Sound propagation tests will be carried out prior to the event on all stages in order to set appropriate sound management limits.

PRE-EVENT INFORMATION

- 5.6. A letter or newspaper advertisement should be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event, including start and finish times of

both the event and any sound-checks. The advertisement should also include a dedicated telephone number for noise complaints. The information contained in the letter or advertisement and the addresses of residential areas to receive the information will be agreed in writing prior to distribution with the local authority.

SOUND PROPAGATION TEST

- 5.7. A sound propagation test will be undertaken on the morning of Saturday 2nd July 2022 to correlate the music noise levels at the mixing desk of each stage with the most sensitive offsite location(s). The results from the sound propagation test will be used to determine the sound limit at each stage.

KEY EVENT TIMINGS

- 5.8. The current schedule for the sound testing and key timings related to noise are presented below in Table 4 and will be updated as more information becomes available.

Table 4 Key event timings

Saturday 2 nd July 2022	
Time	Activity
10:00	Noise curfew lifted – sound propagation test
12:00 noon	Doors Open
23:00	Curfew

COMPLAINTS PROCEDURE

- 5.9. Vanguardia will set up a direct means of communications with all parties.
- 5.10. Vanguardia will liaise with the Council and comply with their complaints procedures.
- 5.11. A telephone complaints line should be made available for the duration of the event. Should any noise complaints be received, a consultant will investigate the complaint and if noise levels are above those specified in the licence conditions, immediate action would be taken to reduce the levels at the noise source. A complaints log should be maintained throughout the event, detailing addresses of complaints, times and actions.
- 5.12. The event promoter and Vanguardia will comply with any reasonable instructions given by the licensing authority.

NOISE MONITORING INSIDE THE VENUE

- 5.13. The music noise levels at mixing desk positions will be continually monitored in terms of 15-minute and 1-minute L_{Aeq} values. The noise limit will be set in 15-minute intervals, but the 1-minute values provide acoustic consultants with immediate information of the music noise levels.
- 5.14. All noise meters will comply with the required standards and be calibrated.
- 5.15. As part of the managerial process, the sound engineers of any individual artistes appearing at the event will be informed prior to arriving at the mixer of the need to adhere to the noise limits and instructions issued to them in relation to noise management.

NOISE MONITORING OUTSIDE THE VENUE

- 5.16. Noise measurements outside of the site will be monitored on a periodic basis at the most sensitive monitoring positions, according to weather conditions on the day. Where practicable, noise measurements will also be taken in response to noise complaints that may be received.
- 5.17. Due to its proximity and location relative to the PA systems, KFC will be the primary control point. Offsite monitoring locations may be subject to change following consultation with the local authority.
- 5.18. Action necessary to manage entertainment noise levels will be relayed to the mixer positions and immediate instructions issued to the sound engineers to resolve any potential problems. Vanguardia will have a direct means of communication between onsite and offsite staff to enable any changes to be made without delay.

APPENDIX A – ACOUSTIC GLOSSARY

A-WEIGHTING

The human ear is not equally sensitive to all frequencies of sound. It is relatively much less sensitive to very low frequencies such as 'mains hum', and to very high frequencies such as the call of a bat, than to the 'mid-frequencies' important for human voice communication. In order to make sound level meters, which would otherwise be indiscriminate in registering sound pressures, respond in a way which reflects human perception of sound, they usually are fitted with a set of filters to progressively filter out the high and low frequency energy. The filters are made to an internationally standardised specification and the filtered noise level is said to be 'A-weighted'. Sometimes A-weighted decibel levels are denoted 'dB(A)', but the correct, internationally standardised format for reporting requires the 'A' to be appended to the noise descriptor e.g. $L_{Aeq,T}$, L_{Amax} , etc.

AMBIENT NOISE

This is the totally encompassing sound at the measurement position over a specified time interval and usually comprises sound from many different sources both near and far.

ATTENUATION

A general term used to indicate the reduction of noise, or the amount (in decibels) by which it is reduced.

AVERAGING

In the absence of a dominant steady source, the sound level at a point, indoors or outdoors, varies continuously. For example, the variation may be over a few dB about an average value in a quiet room, or over 10 dB or more in a noisy outdoor environment. In order to define a level to represent the relative level of noise in the space it is necessary to define that average value. The most common averaging methods are energy averaging (L_{Aeq}) and statistical averaging (L_{AN} where N is a percentage between 1 and 100). The $L_{A10,T}$, the noise level exceeded for 10% of the measurement time interval T, is commonly used in the UK for the assessment of road traffic noise.

BACKGROUND NOISE LEVEL, $L_{A90,T}$

Background noise level is a term used to describe that level to which the noise falls during quiet spells, when there is lull in passing traffic for example. It is quantified by the $L_{A90,T}$ which is the noise level that is exceeded for 90% of the measurement time interval, T.

