



EVENT (SAFETY) MANAGEMENT PLAN

Balloons and Tunes 2025

Cutteslowe and Sunnymead Park, Elsfield Way, Oxford

Version 1.0



REVISION CONTROL

ISSUE NUMBER	DATE	SECTIONS AFFECTED	REMARKS
V1.0	11/04/2025	All	For discussion and consultation purposes

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ABBREVIATIONS

OCC	Oxfordshire City Council
DBS	Disclosure & Barring Service (was Criminal Records Bureau – CRB)
TVP	Thames Valley Police
AFRS	Oxfordshire Fire and Rescue
DPS	Designated Premises Supervisor
EHO	Environmental Health Officer
EMP	Event Management Plan
ESC	Event Safety Coordinator
FOH	Front of House
KN	Kilo Newton
LPG	Liquefied Petroleum Gas
NMP	Noise Management Plan
PSIA	Private Security Industries Act
SCAS	South Central Ambulance Service
TDS	Temporary Demountable Structures: Guidance on design, procurement, and use.
TMP	Traffic Management Plan
WRA	Water Regulations Advisory Scheme
EE	Extreme Events Ltd
HSG195	The Event Safety Guide – A guide to health, safety & welfare at music and similar events



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1. INTRODUCTION

This event management plan has been prepared to demonstrate the organiser's commitment to meeting the four objectives of the Licensing Act 2003 and in acknowledgement of their obligations to ensuring the health, safety, and welfare of all those that attend the event and are involved in its presentation. The plan forms an integral part of Balloons and Tunes 2025 strategy for managing a safe and successful event.

The planning process for the Balloons and Tunes 2025 shall consider the recommendations of The Purple Guide, the significant findings of a robust risk assessment, similar related good practice, and the organiser's long-term experience of successfully operating the festival.

The Newthorn Events Ltd template for authoring event management plans has for a number of years been based on the police emergency and major incident manual, ever since the Purple Guide went out of print. With the ascendance of the online version of the Purple Guide, to the point that the majority of Safety Advisory Group members reference it, and taking feedback into account, this event management plan follows the same format. **As such everything for a specific element will now be found in one place, saving time for those with a specific interest. For example, section 5 contains everything in regards medical, including the Purple Guide medical assessment and the medical provider's plan.**

It should be born in mind that this plan is for the event management team to safely deliver the event, and as such is their document. It is not specifically produced for the SAG, although does fulfil this review process.

2. SUMMARY OF EVENT

Oxford – Balloons and Tunes 2025 is produced by Extreme Events Ltd, the event is a family entertainment festival featured around the beauty of hot air ballooning, where families can learn about the skill of ballooning, meet the pilots and enjoy night glow displays. There will also be many other activities and attractions including, BMX, FMX stunt shows, children's popular characters making appearances throughout the day, kids entertainment stage, fairground attractions, food, and drinks. On the main stage tribute acts and local bands will be performing. The festival site shall be open Saturday 2nd August 2025 between 12:00 (noon) and 23:00, and Sunday 3rd August 2025, from 12:00 (noon) to 21:00. Music performances will commence, Saturday and Sunday at 13:00 each day.



Saturday Schedule

12pm - Gates open

1pm to 10pm - Live Music from tribute acts at main stage

12pm - Fairground opens

12pm - Food vendors and bar open

FMX AND BMX shows (3 shows on Saturday)

1pm 4pm 7pm Children's entertainment at Kids stage (Clever cubs)

Hot air balloon displays and tethering

Character appearances throughout the day

Mad for animals' display and meet the dinosaurs throughout the day

Fireworks

Sunday Schedule

12pm - Gates open

1pm to 8pm - Live Music from tribute acts at main stage

12pm - fairground opens

12pm - food vendors and bar open

FMX AND BMX shows (2 shows on Sunday)

1pm 4pm 7pm - Children's entertainment at the Kids stage

Character appearances throughout the day

Mad for animal's display

Meet the Dinosaurs throughout the day

Further information about the Hot air balloons is in section 43 Air Displays



Premises license holder (PLH)

The Premises License Holder (PLH) for the event shall be Extreme Events Ltd. They shall have absolute authority and responsibility for all aspects of licensing and public safety onsite. The PLH shall set the strategic policy for the presentation of the event.

B Designated premises supervisor (DPS)

The Designated Premises Supervisor (DPS) for the event shall be Callum McBrayne. They shall authorise and oversee the sale and/or supply of alcohol.

3. STRATEGIC POLICY FOR THE MANAGEMENT OF THE FESTIVAL

We undertake to present.

Extreme Events Ltd in accordance with the objectives of the Licensing Act 2003 and all relevant health, safety, and environmental legislation.

We will put in place systems, measures, and sufficient resources to in so far as is reasonably practicable:

Prevent instances of crime and disorder.

Prevent nuisance to the public.

Ensure the safety of the public.

Protect children from harm (We have included vulnerable adults within our plans).

We acknowledge our responsibility to ensure in so far as is reasonably practicable that the event site is free from undue risks to the health, safety and welfare of attendees and working personnel alike.

We are committed to achieving a suitable level of attendee safety and recognise that this shall be a cumulative result of the physical safety features of the festival site and the management arrangements implemented.



The presentation of a safe and successful festival necessitates a team approach, and we will co-operate fully with all relevant agencies and members of the multi-agency forum to achieve our aims.

This policy will be implemented by a competent team and in accordance with the provisions of this event management plan.

Signed:

Premises License Holder – On behalf of Extreme Events Ltd.

4. ROLES AND RESPONSIBILITIES

A Premise License Holder (PLH) – David Rowlands – Extreme Events Ltd

See 2.A

B Designated Premises Supervisor (DPS) – Callum McBrayne

See 2.B

C Event Liaison Team Lead (ELTL) – David Rowland or designate

The primary role of the ELTL is to implement the strategy for the management of the event by exercising tactical command and coordinating event resources. ELTL ensure that the actions taken by the various bronze level managers and the Principal Designer and Contractor / H&S Coordinator are coordinated, coherent and integrated to achieve the strategy with maximum effectiveness and efficiency.

D Principal Designer and Contractor – David Rowland

The Principal Designer and Contractor shall be responsible for the technical, site infrastructure and site art departments. They will have overall responsibility for site logistics and the technical infrastructure essential to the presentation of the festival – including staging, sound, and lighting.



E Event Safety Coordinator – Adam Bolt or Sean Faulkner

The event safety coordinator shall advise the PLH/ELTL and be responsible for the required safety measures employed at the festival both in terms of its physical design and its management arrangements and oversee all functions that contribute the licensing conditions.

F Security Manager – Gareth Howlett

The Security Manager shall be responsible for planning and coordinating security resources to implement the crowd management plan. They will be responsible for ensuring that there is effective coordination between the PSIA licensed resources under their command and the onsite stewarding resources. They will ensure that full logs of the security operation are kept. The security manager will be responsible for liaising with the police on all issues of crime & disorder.

G Stewarding Coordinator – Gareth Howlett

The Stewarding Coordinator shall be responsible for planning and coordinating stewarding resources at the festival. They shall work in close collaboration with the Security Manager to ensure that a coordinated approach is taken to implementing the crowd management plan.

H Event Medical Coordinator – Martin Moseley

The Event Medical Coordinator shall be responsible for strategically planning and coordinating the medical resources onsite to ensure that there are suitable and sufficient provisions in place.

J Site Manager – Jameson Rowland

The site manager shall be responsible for all site logistics and infrastructure during the build, the festival and the breakdown. The site manager is a bronze level role within the production department reporting directly to the Principal Designer and Contractor. They will be responsible of the maintenance of the site whilst the show is operational. In conjunction with the Event Control Room Manager (L), and Boneyard Manager (N) they will ensure that the relevant training and licenses are in place and a copy is held on file in the Site Office and Event Control.



K Stage Managers – David Monk

Stage/venue and area managers shall be responsible for managing operations within their respective areas, on the progress of running schedules to ensure curfew compliance, liaising with noise control and enacting emergency procedures. This includes supervising technical contractors and reporting their progress, firstly to the production manager who is managing these contractors.

L Event Control Room Manager – David Rowland

The event control room manager will be responsible for the setting up and management of the event control facility. This is not a command function but an enabling role. In the event of a major incident the event control room manager will become the ELTL Support.