DECIBELS

Noise conventionally is measured in decibels (dB). The decibel is a logarithmic unit and decibel levels do not add and subtract arithmetically. An increase or decrease of 3 dB in the level of a steady noise is about the smallest that is noticeable. It represents a doubling or halving of noise energy. An increase or decrease of 10 dB represents a ten-fold change in noise energy, and is perceived as a doubling or halving of loudness. The threshold of hearing for a typical young, healthy adult is 0 dB A-weighted sound pressure level. A noise level of 140 dB(A) can cause physical pain. Most people listen to their televisions at about 60 to 65 dB(A). Alongside a busy main road the ambient noise level may be in the 70 to 80 dB(A) range; on a quiet day in the country it might be as low as 30 dB, in town 40 to 50 dB(A).

DECIBEL ADDITION

If two similar noise sources operate together their combined noise level at an observer's position some distance away is 3 dB higher than the noise level generated by just one of them. If two further machines are switched on the noise level generated by all four at the observer's position is 3 dB higher than the level generated by the two. If the number of machines is again doubled, to eight, the noise level increases by another 3 dB, and so on.

EQUIVALENT CONTINUOUS A-WEIGHTED SOUND PRESSURE LEVEL, $L_{Aeq,T}$

The 'equivalent continuous A-weighted sound pressure level' is an average of the fluctuating sound energy in a space. It is the value of the A-weighted sound pressure level of a continuous, steady sound that, over the specified time period, T seconds, has the same root mean square sound pressure as the varying sound. It can be likened to the mean petrol consumption of a car over a specific journey during which the instantaneous consumption peaked during periods of acceleration and fell during periods of coasting or braking.

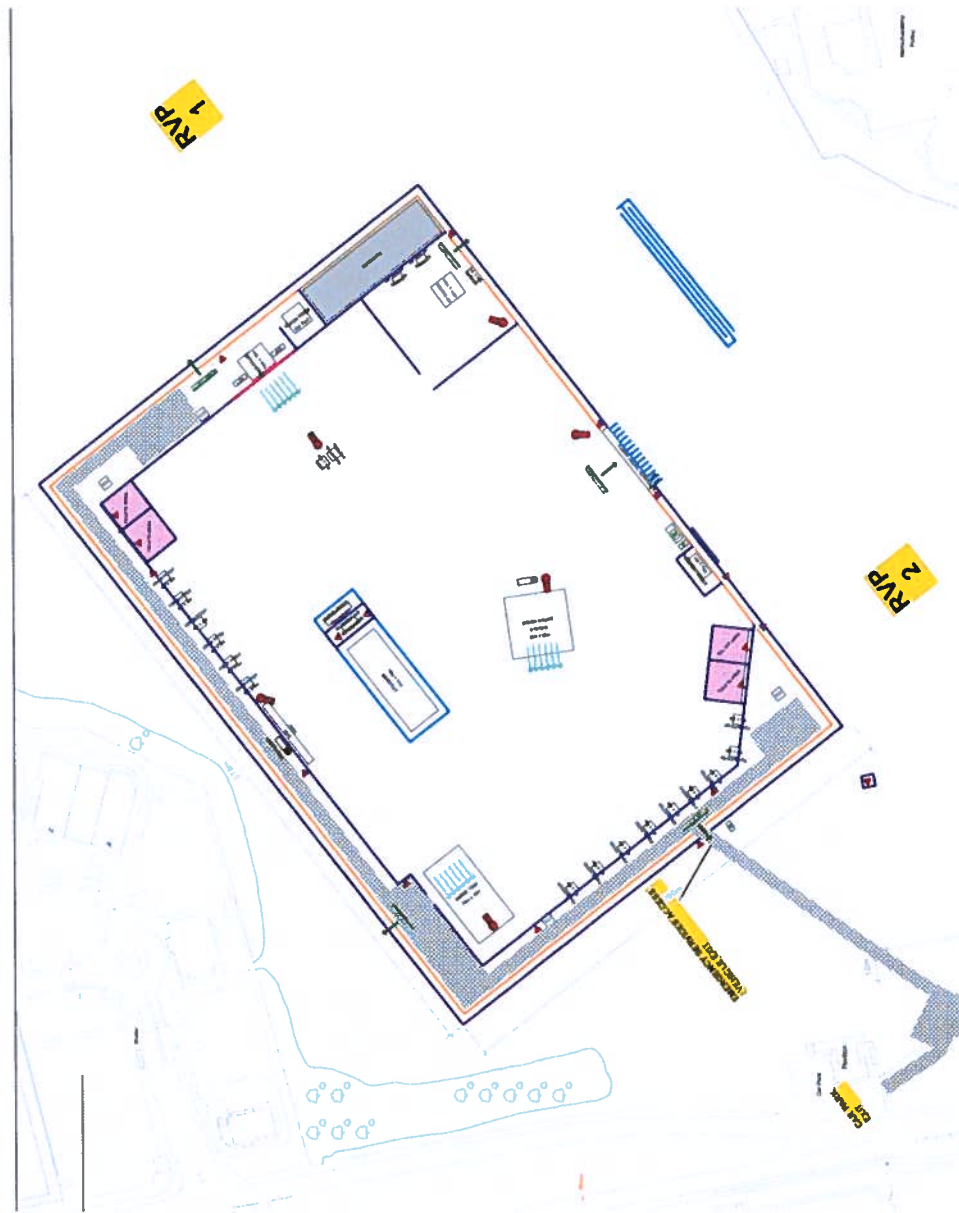
FAÇADE SOUND LEVELS

Road and railway traffic noise levels often are specified in terms of the sound level at a position 1 m in front of the most exposed façade of potentially noise sensitive premises. Such levels are assumed to be 3 dB(A) higher than sound levels measured at an equivalent position away from the noise reflected off the building façade and any other surfaces (excluding the ground).

MUSIC NOISE LEVELS (MNL)

The L_{Aeq} of the music noise measured at a particular location.

APPENDIX B - SITE PLANS



Registered in England 05666276



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RISK ASSESSMENT RECORD

Task being assessed	Matt's BBQ		
Risk Assessment	General Risk Assessment		
Assessment By		Signed	
Reviewed By		Signed	
Date of Assessment	07/02/2022	Date for next review	On going
Main Legal Requirements	1. Health and Safety at Work etc. Act 2. Management of Health and Safety at Work Regulations 3. Common Law Duty of Care		
Health and Safety Advisor		Event Director	

Risk Calculator

Likelihood		Severity				
		Trivial	Minor	+3 Day	Major	Death
		1	2	3	4	5
Remote	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Highly Likely	4	4	8	12	16	20
Certain	5	5	10	15	20	25

Low Risk		Moderate Risk		Significant Risk		High Risk	
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This risk assessment is based on what was seen on the day of our visit and what was advised to us. It cannot assess areas not disclosed to us and looks at significant risk based on reasonable behaviour expected of industry professionals. . The Event Director should ensure that risk assessment is reviewed to ensure it is suitable and sufficient.

Build and Break

Hazard (process)	Who does it affect?	Severity x Likelihood = PRIMARY RISK based on no controls			Existing Control Measures	Severity x Likelihood = RESIDUAL RISK			ADDITIONAL ACTION
		S	L	pR		S	L	rR	
		Access – Staff become disorientated in an unfamiliar Environment – Psychosocial.	Staff	3		3	9	<ul style="list-style-type: none"> Staff briefings include site plans and orientation notes. Time to walk round and familiarise staff with layout. 	
Deliveries and set up while public have access to grounds -- Struck by moving vehicles -- Physical	Staff Public	4	3	12	<ul style="list-style-type: none"> Working areas will be barriered off from the public Appropriate Signage to be used Hi-Viz clothing to be worn when working near plant Supervisor to be used 	4	2	8	<ul style="list-style-type: none"> Staff will be briefed about build and break hazards
Waste – Slips, trips and falls, fire fuel -Physical	Staff	3	3	9	<ul style="list-style-type: none"> All contractors to remove their own waste from site. 	3	2	6	<ul style="list-style-type: none"> Event Director to ensure good housekeeping throughout build and break
Weather (Heat) – Physical - Heat Exhaustion, Stroke, Dehydration	Staff	3	3	9	<ul style="list-style-type: none"> Where physical activity is taking place, outside temperature should be taken into account. Crew will take regular breaks in well ventilated areas If the weather is hot, then physical activity should be done early in the morning or late at night. 	3	2	6	<ul style="list-style-type: none"> Water will be freely available Sunscreen will be freely available
First Aid – Safety	Staff	3	3	9	<ul style="list-style-type: none"> First Aid Provision on site in-line with general requirements. 	3	2	6	<ul style="list-style-type: none"> There will be a system of recording all accidents.
Manual Handling - Ergonomic - Musculoskeletal injuries	Staff	3	3	9	<ul style="list-style-type: none"> All crew have been trained on the correct manual handling procedures for the equipment they are using 	3	2	6	<ul style="list-style-type: none"> Crew to start early to enable early preparation of all areas

					<ul style="list-style-type: none"> Where possible equipment is broken down into smaller lighter loads. The use of manual handling equipment is encouraged and includes the use of wheeled cases, trolleys and sack carts as well as vehicle mounted tail lifts. For larger and heavier items, crew are instructed to use a two person or team lift approach. 				
Slips/trips/falls – Physical - Broken bones, Cuts, Sprains and Strains	Staff	3	3	9	<ul style="list-style-type: none"> All spillages are to be cleaned up immediately Trailing cables to be minimised and where present highlighted with tape or covered with cable ramps Any cable crossing footpath must be covered by cable ramp Crew are to be observant of their surrounding and avoid walking and talking on phones In areas with large amounts of cables or trip hazards, these should be isolated with barrier All crew should wear suitable footwear for the job they are conducting Work areas to be secure against public access 	3	2	6	<ul style="list-style-type: none"> Event Director should tour the site regularly to ensure all cables are well routed and sensitive areas are secure.
Working at Height – Physical – Fall from Height - Broken bones, Strains and sprains, Cuts & Bruises	Staff	4	3	12	<ul style="list-style-type: none"> Where possible work will be done at low level All ladders are to be in date safety check and pre user checks conducted at beginning of each day The correct ladder must be used for the task (A frame step ladder for low work) The time working on a ladder is to be kept to a minimum The ladder should be fully open and on even ground and supported by a second person where required 	4	2	8	<ul style="list-style-type: none"> Pre user checks to be completed daily No lone working in the area
COSHH – Chemical – Ingestion, Poisoning, Burns, Fire	Staff	3	3	9	<ul style="list-style-type: none"> Any chemicals used by crew must be kept in original container and Material Safety Data Sheet kept in production folder Chemicals to be kept to minimum quantity 	3	2	6	