M Environmental Noise Team – Clockwork Audio

The environmental noise team advises on and report directly to the ELTL on the implementation of the festival's noise management strategy.

N Plant, site vehicle and 'Boneyard' Supervisor – Jameson Rowland

This manager will ensure that all plant is suitable for use and perform daily condition checks. They will be responsible for the allocation and use of all plant and site vehicles at all times. Before any such vehicle is used, he will ensure that the training and license of each driver is held on file with the Site Office. They will also be able to ask to see this documentation again before handing the equipment out. They will ensure that the relevant H&S paperwork is held on file for the work to be undertaken. They can also ask for a description of this to be explained by the operator to ensure that the person to carry out the work is aware of the procedure documented by the companies' risk assessments and method statements. These must also comply with LOLER and PEWER.

O Children Area Manager – TBC

Will be responsible for the programming, staffing, DBS checks of staff, collation of relevant safety certificates and staff training records, in managing the Children Area.



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Section 1

H&S Legislation

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Health and safety law places duties on businesses involved in events to ensure the health and safety of their employees and the public. Further legislation relating to entertainment licensing, fire safety, and a plethora of other legislation, such as temporary electrical, gas, and food safety are signposted in the Purple Guide and covered as applicable in this event management plan in the relevant sections.

Where “event organiser” is mentioned, this refers to the individual or organisation that promotes and manages an event.

The overarching law governing health and safety at work in the UK is the Health and Safety at Work etc Act 1974 (HSWA). This places general duties on employers, the self-employed and people in control of premises to ensure, so far as is reasonably practicable, the health and safety of their employees and anyone else that may be harmed by work activities or the workplace, e.g., the audience. Other laws such as the Licensing Act 2003 and the Regulatory Reform Fire Service Order 2005 are referred to in applicable sections, as just two examples.

An important consideration for the event is that unlike other forms of work duties are owed to persons who are not employees but will be in attendance in large numbers with different behaviours than most workplaces, for example euphonious, under the influence of drink or drugs, new to the activity, or otherwise vulnerable. These are all considered under the relevant sections of this EMP.

It's not only the event organiser that has statutory duties to comply with under HSWA, but promoters, contractors, subcontractors and freelancers. Employees of these also have duties.

HSWA section 2 places duties on employers to provide their employees with:

safe machinery, equipment and systems of work – this includes all equipment used at events, from structures to lasers and generators methods for ensuring equipment and harmful substances are used properly and stored safely necessary information, instruction, supervision and training a safe and healthy workplace a safe and healthy work environment, including adequate lighting, heating, ventilation and toilet facilities.

HSWA section 3 places general duties on employers and the self-employed to ensure, so far as is reasonably practicable, that their employees or people other than their employees are not exposed to risks to their health or safety. This includes people attending the event, volunteers, and contractors.



Employees

As mentioned above HSWA also places duties on employees. These are:

- ensure their own health and safety and that of others who may be affected by their work.
- co-operate with their employer in health and safety matters.
- notify their employers of any shortcomings in health and safety arrangements.
- not misuse or interfere with items provided for health and safety reasons, e.g. using fire extinguishers to hold doors open.

Duties of the employer and employee are summarised in the mandatory event induction. This must be undertaken by all, before admittance to the venue is permitted.

Volunteers

Volunteering doesn't generally fall under health and safety law unless it is done through an organisation that is an employer, although the organiser of an event is still responsible for its safe management.

Regulations

As mentioned above there are many regulations that support the HSWA and set out more detailed legal duties for specific activities or topics. Another example is the Management of Health and Safety at Work Regulations 1999. In summary, these regulations require employers and the self-employed to:

- examine activities and workplaces to identify what could cause harm to people and decide whether they have taken enough action to prevent harm, or if they need to do more. This consideration is demonstrated in the event and suppliers risk assessments and method statements contained within section 2 of this EMP.



Section 2

Planning, Management and Risk Assessments

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford

The preparation of this Event Management Plan is recognition of an essential part in the preparation and planning of an event.

This section details the management of the event in terms of risk identification and control measures to mitigate these, to minimise exposure to risk of the public, employees, staff, crew, and volunteers.

The following chart is an example of the planning pathway, which encompasses the whole process, not Health, Safety and Welfare alone, based on PAS51 2002.





SITE SAFETY RULES

Notice to Contractors and Suppliers

Extreme Events Ltd takes its safety obligations very seriously particularly with regards to creating and maintaining a safe and enjoyable environment. Part of creating a safe environment is in ensuring that everyone involved in the festival takes a proactive and responsible attitude to the way they conduct their operations and work activities.

As an event we believe in exercising sensible risk management and not in creating overly onerous systems that do little to contribute to actual safety. However, it is important that all persons and companies operating at the festival site take a similarly sensible attitude. Accordingly, all contractors and employees must be competent and capable of exercising a suitable level of professionalism and due care with regards to their operations and activities.

It is a mistake to believe that safe working starts and stops with ensuring the health, safety, and welfare of working personnel. It is imperative that everybody keeps in mind that their actions or omissions can have a profound effect on the safety of the attending public.

Whether employer, employee, or contractor we are all bound by the requirements of The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 amongst various other similar and related legislation. It is not within the bounds of our responsibility to remind independent operators of their duties under such legislation but nevertheless we require full compliance with legislative and good practice standards from our suppliers and that you have in place adequate safety management systems to enable your duty of care to be met.

If we feel that these obligations are being ignored and that you or the actions of your personnel are creating undue hazards for other contractors/freelancers or the attending public as a whole, we reserve the right to remove you from the site.

Provision of Information

Balloons and Tunes 2025 has a legal duty to ensure that all suppliers are verifiably competent for their duties. Accordingly, as a condition of engagement to the festival we require documentary evidence that you have suitable safety management systems in place and that you will be able to maintain and contribute to a safe



working environment for other contractors and the general public as a whole. The information required will vary with the nature of the services you are providing but in the first instance should include:

- ☐ Public and Employers Liability Insurance Documentation
- ☐ Health and Safety Policy
- ☐ Risk Assessments and Method Statements for event specific work to be undertaken
- ☐ Technical Details for structures and equipment supplied (Structural Calculations, Flammability Certification, Design Drawings etc) – Where Appropriate
- ☐ Competence Details – Training Records, Evidence of Previous Work, Details of RIDDOR Reports etc.

Should we require further details we will contact you once you have returned the above documents.

Accident Reporting

It is the responsibility of contractors and sub-contractors to report and notify the HSE where applicable of all fatal, major injury accidents and dangerous occurrences by telephone, to carry out an investigation into the accident or incident as soon as possible and confirm details of accidents in writing to the HSE within 7 days on Form F2508. A copy of the F2508 form must also be sent to

Balloons and Tunes 2025. This can also be completed online.

All accidents however trivial must be recorded by the contractor in the event accident book, which is held in the site office.

In the event of a serious accident or dangerous occurrence Extreme Events Ltd senior representative on site and the event safety coordinator must be informed immediately and materials/equipment left untouched providing they don't create a hazard until a full investigation has been carried out.

First Aid Provision

Contractors and sub-contractors are required to provide suitable and adequate first aid facilities for their employees on site. The provisions that each contractor should make will be based upon their risk assessment of the potential medical needs of their personnel.



Contractors must provide such equipment and facilities as are adequate and appropriate for the scale and nature of their work operations on site.

The festival will have event medical cover during the show, build and break periods.