						<ul style="list-style-type: none"> Chemicals must be stowed away when not in use The correct PPE must be used for each chemical in line with the COSHH risk assessment First Aid available on site 				
Fire – Physical – Burns, Smoke inhalation & Death	Staff Public	4	3	12	<ul style="list-style-type: none"> Good housekeeping throughout the event with bins provided for rubbish Electrical safety maintained as below Smoking in designated area only Fire extinguisher available on at key locations 	4	2	8		
Electrical/Lighting – Physical - Burns, Electrocution & Death	Staff	4	3	12	<ul style="list-style-type: none"> All portable electrical equipment in date testing All equipment used by competent persons All equipment must be stored safely when not in use All electrical cables to be inspected pre use Extension leads should not be overloaded Any faulty or broken electrical equipment should be isolated Power supplies must not be overloaded Crew are not to plug in personal electrical equipment if not tested. 	4	2	8		
Generators – Physical – Fire, Explosions, Electric shock	Staff	4	3	12	<ul style="list-style-type: none"> Generators supplied by approved supplier and will be in date service and fit to use Generator will have a fire extinguisher located near by. Generator will be sufficiently full of fuel to eliminate the need to refill on site. Generator only to be operated by competent persons Generator will be appropriately grounded 	4	2	8	<ul style="list-style-type: none"> Approved supplier to be appointed by production team 	
Use of Hand Tools – Physical – Cuts and gashes.	Staff	3	3		<ul style="list-style-type: none"> Tools will be inspected before use Faulty tools will be removed from service Staff will make sure that they are using the correct tool for the job in hand 	3	2	6		
Use of Electrical Hand Tools – Physical – Cuts, Electric Shock	Staff	4	3	12	<ul style="list-style-type: none"> Tools will be inspected before use Faulty tools will be removed from service 	4	2	8	<ul style="list-style-type: none"> Where possible low voltage or battery powered tools will be used 	

Operational Risk Assessment

Hazard (process)	Who does it affect?	Severity x Likelihood = PRIMARY RISK based on no controls			Existing Control Measures	Severity x Likelihood = RESIDUAL RISK			ADDITIONAL ACTION
		S	L	pR		S	L	rR	
		<p>Crowd Crush - Psychosocial – Cuts, Bruises & Head injury, Compressive Asphyxia</p>	<p>Staff Guests</p>	5		2	10	<ul style="list-style-type: none"> Audience monitored to detect any problems Security to monitor main event areas Suitable amount of SIA and Stewards to be available to deal with issues 	
<p>Terrorism - Physical – Explosive Device -</p>	<p>Staff Guests</p>	5	2	10	<ul style="list-style-type: none"> Safety officer and Event organizer to conduct site search prior to start of build stage. Only approved contractor's vehicle allowed on site. Security team to be in situ 2 hours before event opening to undergo search of event site. Event site to be sterile of nonessential vehicles before site open and all essential vehicles to be searched by security team. All visitors to be searched on entry to event Separate car park separated from festival site by barriers and roadways All vehicle access and egress is to be strictly controlled by traffic management personnel. No vehicles to enter festival area without first being cleared. 	5	1	5	<ul style="list-style-type: none"> Event to engage with Police and emergency planning through SAG. Managers to receive ACT training
<p>Terrorism - Physical – Roving Attack</p>	<p>Staff Guests</p>	5	2	10	<ul style="list-style-type: none"> Safety officer and Event organizer to conduct site search prior to start of build stage to identify locations of possible hidden weapons. All visitors to be searched on entry to event. All contractors and staff members are subject to search before entering the festival site. Security team are trained in identifying possible suspicious activity (SIA training) 	5	1	5	<ul style="list-style-type: none"> The risk of injury remains considerable after the control measures have been implemented. No two situations will be the same and the event team are to be ready to react in accordance with the security services directions

Terrorism - Physical – Vehicle Attack	Staff Guests	5	2	10	<ul style="list-style-type: none"> • Safety officer is available to act dynamically on any operational intelligence received and liaise together with the Event organizer with the security services. • All vehicle access and egress is to be strictly controlled by traffic management personnel. • Only authorised vehicles will be permitted to access the festival site. This includes only approved contractors and staff. • Staff Separate car park separated from festival site by barriers and roadways • All vehicles entering the festival site are stopped by the security team. • Vehicle ingress is designed in such a way as to slow vehicles down and protect pedestrians from possible targeting • Event site to be sterile of non-essential vehicles before site open and all essential vehicles to be searched by security team • Event team will be notified by the security services of any intelligence that could potentially affect the safety and security of the event. • Safety and security teams are to remain vigilant at all times and report any suspicious vehicles or actions that they feel may compromise the event. • No staff member is to approach vehicles deemed to be acting suspiciously. • Safety officer is available to act dynamically on any operational intelligence received and liaise together with the Event organiser with the security services. 	5	1	5	<ul style="list-style-type: none"> • The risk of injury remains considerable after the control measures have been implemented. No two situations will be the same and the event team are to be ready to react in accordance with the security services directions.
Weather (Heat) – Physical - Heat Exhaustion, Stroke, Dehydration	Staff Guests	3	3	9	<ul style="list-style-type: none"> • Where physical activity is taking place, outside temperature should be taken into account. • Crew will take regular breaks in well ventilated areas 	3	2	6	<ul style="list-style-type: none"> • Water will be freely available • Sunscreen will be freely available