SITE SAFETY RULES:

- THE SITE SPEED LIMIT IS 5 MPH AND WILL BE STRICTLY ENFORCED.
- ON ARRIVAL TO SITE ALL WORKING PERSONNEL AND CONTRACTORS SHOULD REPORT TO THE SITE OFFICE.
- ONLY VERIFIABLY COMPETENT AND LICENSED PERSONS SHOULD OPERATE PLANT MACHINERY (SUCH AS FORKLIFTS AND CHERRY PICKERS).
- PRE-USE CHECKS SHOULD BE PERFORMED ON ALL WORK VEHICLES.
- MOBILE PHONES SHOULD NOT BE USED WHEN OPERATING ANY VEHICLE IN TRANSIT.
- VEHICLES SHOULD NOT BE DRIVEN WITHIN AUDIENCE ARENAS ONCE THE PUBLIC HAS BEEN ADMITTED TO SITE. BANKS PEOPLE SHOULD BE UTILISED FOR ANY HEAVY VEHICLE MOVEMENT.
- NO ONE SHOULD ENGAGE IN WORK FUNCTIONS FOR WHICH THEY ARE NOT TRAINED OR COMPETENT OR THAT APPEAR UNSAFE.
- ALL UNSAFE ACTIVITIES MUST BE REPORTED TO THE PRINCIPAL DESIGNER AND CONTRACTOR.
- SMOKING IS PROHIBITED IN ALL WHOLLY OR SUBSTANTIALLY ENCLOSED AREAS (THIS INCLUDES STAGES, BIG TOPS, MARQUEES AND PORTACABINS) OR IN LPG/FUEL STORAGE AREAS.
- ALL STAFF INVOLVED IN HEAVY MANUAL HANDLING OR WORKING IN CAR PARKS/ALONGSIDE TRAFFIC ROUTES SHOULD WEAR SAFETY FOOTWEAR.
- SITE SAFETY HELMETS SHOULD BE WORN AT ALL TIMES DURING DESIGNATED HARD HAT AREAS - WHICH SHOULD BE DESIGNATED BY THE CONTRACTOR AND DELINEATED BY SAFETY SIGNAGE.



- WORK AT HEIGHT SHOULD BE AVOIDED WHEREVER REASONABLY PRACTICABLE. ACCESS EQUIPMENT SHOULD BE USED WHEREVER POSSIBLE TO ELIMINATE THE NEED FOR CLIMBING.
- WHEN WORKING OFF LADDERS. DO NOT WORK OFF OF THE TOP THREE RUNGS AS THESE PROVIDE A HANDHOLD.
- FALL ARREST EQUIPMENT AND CLIMBING HELMETS SHOULD BE UTILISED FOR ANY FREE-CLIMBING ACTIVITIES. A DOUBLE CLIP APPROACH SHOULD BE USED ON ACCESS AND EGRESS.
- SAFETY HARNESSSES AND HELMETS MUST BE UTILISED WHEN WORKING IN CHERRY PICKERS AND IN MANBASKETS.
- HIGH VISIBILITY VESTS SHOULD BE UTILISED BY ANYONE WORKING IN THE VICINITY OF MOVING VEHICLES OR ALONGSIDE TRAFFIC ROUTES.
- WORKING AREAS SHOULD NOT BE LEFT IN A CONDITION WHICH PRESENTS A FORESEEABLE RISK TO THE HEALTH, SAFETY & WELFARE OF ANY OTHER INDIVIDUAL.
- CONSTRUCTION AREAS SHOULD BE EFFECTIVELY DEMARCATED BY THE USE OF BARRIERS.
- ALL CHEMICALS AND SUBSTANCES SHOULD BE UTILISED AND STORED IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS AND MATERIAL SAFETY DATA SHEETS.
- ALL PORTABLE APPLIANCES SHOULD HAVE A VALID PAT TEST.
- ALL HANDTOOLS UTILISED OUTSIDE SHOULD BE OF 110 VOLT VARIETY.
- ALL EXITS, GATES AND VEHICLE ROUTES SHOULD BE KEPT CLEAR
- NO ONE SHOULD TAMPER WITH, MOVE OBSCURE OR REMOVE ANY SAFETY RELATED EQUIPMENT SUCH AS FIRE EXTINGUISHERS.
- ONLY COMPETENT INDIVIDUALS SHOULD CONDUCT ELECTRICAL WORK.
- ALL TEMPORARY ELECTRICAL INSTALLATIONS MUST BE INSTALLED AND SIGNED OFF IN COMPLIANCE WITH BS7909:2008
- EARTH BONDING SHOULD BE PROVIDED FOR ALL APPLICABLE STRUCTURES.



- ALL TEMPORARY STRUCTURES MUST BE INSTALLED AND SIGNED OFF IN COMPLIANCE WITH THE RECOMMENDATIONS OF 'TEMPORARY DEMOUNTABLE STRUCTURES: GUIDANCE ON DESIGN, PROCUREMENT AND USE' (FORTH EDITION, 2017).
- ALL EQUIPMENT SHOULD BE UTILISED WITHIN IT'S SAFE WORKING LOAD (SWL) AND THE MANUFACTURERS GUIDANCE.
- ALL POINTS OF PRODUCTION RIGGING SHOULD BE PROVIDED WITH A SECONDARY SAFETY BACKUP EXCEPT IN THE FOLLOWING PERMISSIBLE SCENARIOS:

THE HANG IS A SINGLE POINT OR DOUBLE POINT HANG WHERE THERE IS APPROPRIATE REDUNDANCY BUILT INTO ALL ELEMENTS OF THE RIGGING ASSEMBLY TO SAFEGUARD AGAINST EQUIPMENT FAILURE AND WHERE THE INSTALLATION OF A SECONDARY SAFETY WOULD CAUSE UNDUE DELAYS IN ACTIVATING A WIND MANAGEMENT PLAN WITH REGARDS TO THE LOWERING OF EQUIPMENT I.E. MAIN PA HANGS IN EXTREME WEATHER.

WHERE THE POINTS ARE SUSPENDING A BACKCLOTH TRUSS WHICH WILL NEED TO BE RAISED AND LOWERED A NUMBER OF TIMES THROUGHOUT THE SHOW. ONCE AGAIN APPROPRIATE REDUNDANCY AND SAFEGUARDS MUST BE PUT IN PLACE.

WHERE LIFTING MOTORS ARE TO D8+ STANDARD.

- ALL STAGE DECKING SHOULD BE CONSTRUCTED ACCORDING TO THE DESIGN
- ALL BIG TOP/MARQUEE GUY PEGS SHOULD BE CLAD IN CARPET/PIPE LAGGING AND RENDERED HIGHLY VISIBLE BY THE APPLICATION OF WHITE TAPE.
- ALL KING/QUEEN POLES SHOULD BE CARPETED TO A HEIGHT OF 2.4M
- MATERIALS SHOULD NOT BE ALLOWED TO ACCUMULATE IN MEANS OF ESCAPE.
- ALL LPG CANNISTERS SHOULD BE KEPT UPRIGHT AND SECURED.
- ALL LIFTING OPERATIONS SHOULD BE EFFECTIVELY PLANNED AND COORDINATED BY A COMPETENT INDIVIDUAL.
- ALL LIFTING ASSEMBLIES SHOULD BE THOROUGHLY INSPECTED PRIOR TO USE.



- EAR PROTECTION MUST BE WORN IN ALL AREAS WHERE MANDATORY SAFETY SIGNAGE IS IN PLACE.
- ALL PERSONNEL SHOULD FAMILIARISE THEMSELVES WITH THE CONTENTS OF THE FESTIVAL'S EMERGENCY & MAJOR INCIDENT PLAN.

ALL PERSONNEL WILL BE REQUIRED TO VIEW THE INDUCTION, WHICH IS NECESSARY PRIOR TO GAINING ACCESS TO SITE.

The following pages contain the overarching risk assessments for the festival, setting out some minimum standards. As suppliers submit their RAMS they will be added to the relevant section and noted in the document version number.