						<ul style="list-style-type: none"> If the weather is hot, then physical activity should be done early in the morning or late at night. 				
First Aid – Safety	Staff	4	3	12	<ul style="list-style-type: none"> First Aid Provision on site in-line with general requirements for event Medical will be CQC registered to provide medical services. 	4	2	8	<ul style="list-style-type: none"> There will be a system of recording all accidents. 	
Violence and Aggression – Psychosocial – Cuts, Bruises & Head injury	Staff Guests	3	4	12	<ul style="list-style-type: none"> No lone working on site Staff to be briefed before commencing work SIA will always try verbal de-escalation before physical removal 	3	3	9	<ul style="list-style-type: none"> Policy for violence, ejections and evictions 	
Slips/trips/falls – Physical - Broken bones, Cuts, Sprains and Strains	Staff Guests	3	3	9	<ul style="list-style-type: none"> All spillages are to be cleaned up immediately Trailing cables to be minimised and where present highlighted with tape or covered with cable ramps Any cable crossing footpath must be covered by cable ramp In areas with large amounts of cables or trip hazards, these should be isolated with barrier Ground conditions will be monitored by the safety Manager 	3	2	6	<ul style="list-style-type: none"> Event Director should tour the site regularly to ensure all cables are well routed and sensitive areas are secure. 	
Noise – Physical – Hearing Damage	Staff Guests	3	2	6	<ul style="list-style-type: none"> Volumes will be kept at background levels where possible Noise will be monitored to ensure compliance 	3	1	3	<ul style="list-style-type: none"> Safety Manager will monitor on the day 	
Lasers – Physical – Eye Damage	Staff Guests	3	3	9	<ul style="list-style-type: none"> Lasers will be aimed above head height Only trained and competent staff to build and operate lasers Production company will check with local airports to ensure that show does not interfere with pilots visibility 	3	1	3	<ul style="list-style-type: none"> Production company will provide specific laser risk assessment 	
Fire – Physical – Burns, Smoke inhalation & Death	Staff Public	5	3	15	<ul style="list-style-type: none"> Good housekeeping throughout the event with bins provided for rubbish Electrical safety maintained as below Smoking in designated area only Fire extinguisher available on at key locations Waste in public areas cleared regularly 	5	2	10		

2

Electrical/Lighting – Physical - Burns, Electrocution & Death	Staff Guests	4	3	12	<ul style="list-style-type: none"> All portable electrical equipment in date testing All equipment used by competent persons All equipment must be stored safely when not in use All electrical cables to be inspected pre use Extension leads should not be overloaded Any faulty or broken electrical equipment should be isolated 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 power installed as per BS7909 All generators, distribution boxes etc to be away from public Power supplies must not be overloaded Crew are not to plug in personal electrical equipment if not tested. 	4	2	8	<ul style="list-style-type: none"> Generators supplied by approved supplier and will be in date service and fit to use Generator will have a fire extinguisher located near by. Generator will be sufficiently full of fuel to eliminate the need to refill on site. Generator only to be operated by competent persons Generator will be appropriately grounded 	4	1	4	<ul style="list-style-type: none"> Cables run away from public areas. Matting and ramps to prevent trip hazards Generators from reputable supplier BS7909 Sign-off cert prior to opening.
Generators – Physical – Fire, Explosions, Electric shock	Staff Guests	4	2	8	<ul style="list-style-type: none"> Generators supplied by approved supplier and will be in date service and fit to use Generator will have a fire extinguisher located near by. Generator will be sufficiently full of fuel to eliminate the need to refill on site. Generator only to be operated by competent persons Generator will be appropriately grounded 	4	1	4	<ul style="list-style-type: none"> Approved supplier to be appointed by production team 	4	1	5	<ul style="list-style-type: none"> Company will provide specific firework risk assessment and method statement
Fireworks – Chemical - Explosion and death	Staff Guests	5	3	15	<ul style="list-style-type: none"> Fireworks will be set up by reputable company The area for set up will only be accessed by firework technicians No smoking anywhere in the firework set up zone 	5	1	5	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement 	5	1	10	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement
Fun Fair – Physical – Crush injuries, falls from heights, death.	Guests	5	3	15	<ul style="list-style-type: none"> Will be set up by reputable company Records to be inspected by event safety manager for regularly testing and maintenance. 	5	2	5	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement 	5	2	10	<ul style="list-style-type: none"> Company will provide specific risk assessment and method statement

<p>Vehicle Movement – Physical – Crash Injuries</p>	<p>Staff Guests</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> • No vehicle movements on public days within the fenced off arena area from 30 minutes before opening until 15 minutes after last member of the public has left. • Guest parking will be managed by a traffic management company • Indicators will not be used as hazard lights • 5 mph speed limit at all times • All vehicles' drivers must follow the directions of the traffic management team and must only enter the festival site when authorised to do so. • All vehicles must register with the traffic marshal when entering or leaving the site. 	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • Signage in place on approach to site.
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MATT'S BBQ Festival 2022