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD
PARK IN WHOLE SITE**

OVERVIEW

@Document Reference	JPSE-000077 v1	Document Date	08/05/2025
Job Summary	Overarching RAMS for Balloons and Tunes at Cutteslowe Sunnymead Park		
Client	Extrement Events Ltd and Event Nation Ltd		
Site	Cutteslowe Sunnymead Park , Elsfield Way , Oxford, OX2 8NP		
Area	Whole Site		
Nearest Hospital	John Radcliffe Hospital , Headley Way, Headington Oxford, Oxfordshire 0300 3047777		
Document Prepared By	Jonathan Perry		

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- 1. OVERVIEW**
- 2. RISK ASSESSMENT**
- 3. TASK METHOD STATEMENTS**



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

TASK RISK ASSESSMENTS

RISK ASSESSMENT INFORMATION, GROUPED BY TASK

Ref	Hazard / Risk	Likely Harm	Who may be harmed	Risk Before			Control Measures	Risk After			Action by Who
				S	L	R		S	L	R	
Erection and Use of Marquees, Big Tops, and Tents.											
1 65	Erection and Use of Marquees or Tents.	Public Attendees and Event Contractors may be harmed by improper erection and use of temporary demountable structures.	All	4	3	12	All marquees or tents should be erected in accordance with the manufacturers guidance and agreed method statements and risk assessments. All marquees or tents to be supplied, erected and maintained in accordance with the recommendations of the IStructE publication 'Temporary Demountable Structures: Guidance on Design, Procurement and Use ' (Forth Edition, 2017). All marquees or tents to be signed off as conforming to standards set by PERTEXA. Any marquee type structures erected on the event site should have sufficient ballast and be capable of withstanding anticipated wind loadings. All materials used to have valid flammability certification. The Manual Handling Operations Regulations 1992 (as amended) and The Work at Height Regulations 2005 to be complied with in all instances. RRFSo fire risk assessments to be performed to ascertain life safety occupancy levels. Fire fighting and life safety equipment to be provided.	3	2	6	Contractors, Supervisor



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

Erection, Breakdown and Use of Stage.												
66	2	Erection, Breakdown and Use of Stage.	Injury through structural instability, lifting operations and working at height.	Contractors, Operative, Supervisor, Team Member	4	3	12	Structural and environmental loading calculations, design drawings, method statements & risk assessments are made available from the contractor. Any pertinent ground loadings to be notified to event production manager by venue Management. All structures to conform to the recommendations of 'Temporary Demountable Structures: Guidance on Design, Procurement and Use' 4th Edition 2017. All structures to be signed off and monitored by a competent person. The Lifting Operations and Lifting Equipment Regulations 1998 to be complied with in all instances. All stage decking employed should be capable of withstanding a nominal imposed loading of no less than 5Kn/Sq metre and conform to BS 6399 and BS 8118. Handrails and guardrails should be fitted anywhere where pedestrians may circulate. Step risers shall be no greater than 180 mm maximum and goings 280 mm maximum. Safe working area to be demarcated prior to construction/de-construction. Safety signs to be erected. All work at height to be governed by The Work at Height Regulations 2005.	3	1	3	Operative
	Evacuation											
	3	Evacuation Scenario	Attendees and Event Staff may not be able to evacuate venue within acceptable time	All	4	3	12	RRFSO assessment will have been conducted as detailed earlier in this assessment, which will establish capacity and ensure evacuation is possible within required limits. Partial or full evacuation within the general event Emergency and Major Incident Manual (EMIM).	3	2	6	Contractors, Operative, Rescuer, Supervisor, Training Manager



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

		limits. Conflict with attending emergency vehicles										
Fire Risk												
67	4	Biological Hazards: Handling Needles	Lacerations, severe or minor infection	Member of Staff	4	3	12	Staff trained to guard such objects and supervisor contacted. Supervisor to dispose using litter pliers into sealed burn boxes. Grip gloves to be worn at all times to prevent accidental contact. Staff trained to constantly keep watch on what they are collecting. Disposal via event medical provider	4	1	4	Member of Staff, Supervisor
	5	Cooking and Use of LPG.	Explosion/Fire, Gas Leaks, Burns – Catastrophic Multiple Injuries/Fatalities	All	5	3	15	LPG on-site as part of conditions of trade/operation or camping. Adequate firebreaks to be accommodated into site design. Means of escape to be kept clear at all times. Petrol generators not to be permitted on-site. Good housekeeping to be exercised. Continual Monitoring of the adequacy of arrangements. No Smoking in vicinity of LPG. Only sufficient LPG for 24 hours. Excess canisters to be stored in secure location or daily service delivery. Canisters in use to be secure in a cage or pinned / strapped (but not to a structure) Fasteners to be secure and pipes to in good condition, no signs of perishing, and within date.	4	2	8	Contractors, Operative, Supervisor
	6	Fire	All attendees and working personnel may be harmed	All	5	3	15	Suitable and sufficient fire risk assessments to be performed in accordance with The Regulatory Reform (Fire Safety) Order 2005. All event personnel shall be made aware on arrival to the site	3	2	6	All



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

68		through direct effects of fire or through secondary hazards caused by emergency situations					of the event's emergency procedures, the location of emergency exits, fire routes and the location of any fire fighting equipment. Specific fire hazards that may pose a serious and imminent danger to be notified to all personnel. All exits to be left clear and unencumbered. PA systems will be available for emergency announcements. Smoking will not be permitted in any wholly or substantially enclosed spaces as defined by The Smoke Free (Premises and Enforcement) Regulations 2006. Good housekeeping to be exercised by all personnel with regards to the accumulation of combustibles near potential ignition sources. Dynamic risk assessment to be practised by all senior personnel regarding fire risks. Fire briefing within induction for all staff and contractors Maintain Fire lanes.				
7	Gas bottles and other pressured cans leaking or exploding.	Risk of minor or severe burns, hearing damage, minor or major skin / eye irritation, potential for fatality.	Member of Public, Member of Staff	5	3	15	Staff briefed to listen out for leaking gas canisters, inform and stay clear, fire safety / service contacted. Aerosols and other pressured canisters collected and disposed via licenced facility separately. Non-leaking gas canisters are collected separately and canister supplier contacted for collection.	5	2	10	Member of Staff, Supervisor
8	Use of other gas cylinders.	Personal or infrastructure harm through	All	3	2	6	Medical (O2) and Bars (CO2) to comply with guidelines for safe storage and use. Staff to be vigilant.	3	2	6	Contractors, Operative, Supervisor



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		leak or risk of explosion.					Electrical installation to be complete and tested before placement of cylinders. Staff aware of evacuation procedure. Consideration given to DSEAR.					
Fitting and use of temporary electrical installation												
69	9	Installation and Use of Temporary Electrical Installation	Attendees and Contractors through improper installation and/or unauthorised access/usage resulting in electric shock	Operative, Property and Assets, Rescuer, Site Visitor, Supervisor, Team Member, Third Party	3	3	9	Only verifiably competent personnel will conduct electrical work. All work shall be conducted in compliance with the Electricity at Work Regulations 1989. All electrical installations shall conform with BS 7671:2018, 18th Edition (2018) and temporary installations will conform to the provisions of BS 7909: 2016. All electrical installations shall be tested and signed off. All generator and power distribution areas shall be secured against unauthorised access. All exterior power distribution equipment and cabling shall have the appropriate IP rating. All equipment will be PAT tested.	2	2	4	Operative
General Manual Handling												
	10	General Manual Handling Operations	For example, musco-Skeletal Injuries, Fractures, Sprains, Work related upper limb disorder	Contractors, Employee, Member of Staff, Operative, Team Member	3	4	12	Manual handling will be avoided wherever reasonably practicable at the event by considered pre-planning and systems of work and/or the use of mechanical lifting aids. Dynamic manual handling assessments to be performed prior to all manual-handling operations. The layout of the task shall be evaluated to reduce the risk of injury and minimise effort and repetition. Training to be provided for the efficient use of the body in all manual handling tasks. Consideration will be given to lightening packages and introducing systems to reduce the consequent increase in handling frequency. A thorough evaluation of the working area is to be	3	2	6	Operative



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							conducted as part of the risk assessment. PPE to be utilised. All contractors should utilise a 3 Point PPE system for all manual handling operations; steel toe capped boots, gloves and high visibility work wear. Most “flight cases” will be on wheels. Heavier items of technical production equipment will be maneuvered via the use of telescopic handlers and qualified drivers.					
Heras fencing												
70	11	Transport and erection of temporary fencing (such as Heras or Steel Shield)	Personal injury to staff or attendees following incorrect handling, erection or use.	Member of Public, Member of Staff, Operative	3	3	9	The panels are transported on large vehicles, components should be delivered as near as possible to the point of use. Caution should be exercised before cross loading and an inspection made to ensure that the load has not shifted in transport. Panels should be removed from the trailer by forklift, a qualified plant operator, assisted by a banksman (where necessary) will be responsible for this. Operatives involved in cross loading should wear appropriate PPE (hi-vis, gloves, suitable footwear and hard hats where necessary). The supervisor will direct the crew where to place the panels and where loads should be dropped; the supervisor will have regard of access routes and other contractors when doing this. The supervisor will ensure that weather conditions are suitable for the erection of the panels; if it is felt that wind speed is to high, work will cease until conditions become acceptable. Each panel will be positioned by a minimum of two crew members (wearing appropriate PPE as detailed	2	2	4	Member of Staff, Supervisor, Team Member



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71						above); a third crew member will then position ground pins into the appropriate holes in the base of the panel and fix them, or use ballast blocks as appropriate. The panel will be bolted to the adjacent panel as that is erected. All bolts will be tightened with the appropriate size spanner. Each group of panels (number as recommended by supervisors assessment) are supported by a 'stay' which is pinned into the ground at the junction of the panels; it is imperative that these stays are positioned as the fence line is being constructed. The crew will ensure that their working area is clear and free from members of the public and other contractors; if necessary a temporary cordon designating a safe working zone will be established. Once the fence line is completed, it will be inspected by the supervisor and handed over to the client as complete. The fence line can be taken apart one panel at a time or the whole line dropped and then dismantled, depending on the environment. Prior to dismantling the supervisor will inspect the surrounding area and decide on the most appropriate method. Dismantling is a reverse process of erection; crew will collect all stays and pins so as to avoid leaving trip or puncture hazards. Loading is a reverse of the unloading process; it is the driver's responsibility to ensure that the load is properly fixed before moving off. Technical specifications and safe wind speed				
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							working can be found in the technical information supplied by the contractor / manufacturer.				
Litter Picking											
12	Biological Hazards: Handling Needles	Lacerations, severe or minor infection	Member of Staff	4	3	12	Staff trained to guard such objects and supervisor contacted. Supervisor to dispose using litter pliers into sealed burn boxes. Grip gloves to be worn at all times to prevent accidental contact. Staff trained to constantly keep watch on what they are collecting. Disposal via event medical provider	4	1	4	Member of Staff, Supervisor
13	Broken Glass, Sharp/rusty edges	Lacerations and infections.	Member of Public, Member of Staff	3	3	9	Suitable protective gloves to be worn at all times. Litter pliers or dustpan and brush used to collect sharp/broken objects.	3	2	6	Member of Staff
14	Dirty Water	Risk of various waterborne diseases.	Member of Public, Member of Staff	3	3	9	Staff trained to be wary of personal hygiene and always wash hands prior to eating/smoking/drinking/using bathroom etc. Staff encouraged to use litter pliers when working around water.	3	2	6	Member of Staff, Supervisor
15	Gas bottles and other pressured cans leaking or exploding.	Risk of minor or severe burns, hearing damage, minor or major skin / eye irritation, potential for fatality.	Member of Public, Member of Staff	5	3	15	Staff briefed to listen out for leaking gas canisters, inform and stay clear, fire safety / service contacted. Aerosols and other pressured canisters collected and disposed via licenced facility separately. Non-leaking gas canisters are collected separately and canister supplier contacted for collection.	5	2	10	Member of Staff, Supervisor
16	Hand Litter picking causes injury in various ways	Long and short term MSD issues, cuts, and infections.	Member of Staff	3	3	9	Staff fully briefed on use of PPE to prevent cuts and infections. Staff given regular breaks from repetitive work. Manual handling techniques explained and methods to avoid strain to backs.	3	2	6	Member of Staff



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17	Handling asbestos and misc. chemicals	Burns, poisoning both minor and severe, potential for asbestos poisoning.	Member of Staff	4	3	12	Staff trained not to approach such substances and how to identify them. Supervisor to attend using correct PPE (face mask, gloves, haz-suit etc) to remove waste. Supervisor to liase with waste disposal contractor to discuss the best methods of disposal to mitigate risk.	3	1	3	Member of Staff, Supervisor
18	Handling dog faeces	Risk of Toxocara canis. Slips and falls.	Member of Public, Member of Staff	3	3	9	Staff informed to use a shovel/trowl and wear gloves to remove. See event management plan regarding restrictions on Dogs.	3	2	6	Operative
19	Heavy / awkward or large waste.	Back pains. muscular strains.	Member of Staff	3	3	9	Staff trained on safe lifting practices. Use lifting equipment/ get assistance when needed. Compliance with manual handling directions within site induction.	3	2	6	Member of Staff
20	Risk of injury from collapsing camping equipment and tents.	Risk of minor or major bruising, lacerations from carbon poles, flying tent pegs cause permanent injury to eyes / face.	Member of Staff	3	3	9	Protective gloves to be worn to minimise risk of cuts. Staff briefed not to rip tents from the ground but to walk round and remove pegs prior to collapse. Staff briefed to avoid snapping poles where able.	3	1	3	Member of Staff
21	Vomit	Risk of contracting virus or other illness.	Member of Public, Member of Staff	3	3	9	Staff trained to be wary of personal hygiene and always wash hands prior to eating/smoking/drinking/using bathroom etc. Use of PPE.	3	2	6	Member of Staff
Manual digging of cable or pipe trenches.											



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22	Manual digging of cable or pipe trenches.	Musko-skeletal or other injury to user due to improper use of spade.	Operative	3	3	9	Method for safe use of spade to be adopted. User to keep back straight when digging. User not to jump with both feet on spade.	2	2	4	Operative, Supervisor
Multiple Contractors											
74 23	Multiple Contractors	Lack of Competence/Communication could result in unsafe systems of work resulting in personal injury to working personnel & members of the public. Competing demands leading to congestion	All	3	3	9	Construction and Design Management Regulations 2015 require the appointment of a Principle Designer (PD) and Principle Contractor (PC). They will plan, manage, monitor and co-ordinate all work. Occupational safety & health competence to be a key-purchasing requirement. Competent suppliers to be utilised. The Management of Health & Safety at Work Regulations 1999 (as amended) Regulations 11 & 12 to be complied with. Contractors and artists to provide full insurance details, risk assessments, H&S policy, method statements, structural/flammability certificates, HACCP documentation (where appropriate) and verifiable training records. Event and production load in and out to be properly scheduled and managed to ensure safe systems of work. Pre-event liaison to ensure appropriate levels of pre-planning and coordination. Event radio system to facilitate communications across the event site.	2	2	4	Contractors, Supervisor
Personal Health											
24	Alcohol & Drugs (Public)	People under the influence of alcohol and	Member of Public	3	5	15	Public attendees may use alcohol or non-prescription drugs, however stewards will monitor crowds and CAT will use controls such as challenge	2	3	6	Contractors, Supervisor



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		drugs Errors in judgment and potentially multiple fatality accidents					25. Search regime on entry. Security Drugs, Search, Eviction and Ejection policies.				
25	Alcohol & Drugs (Workforce)	Personnel working under the influence of alcohol and drugs leading to errors in judgment and potentially multiple fatality accidents	Operative	5	3	15	Zero tolerance to alcohol and drugs during working hours. Inductions to communicate zero tolerance policy. Training to re-enforce the message, including mandatory induction.	2	2	4	Operative
26	Animal Faeces (Health Risk and Slip)	Risk of disease or zoonosis. Personal injury from trip to slip.	All	3	3	9	Removal of faeces after animals removed from site at least 4 weeks prior to event.	2	2	4	Estates and Facilities, Supervisor
27	Untrained staff in statutory roles or positions	Personal injury or damage caused through being unfamiliar with operations or procedures	Member of Staff, Operative	3	3	9	Only Licensed or certified staff employed in safety critical positions. Licenses and certificates validated and current before employment. Safety critical positions clearly identified and managed by experienced supervisors. Venue specific training given as part of the induction procedures.	2	2	4	Member of Staff, Operative, Supervisor