(Kindly place this manual at an easily accessible place)

Security & Crowd Safety Management

E1 SECURITY

Last updates: 04/04/2022

Next review date: 10/04/2022

Event management: _____

Security Emergency mobile

CONTENTS:

1. Cover

E1 SECURITY

www.e1security.co.uk

info@e1security.co.uk



A2

2. Contents page
3. Essential info
4. Security numbers & positions
5. Entrance policy
6. Staff arrival & main entrance objectives 1.1
7. Main entrance 1.2 -1.3
8. Capacity 1.4 & entry search 1.5
9. Drug & weapons seizure 1.6
10. Internal security 1.8
11. Egress & dispersal 1.9 & emergency communication + evacuation
12. Emergency communication & evacuation procedures 2.0
13. Emergency communication & evacuation procedures 2.0
14. Fire policy
15. Main fire procedures 2.3
16. Bomb threat 2.4



AZ

Management: Cellar Doors Events & Matt's BBQ

Festival director:

Security management:

Health and Safety Management:

First Aid:

Security:

Ratio 1:50 (120 security staff). Security will consist of approximately 85-90% SIA door supervisor licenced operatives and 10-15 % SIA close protection licensed holders.

Minimum SIA training SIA door supervisor level 2:

- Working within the private security industry and working as a Door supervisor
- Level 2 communication & conflict management
- First aid at work or basic first aid
- Project Griffin counter terrorism awareness or/and ACT awareness
- Fire safety awareness

Security Contractors:

- E1 Security - main contractor will provide 60 security operatives
- RVL3 security – – 30 security operatives
- UK SPG LTD – - local company Croydon 30 door supervisors

Breakdown:

- 15 to 20 - SIA Close Protection licensed level 3
- 100-105 SIA Door Supervisor licensed level 2

Capacity: 6,000 excluding staff.

Security equipment:

- 6 Tower lights (external perimeter fence entrance, main stage, VIP, Beach bar and carpark area)
- 3 WCCTV remote tower & 8-16 fixed CCTV Cameras, (entrances, carpark, main stage, dance dent, bars, exit gates)
- 50% of security staff will wear body cameras
- 3 Metal detector arches
- Two-way Radio systems
- Front door security will be provided with Stab proof vests.

Further relevant documents:

Emergency Action Plan

Event Safety Management Plan

Security Risk & Threat assessment

E1 SECURITY

www.e1security.co.uk

info@e1security.co.uk

3



A2

Position security number chart -Refer to appendix: S2

<p><u>MAIN ENTRANCE (7 lanes)</u> see entrance map</p>	
	<p>Teams should consist of male & female search staff</p>
<p><u>FIRE EXITS</u></p>	
<p><u>MAIN STAGE</u></p>	
<p><u>VIP AREA & GREEN ROOM</u></p>	
	<p>Checking Pass's, making sure no one trespasses to ensure safety</p>
<p><u>DANCE TENT</u></p>	
<p><u>BARS</u></p>	
<p><u>RESPONSE TEAM & CONTROL</u></p>	



AZ

Sound truck / Beach sound	

**Entrance policy for Matts BBQ 2022:**

We operate challenge 25, so if you appear to be under the age of 25, you will be asked to show proof of identification, we only accept valid passports/ driving licence and some recognised ID by the management.

A search is a condition of entrance, anyone refusing a search will be refused admission.

You must hold a valid purchased ticket/ wrist band

No liquids will be permitted to the site items will be confiscated upon entrance

Prohibited item/s will be confiscated upon entrance, the list of items can be found on the website.

Anyone drunk or intoxicated will be refused admission.

Management and security reserve the right to refuse entry to any person, without giving a reason.

Anyone ejected by any security will not regain entry, their wrist band will be removed/ cut off.

Anyone violent or very abusive will be photographed upon removal and their details recorded.

Any inappropriate behavior will be dealt with by the security staff and the police will be informed.

Security reports of incidents will be filed for our records and for the police, should any evidence for prosecution against a suspect be required.

We operate a zero tolerance drugs policy. Any person entering the site are liable to a search, any illegal substances found on any customer will be handed over to the police.

We aim to provide a safe, enjoyable environment to all our customers, anyone who causes trouble in the event will be banned from any future events.



A2

(1) Security arrival routine

1. Upon arrival, all staff will go through metal detector arches & receive a pat down. They will then report to the designated security headquarters, log in the logbook providing their full name and SIA license numbers. Collect radios and vest/ equipment - SIA badge should be visible for the duration of their shifts.
2. Security staff will be briefed on the festival's emergency procedures and any updates. The supervisors will then instruct security staff to their allocated and designated positions.
3. before the event begins, HQ will instruct security to conduct a search within their vicinity area. Security response teams will search the general areas external perimeter and internal perimeter for any suspicious; objects, weapons or items that may harm or endanger the public attending making sure all fire exits are clear and obstacle free.
4. Upon completion of the sweep, security will report anything deemed suspicious or out of the ordinary to their supervisors who will further investigate, notifying HQ and relevant person/s - i.e., health and safety, traffic management, suppliers, or police.

(2) Main Entrance objectives (refer to Section 7 of ESMP)

- Safety and security of attendees
- Ensuring no weapons or alcohol are brought into the event
- Ensuring purchased ticket holders only
- Ensuring trespassers do not enter the site
- Ensuring a smooth and effective crowd control
- Logging in the number of people attending the event via clickers

A2





(4) Capacity policy: (See also Section 3, 3.3 of ESMP)

1. Patterns will be clicked in out ensuring there are not over 6,000 people on site at once.
2. Should there be a big queue outside and at the entrance as well as having reached our maximum capacity, the door team may decide to inform the crowds that the entrance doors are closed. They will advise the crowd politely to disperse to avoid unnecessary nuisance or gathering outside the venue entrance.



(5) **Entry & Search Policy**

Security search procedures type: General (condition of admission)

Everyone included staff, artist & VIPs

(See 7.6 ESMP prohibited items policy)

1. Request consent to a search (Same sex searches only).
2. First ask the person to empty pockets and place contents onto the basket by the table.
3. No liquids will be allowed, only perfumes may be permitted on condition that the person carrying them will be requested by security to spray it on their own wrists twice (to ensure its not acid) anyone refusing to do so may be refused entry and the item will be confiscated and further investigated. (Confiscation of liquids will be placed in an allocated bin).
4. **Anyone refusing a search will be refused admission to the site.**
5. They will then proceed to walk through the metal detector arches.
6. Depending on the check from the arches a further metal detector wand swab may be conducted if arches beeped, a pat down search will be done on everyone.
7. Any drug looking substances will be confiscated and placed in a drug sealed bag, the person will be refused entry, police may be informed and the suspect detained (depending on quantity/class) until police arrive.
8. Any weapons will be confiscated, and we will inform **management/police**, the person may be detained until police arrive.
9. Any rudeness or aggressive attitude will result in the removal/rejection of the person/s.

(6) **Drug Seizure:**

1. Confiscated drug substances, person may be detained until police arrive depending on the class or amount (anything above 'personal use').
2. The search supervisor will be informed, and a further thorough search may be conducted in private area by (same sex search) under CCTV supervision. This will include to removal of shoes & socks, removing trousers and shirt - **not boxers/pants or bra** (waist search) K9 sniffer dog may be used.
3. The search supervisor will get a second opinion from HQ control prior to detaining a suspect for the criminal offence of suppling drugs and police called.



A2

4. Anything above personal use, e.g. base of suspected dealing: 3 or multiple bags/wraps, weight scales, more than 3 pills.
5. Details will be taken of the suspect and the seized drugs will be placed in a safe sealed bag and dated which will be picked up by the security controller to be placed in HQ.
6. A written report with the details will be filled in followed by the managements signature.
7. Person will be refused entry.

(7) Seizure of Weapons

1. Confiscated weapons- person will be detained until police arrive.
2. A photo may be taken of the person who the weapon was seized from.
3. Weapons will be immediately handed to police upon arrival.
4. A written report with the details will be filled in followed by the manager's signature.
5. Person will be refused entry.

(8) Internal security

1. **Prevent any anti-social behaviour, criminal activities, and disorders.**
(See ESMP 7.3 to 7.7)

Security will be patrolling ensuring people are feeling well, identifying members of the public who are unwell, assisting the public with any help or enquiries, identifying security threats to the public and identifying any anti-social behaviours, crimes, and disorders.

- Identify any drunks or troublemakers and dissuade drunks to go elsewhere.
- Identify people who are being violent (fighting). Report to supervisor who will assist with the situation.
- Identify individuals in misuse of the drugs act 1971 and the public entertainment licence (drug misuse) act 1997. Reports to headquarters/ police, gather information.

(9) Fireworks:

At approximately



A2

(10) Egress dispersal

(For emergency egress, see section 9 of ESMP)

1. At closing time, Saturday 22:30pm & Sunday 22:00pm all security team will ensure customers are being dispersed in an efficient and safe manner and that customers are leaving with no drinks. They will be advised to leave in quiet manner.
2. All fire exits will be opened to assist in dispersals.
3. Security team will direct the crowds to the nearest allocated exits and cordon off any cleared areas with barriers
4. After the festivals closing time the response team will remain for an additional 60-90 min to assist with the car park management.

(2.0) Emergency communications and evacuation procedures

Refer to appendix X- action plan

Using alert level messages of:

GREEN ALERT	When a Green alert is issued, all staff should ensure that all exits are clear and that all customers are dispersed in a safe manner. All staff should ensure that all exits are clear and that all customers are dispersed in a safe manner.
AMBER ALERT	When an Amber alert is issued, all staff should ensure that all exits are clear and that all customers are dispersed in a safe manner. All staff should ensure that all exits are clear and that all customers are dispersed in a safe manner.
RED ALERT	When a Red alert is issued, all staff should ensure that all exits are clear and that all customers are dispersed in a safe manner. All staff should ensure that all exits are clear and that all customers are dispersed in a safe manner.

All accidents, incidents and near misses must be reported without delay to the control. An accident book will be available at all times at the info point.