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28	Welfare	Lack of adequate welfare facilities leading to illness or discomfort	Contractors, Member of Staff	3	3	9	Suitable sanitary conveniences will be provided at readily accessible places within easy reach of the work environment Sanitary conveniences will be kept clean and floors and walls washed Sufficient washing facilities will be available in the vicinity of all sanitary conveniences Soap or other suitable cleaning agent will be available Special sanitary facilities for those with accessibility needs will be provided	2	2	4	Contractors, Member of Staff, Supervisor
29	Young persons working	Children and young persons may be susceptible to a range of hazards due to their inexperience and lack of awareness.	Operative	4	3	12	Young persons to be chaperoned at all times. Young persons will not be asked to be undertaking any hazardous activities. Full training, induction and rehearsal of any elements which may cause risk.	2	2	4	Operative
PPE Personal protective equipment											
30	PPE Personal protective equipment	Lack of provision of appropriate personal protective equipment leading to serious/fatal injuries	All	5	4	20	Specific activity risk assessment will identify appropriate PPE requirements for workforce Contractor specific activity risk assessment will identify appropriate PPE requirements for contractors For identified noise: Ear defenders are to be made available by individual venues where a need is identified. Ear plugs will be available on venue for one-off or short term use.	3	2	6	All



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Pyrotechnics											
31	Pyrotechnics	Crew and attendees through fallout or misfire.	All	4	3	12	View separate risk assessment supplied by contractor	2	2	4	Contractors, Supervisor
Rigging of Production Equipment											
32	Rigging of Production Equipment	Injury through equipment failure and fall or collapse.	Contractors, Member of Public, Operative, Supervisor, Team Member	4	3	12	The Lifting Operations and Lifting Equipment Regulations 1998 to be complied with. Guidance for lifting operations to be sought from the ACOP L 113. All truss usage to be informed by BS 7906-2. All structures/assemblies to be thoroughly inspected prior to the commencement of lifting All points of rigging shall have secondary back ups or in the case of single point hangs appropriate redundancy built into the rigging assembly to prevent the load falling in the event of primary equipment failure. All lamps to be provided with secondary safety chains. Lifting assemblies, accessories and equipment shall all be used within their SWL and the SWL of the roofs/support points. Manufacturers safety factors to be adhered to in all instances. All lifting equipment and accessories to have inspection certificates as required by LOLER 98. All lifting operations shall be properly planned, coordinated and managed. Contractors engaged shall be required to submit method statements, risk assessments and details of proposed rigging assemblies 14 days prior to commencement of work on site. Riggers will be required to show an in date PLASA card, minimum of level 2, as proof of holding a	3	2	6	Operative



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							national rigging certificate (NRC). This is the festivals accepted proof of competence.				
Site Design											
33	Accident & Incident Reporting	Under reporting of accidents incidents leading to recurrence or repetition of accident/incidents	All	3	3	9	Under reporting of accidents incidents leading to recurrence or repetition of accident/incidents	2	2	4	Contractors, Management, Member of Staff, Operative, Supervisor
34	Animal Faeces (Health Risk and Slip)	Risk of disease or zoonosis. Personal injury from trip to slip.	All	3	3	9	Removal of faeces after animals removed from site at least 4 weeks prior to event.	2	2	4	Estates and Facilities, Supervisor
35	Build Up of Crowd Density at Front of Stage Barrier	Attendees involved in crowd crushing at the front of stage barrier.	Operative	5	3	15	Temporary Structure has been selected to accommodate the audience with a suitable floor space factor given the nature of the event. Installation of a FOSB of MOJO Type. Audience demographic attracted to performing artists present a very low risk of crowd surfing or slam dancing. Provision of Competent Pit Staff in numbers dictated by assessment of artist demographic. Consideration given to landfall to ensure appropriate barrier is installed. For example, convex barrier where slope and drainage is towards stage.	3	2	6	Operative
36	Other fire or vehicular / pedestrian conflict in any camping area.	Campers through positioning of tents and caravans / live-in vehicles.	All	4	3	12	Live-in vehicles to be located separate from tents. 6 metre fire lanes to be maintained at intervals throughout tented area and each caravan / motor home to have a 4 metre side clearance and 3 metre clearance front and back.	2	2	4	All



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		Fire or collision.									
37	Pyrotechnics	Crew and attendees through fallout or misfire.	All	4	3	12	View separate risk assessment supplied by contractor	2	2	4	Contractors, Supervisor
38	Queuing at Marquee entrances prior to popular artists.	Personal Injuries through congestion and interaction with furniture	All	3	3	9	Dynamic assessment of artist demography. Stewards and Security to be present if assessment indicates over-capacity or queuing. Marquee to be erected according to PERTEXA standard and any identified hazards either covered or marked with high visibility material.	2	2	4	Contractors, Member of Staff, Operative, Supervisor
39	Safety signs	Failure to provide information on site specific hazards and safe working procedures leading to serious/fatal injury	All	5	3	15	Suitable and sufficient safety signs will be used in the work environment All employees will receive suitable and sufficient instruction and training in the meaning of safety signs Comprehensible and relevant information on the measures to be taken in connection with safety signs will be provided to employees All safety signs will be maintained so as to perform the function for which they are intended	2	2	4	Contractors, Estates and Facilities, Supervisor
40	Site Design	Personal injury or damage through poor site design	Member of Public, Member of Staff, Operative, Team Member	4	3	12	Appointment of PD & PC as required by CDM2105. Site designed using HSE guidance within HSG195/Purple Guide and industry best practice. Third party verification of safety of site through Safety Advisory Group, or similar body.	2	2	4	Management
41	Slips and Trips walking from vehicles and entrances to and around	Injury from falling, slipping or tripping on uneven ground	All	3	3	9	All major holes and uneven ground filled prior to event. Areas of very high risk shall be cordoned off. Warning signs placed in areas of high risk. Staff appraised of risk during safety briefings.	2	3	6	Operative



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	venue.						All personnel providing services shall be advised to wear appropriate footwear. Sufficient lighting to be provided during hours of darkness. Staff to report and take action to address any risk identified during event.					
80	42	Slips, Trips and Falls running to front of house barrier	Attendees running in the spectator area upon entering the Arena or marquee and injuring themselves through slips, trips and falls uneven ground.	Member of Public	3	3	9	Stewards at entrances will dissuade attendees from running. Adequate site lighting to be put in place around the site and essential peripheral areas by way of installed floodlights. A provisional lighting test will be conducted on the evening prior to public admission to ascertain further requirements. Ground to be checked prior to event and twice daily for potholes / trip hazards, which should be filled or guarded and signed.	3	2	6	Contractors, Operative, Supervisor
	43	Unauthorised spectators endangering themselves attempting to gain access other than via approved entrances.	Unauthorised Persons may suffer personal injury through falls from height or jagged edges of cut fence.	Member of Public	3	4	12	Security personnel to patrol fence line. Consideration to double clipping or crimped fence fixings. Consideration of double fence line, steel shield fence, or other high deterrent fencing.	2	3	6	Contractors, Operative, Supervisor
	44	Underground Services or irrigation.	Contractors may be injured/damaged/compromised through	Operative	4	3	12	All contractors to be briefed by the Principle Designer & Contractor on any and all ground loading attributes. Site Manager and Plant Manager to strictly control the usage of heavy plant and vehicles.	2	2	4	Operative



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		disturbance of underground services or pipes.									
45	Use of Lasers	Potential hazard to aircraft. Possible hazard to health (eyes)	All	4	3	12	Refer to specific RAMS supplied by contractor	3	2	6	Operative, Supervisor
46	Water logged ground	Personal injury or damage as a result of trying to free "stuck" vehicles or drive on water logged / slippery ground.	All	3	3	9	Inspection of ground in week prior to event. Monitoring of weather forecasts. Quantity of sawdust, bark, hard-core or similar available. Cordon off isolated areas. Suitable vehicles available to tow occasional stuck vehicles. No parking permitted in any flood plain.	2	2	4	Operative, Supervisor
47	Water Supply	Consumers of water via contamination	All	4	3	12	View separate plan and risk assessment as part of event management plan and contractors' risk assessment.	3	2	6	Operative, Supervisor
48	Water, Streams, Ponds and Leats	Persons walking from vehicles and entrances to arena or camp site.	All	3	3	9	Water hazards in hired area and approaches from car parks and entrances to be fenced off. Fences to be marked for water hazard. Appropriate lighting provided during hours of darkness. All personnel to exercise vigilance.	2	2	4	Contractors, Supervisor
49	Working near temporary structures	Ancillary work taking place near to temporary structures affecting the	All	4	3	12	Any excavation, trenching works to be positioned at sufficient distance to ensure stability of temporary structure is not compromised.	3	2	6	Contractors, Operative, Supervisor, Team Member