The security staff 2x DS will be at each exit and will act as fire marshals.

Evacuation procedure

In the event of fire or other emergency the following action will be taken.



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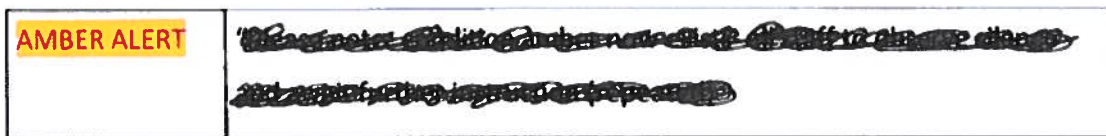
The incident will be brought to the attention of the nearest fire/security officer.

The fire/security shall pass the details to the production manager via radio.

The production manager will immediately investigate the incident, the fire service may be informed and requested to attend and the venue to be notified as soon as possible.

An announcement will be made by radio to all fire/security staff

This is a stand-by alert, to inform staff that an incident is in progress and evacuation MAY follow.



Within 2 minutes the production manager will decide whether evacuation is necessary and inform the security manager and event manager. If no decision is made by the 2-minute deadline, evacuation will be actioned.

To instigate the evacuation, the following message will be relayed via the event sound system;

~~ATTENTION PLEASE, THERE IS AN AMBER ALERT,
IS THERE AN EMERGENCY AT THE VENUE?
CIRCUMSTANCES ARE SUCH THAT AN AMBER ALERT
HAS BEEN ISSUED, PLEASE BE PREPARED TO EVACUATE,
IF YOU ARE NOT SURE, PLEASE CONTACT THE STAFF MEMBER~~

On receiving the order to evacuate the structure all fire/security officers (incl. stewards) will prepare to open the fire exits as required.

The stewards in the affected area will usher all persons away from the incident and to the nearest unaffected exit.



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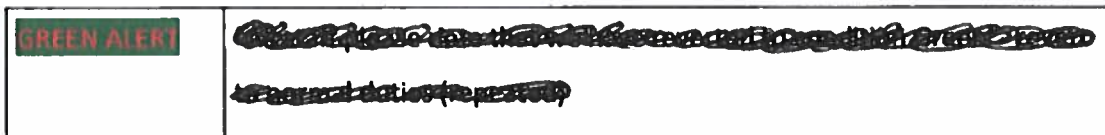
All other stewards will calmly direct all persons to the exits and prevent re-entrance by anyone until the appropriate order is given by the production manager.

Fire/security officers at exit doors will stand by to receive instructions to isolate heating and/or ventilation systems.

Should the need arise to vacate an assembly point e.g. due to smoke travel, the assembly point Fire/Security Officer will be instructed accordingly.

Following evacuation ONLY THE PRODUCTION MANAGER WILL GIVE THE ORDER TO RE-OCCUPY THE EVENT SPACE, and this will normally be only given following consultation with the local authority fire service.

If evacuation is not necessary, and once the incident is under control to the satisfaction of the venue fire manager, the following radio message will be made as a stand down instruction;



(2.1) Fire Policy

Discovering a fire

- Find
- Inform
- Restrict
- Evacuate/ extinguish

If security discovers a fire, the following procedure will be followed:

Extinguish if the fire is small and is safe for him/her to do so:

- Report to supervisor and Control
- Supervisor will allocate the nearest patrolling team to the location and call the fire brigade if necessary.



A2

- The response patrolling team will try extinguishing the fire bearing in mind it is safe and containable to do so, keeping people at a distance until the situation is resolved.
- If the fire becomes out of control, the police/fire brigade will then take control of the situation. If this scenario occurs, then the following actions will take place:
- Security/management will call the fire brigade and any other emergency services that are needed i.e. Police.
- Security /stewards and management will assist in crowd controlling and evacuation to the nearest designated exit.

(2.3) Fire Procedures: (see ESMP 10.4)

1. Inform controller /supervisor and (fire department) of location.
2. Supervisor management will investigate using the green, orange, red coded messages, if confirmed Red.
3. Emergency services and the police will then take control of the situation (if required) using the security team assistance.
4. Inform the fire brigade: type of fire, location of fire, and missing person.
5. Instructed fire exits DS will open emergency exits immediately
6. Front entrance security will remove the barrier blocking the entrance, to ease escape access.
7. Clear crowds so the fire brigade can access the location in which the fire has occurred.
8. Divert crowd away from danger using hand signals and whistle towards the nearest and safest exit.
9. Keep the public calm and reassure them.



A2

(2.4) Bomb Threat (refer appendix X emergency plan)

Suspicious packages

In the event that a suspicious package is found within the street/site , it is important that the following procedures will be followed:

The following will help to indicate if the package is an explosive device:

Bomb Threat Procedures:

IF YOU (SECURITY) BELIEVE IT MAY CONTAIN EXPLOSIVES:

1. Act calm and professional
2. If owner is not identified.
3. Immediately inform supervisor who informs HQ
4. HQ calls the police and sends response patrolling guards to assist in the evacuation.
5. Evacuate the public as far away as possible to the safest place away from the package.

Isolate the area in a calm and professional manner.