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		stability of the temporary structure leading to multiple fatalities									
Terrorism											
50	Terrorism	Act of terrorism leading to multiple fatalities. Damage to infrastructure.	All	5	3	15	Provision of adequate security cover which will be determined by security risk assessment for specific sites. Compliance with incident management and contingency preparedness Threat level based on the national assessment. Compliance with advice within UK Protect (moving towards Martyn's Law)	5	2	10	All
Traffic Management											
51	Access or egress from production vehicles	Slips, trips or falls resulting in personal injury to driver or other occupants.	Operative, Third Party	3	3	9	Use the steps provided. Use grab handles to assist, not the steering wheel. Visually check the ground for obstruction before egress. Do not jump out of the cab. Use steps and grab handles provided and exit the cab backwards.	2	2	4	Operative, Supervisor
52	Collision with placed sign	Personal injury though collision with placed sign.	Member of Public, Third Party	3	2	6	Person placing signs will be Streetworks or LANTRA trained. Furniture will be placed in accordance with the Traffic Signs Manual Specifically each sign will comply with the Traffic Signs Manual. 'Streetworks' guide to be followed. Signs will be placed to not cause an obstruction where possible.	2	2	4	Operative, Supervisor



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							Signs will be placed from 'out' to 'in' and collected in reverse.				
53	Delay Related Stress	Vehicle occupants and pedestrians through collision or delay related stress.	All	4	3	12	Warning and information signs to be placed on approach to site at regulated or frequent intervals. Local radio/TV stations to be kept apprised. Alternative control measure to be available to relieve congestion. In advance marketing campaign.	2	2	4	Operative, Supervisor
54	Driver fatigue	Production driver safety and driver hours. Excessive driving will lead to fatigue and possible collision, endangering driver, other road users and pedestrians. Anything from minor injury and damage to severe damage and fatality ay result.	Member of Public, Member of Staff, Operative	2	2	4	Driver to use tachographs as per regulations and to drive hours as set out in regulations. Trucking companies to have systems in place with qualified tachograph examiners to check drivers hours quarterly and enforce as required.	1	1	1	Operative
55	Long Distances and Terrain for Persons with Accessible Needs	Personal injury to persons with accessible needs	Member of Public	3	3	9	Provision of accessible parking at point close to any accessible camp site and arena. Ensure terrain and slopes are suitable over this area. Provision of lighting during hours of darkness.	2	2	4	Estates and Facilities, Supervisor



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							See Accessible Access Policy.				
56	Manual direction of traffic	Persons directing traffic or other road users through collision or taking avoiding action	All	4	3	12	Any persons undertaking this action will be accredited under the Community Safety Accreditation Scheme (CSAS). Suitable training will have been required prior to this accreditation. Direction must be in accordance with the traffic plan provided by the authorised company. The uniform as required by the accreditation must be worn.	2	2	4	Operative, Supervisor
57	Obstruction of Emergency Services Sterile Route	Public, Crews, Emergency Services Personnel through collision on obstructed route or through delayed arrival.	Member of Public, Member of Staff, Rescuer	3	3	9	Sterile route access to backstage area, arena, campsite and car parks. Route to be patrolled by security staff and kept clear during relevant times.	3	2	6	Operative, Supervisor
58	Other fire or vehicular / pedestrian conflict in any camping area.	Campers through positioning of tents and caravans / live-in vehicles. Fire or collision.	All	4	3	12	Live-in vehicles to be located separate from tents. 6 metre fire lanes to be maintained at intervals throughout tented area and each caravan / motor home to have a 4 metre side clearance and 3 metre clearance front and back.	2	2	4	All
59	Placing signs on public roads - collision with staff	Personal injury to persons placing signs	Operative	3	3	9	Member of staff will be Streetworks or LANTRA trained. Member of staff will wear Personal Protective Equipment complying to BS EN 471 Category 3. Staff will place signs in pairs.	2	2	4	Operative, Rescuer



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60	Placing signs on public roads - collision with works vehicle	Personal injury to vehicle occupants and vehicular damage	All	3	3	9	Driver of works vehicle will be Streetworks or LANTRA trained. Vehicle will be positioned to cause the least obstruction possible with the maximum visibility possible. Vehicle will display warning beacons and high visibility markings. 'Streetworks' guide to be followed.	3	2	6	Operative, Supervisor
61	Sign Collapse through adverse weather	All road users through collision with debris	All	3	3	9	Signs manufactured in accordance with Traffic Signs Manual, placed in accordance with NRSWA (bags and cones) and by qualified persons.	3	2	6	Operative, Supervisor
62	Slips and Trips walking from vehicles and entrances to and around venue.	Injury from falling, slipping or tripping on uneven ground	All	3	3	9	All major holes and uneven ground filled prior to event. Areas of very high risk shall be cordoned off. Warning signs placed in areas of high risk. Staff appraised of risk during safety briefings. All personnel providing services shall be advised to wear appropriate footwear. Sufficient lighting to be provided during hours of darkness. Staff to report and take action to address any risk identified during event.	2	3	6	Operative
63	Ticket & Parking Fee Collection	Personal injury through robbery of ticket collectors or congestion resulting from collection service.	Operative	3	3	9	Vast majority of parking is pre-purchased or via contactless payment. Wrist banding takes place on exit from car parks. Monies will regularly be transferred to the safe, situated in the production office. Sufficient check lanes to permit prompt collection and minimise queueing.	2	2	4	Operative



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98	64	Unloading of Production / Site Trucks	Harm via Manual Handling, Vehicular/Pedestrian Interaction, Equipment Failure.	Member of Staff, Operative, Property and Assets	4	3	12	All personnel operating shall utilise high visibility personal protective equipment conforming to BS EN 471 Category 2 as a minimum. The Manual Handling Operations Regulations 1992 (as amended) to be complied with in all instances. Contractors to risk assess manual handling operations. All drivers of event vehicles shall have the appropriate DVLA license for the vehicle utilised. Vehicle tail lifts are subject to PUWER 98 and LOLER 98 and safe working load limits must not be exceeded. Production load In areas shall be secured against unauthorised access. Site lighting to be provided in such areas during hours of darkness. Reversing manoeuvres to be minimised so far as is reasonably practicable. Banksman will be deployed if necessary. Site speed limits to be strictly adhered to. Drivers not to use hazards. Instead dipped headlights and beacons should be utilised. All drivers must ensure that handbrakes are securely on prior to alighting their vehicles.	3	2	6	Operative
	65	Various signage activities involving lifting	Public, crew, Emergency Services Personnel through poor positioning or musco-skeletal injuries through	All	3	3	9	The Manual Handling Operations Regulations 1992 (MHOR) shall be complied with in all instances. Dynamic manual handling assessments to be performed in situ. Appropriate design and specification of equipment Safe working areas to be established. Personnel trained to Streetwork or LANTA standards.	2	2	4	Operative, Supervisor



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FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

		manual handling					3 Point PPE system to be utilised - gloves, safety footwear, high visibility clothing.				
66	Vehicle movements on site	Personal injury through collision or damage to vehicle.	All	3	3	9	No service vehicles permitted in public areas after time specified in EMP. Curfew on work until specified time in EMP following festival. Speed limits to be complied with at all times. Plant coordinated by Site or Plant Manager.	3	2	6	Operative, Supervisor
67	Vehicular Manoeuvres	Pedestrians or vehicle occupants through collision with another vehicle or person	All	4	3	12	Roads within grounds to be checked and repaired where necessary. Tracks to be clearly marked. Fences bordering roads and tracks to be checked and repaired. Signs to be placed as appropriate. 'Hot Spots' to be staffed by marshals. Marshals to receive appropriate training and briefing. Site speed limit of 10 mph. Speed limit in arena of 5 mph. Vehicles not to use hazards but rather use beacons and dipped headlights. Emergency vehicles that may need to exceed this limit to use blue beacons and warning sirens. Liaison with stewarding and security teams to marshal clear routes for any such movement.	3	2	6	Operative, Supervisor
68	Walking from car parks to areas within venue	Pedestrians and vehicle occupants via vehicular Conflict	All	3	3	9	Marked and segregated walkways from car parks to arena/camp site. Where walkways conflict with moving traffic marshals to be posted. Walkways shall be illuminated during hours of darkness.	3	2	6	Contractors, Operative, Supervisor



**RISK ASSESSMENT AND METHOD STATEMENT
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							Marshals to be appropriately trained and briefed. Marshals to wear appropriate reflective and protective PPE conforming to BS EN 471 Cat 2 as a minimum. Marshals to be in possession of working torches.				
Use of Plant											
69	Use of Plant: Access Platform (cherry picker), telescopic handler (with 'manbasket' for personnel if applicable), or straight mast fork lift.	Falls from heights (operator) resulting in injury to operator. Hearing damage to personnel. Engine may fail and cause damage to machine and persons. Ground may be unstable causing machine to tip causing injury to operators. Unauthorised personnel may enter area of work. Vehicles may contact machine. Machine may contact live	Contractors, Operative, Team Member	4	3	12	Plant will only be issued for use by the Plant and Site Vehicles Manager. All plant will be accompanied by relevant test certificates. Prior to issue a relevant and in date record of training must be produced. All site speed limits must be complied with. Users must comply with the requirements of LOLER and PEWER. Users will have completed the festival induction. Drivers will wear a seat belt while driving, and a hard hat at all times, together with other PPE as required. All personnel operating from bucket must be securely harnessed at all times with no exceptions, and use other PPE as required. Hearing protection must be used at all times ie ear muffs, ear plugs. Employees to be trained in use. Carry out safety checks as per manufacturers instructions on machine fittings and attachments. If hazard detected, isolate and tag machine out. Carry out engine checks ie battery, oil, fuel, and hydraulics. Ensure the ground is stable. Outriggers to be in use and locked at all times, if fitted. Ensure work area is	4	2	8	Operative, Supervisor



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

68		conductors causing electrical shock to workers. Controls may have defect and may not be able to stop operation in emergency. Falls of material may damage ground personnel. Leaving bucket / forks in up situation may cause unauthorised use. Prevent unauthorised use.					demarcated, warning signs erected and there is no possibility that traffic can enter area where machine is working. All power to proximity of machines operation must be isolated and tagged/ locked out. Ensure that all personnel wear safety equipment at all times ie safety harness, hard hat, reflective vests. Ensure all controls and emergency stop is operational. If not, stop machine and tag out. All material or tools to be raised and lowered to be secured by use of ropes and/or tool clips. Tools used outside of bucket must be fall protected. Hard hats to be worn. Bucket must be fully on ground position and hydraulics relieved at completion of work. Outriggers to then be retracted prior to moving machine. Before leaving machine key must be removed. Store machine in safe area. Welfare facilities to be available for all staff.				
Use of Power Tools											
70	Use of Power Tools	Users of power tools, other operatives in the area and visitors may be harmed by electric shock, hair	Contractors, Operative, Third Party	3	3	9	All power feeds, electrical, pneumatic or hydraulic, to be to european or british standards and maintained in good condition. Battery tools and 110 volt electrical tools only to be used. should it become necessary to use 240 volt tools they will be fitted with RCD protection.	3	2	6	Operative, Supervisor



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FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

06		becoming entangled in moving parts, eye injuries from dust, swarf and other debris, wrist or hand injuries due to tool jamming, vibration white finger, airlines becoming detached or bursting due to damage, trips over trailing cables, noise or inhalation of dust.					Operatives will be trained in the correct use of power tools. Extension leads to be fixed at high level wherever practicable in order to reduce risk of tripping over. All power tools to be inspected in accordance with PUWER 1998. Loose clothing and long hair to be kept clear of moving parts of power tools. Where there is no alternative to using tools which produce high levels of vibration such tools will have anti-vibration handles fitted to reduce the risk of vibration 'white finger'. Noise assessment will be carried out and noise suppression kits fitted to tools where deemed necessary. PPE issued/worn where necessary and hearing zones established. Operatives to wear gloves in cold weather and limit the use of the power tools to reduce 'VWF'. Eye protection to be worn at all times where there is a foreseeable risk of eye injury. Dust extraction kit to be fitted as necessary.				
Weather											
71	Weather	Adverse weather conditions leading to unsafe ground conditions or collapse of temporary structures.	All	2	2	4	Daily weather monitoring. Temporary structures to be designed, installed and checked by competent persons	3	2	6	Contractors, Management, Supervisor
72	Weather –	Personnel may	All	3	3	9	Provision of information to all personnel on	2	3	6	Contractors,



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE**

	working outside in summer	be subject to sunstroke, sunburn or increased potential for skin cancer. Personnel may be subject to dehydration					protective measures to take and the effects of over exposure to radiation of the sun. Covered, shaded areas will be provided for breaks. There will be provision of adequate drinking water supplies.				Employee, Management, Member of Staff, Supervisor
Work at Height											
73 T691	Falling Objects	Objects falling from height	Member of Staff, Operative	4	3	12	All work at height is planned and carried out in accordance with the Work at Height Regulations 2005 or other appropriate standard All tools used at height are to be tethered Exclusion zones to be imposed below work at height Equipment and materials to be stored safely at height Platforms used at height to be free from openings as far as reasonably practicable Personnel to be instructed to empty pockets before working at height No unnecessary tools or equipment are to be taken to places of work at height Safety helmets are mandatory in drop zones	1	1	1	Operative, Supervisor
74	Falls of People	Persons falling from height suffering minor to fatal injuries	Member of Staff, Operative	5	3	15	All work at height is planned and carried out in accordance with the Work at Height Regulations 2005 or other appropriate standard All tools used at height are to be tethered Exclusion zones to be imposed below work at height Equipment and materials to be stored safely at height	5	1	5	Operative, Supervisor



**RISK ASSESSMENT AND METHOD STATEMENT
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							Platforms used at height to be free from openings as far as reasonably practicable Personnel to be instructed to empty pockets before working at height No unnecessary tools or equipment are to be taken to places of work at height Safety helmets are mandatory in drop zones					
92	75	Use of step ladders	Personal injury resulting from fall from step ladder or step ladder overbalancing	Operative, Third Party	4	3	12	Compliance with the provision and Use of Work Equipment Regulations 1998 and HSE ACoP L22 Construction (Health, Safety and Welfare Regulations 1996 HSE Guidance HSG 150 - Health and Safety in Constuction British Standards: BS 1129:1990 - Timber ladders, steps etc. BS 2037:1994 - Aluminium ladders, steps etc. BS 131-2:1993 - Ladders. Specification for requirements, testing, marking Step ladders will be checked to ensure correct length, type and condition before use. Step ladders are subject to a planned maintenance programme. Step ladder work is to be restricted to that which ensures the stability of the step ladder is maintained throughout. Step ladders should not normally be used where there is a risk of falling 2.0 metres or more. The base for the step ladder must be firm and level. Step ladders must be placed at right angles to the work to avoid side-loading. The top step must not be used for working unless it has been specifically designed for this purpose. In all other cases the user's hips should be below the level of the top step.	3	2	6	Operative, Supervisor



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							Over-reaching must be avoided. All operatives must be trained in the safe use of step ladders and specifically of the risks of falling as a result of inappropriate or misuse.					
Worker Noise Exposure												
93	76	Worker Noise Exposure	Working Personnel could be harmed by prolonged exposure to high noise levels. Such damage may include temporary threshold shift leading to Noise Induced Hearing Loss.	Contractors, Operative, Supervisor	3	4	12	In accordance with The Control of Noise at Work Regulations 2005 a noise risk assessment will be performed and a hierarchy of controls exercised as suggested in INDG 362. Wherever reasonably practicable the exposure of staff will be minimised through scheduling of work patterns and layout of event infrastructure. Where noise exposure is likely to reach the lower exposure action level of 80 dB (A Weighting) then ear protection will be made available and staff will be informed of the potential dangers of exposure. At the upper exposure action level of 85 dB (A Weighting) then ear protection must be worn by all personnel. Safety signs conforming to The Health and Safety (Safety Signs and Signals) Regulations 1996 will be erected where appropriate. Staff shall receive guidance in the correct usage of ear protection in accordance with The Personal Protective Equipment Regulations 1992 (as amended). Where there is a requirement to communicate it is preferential to utilise flat response (uniform attenuating) ear protection.	2	2	4	Operative



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Risk Assessment Key

		Severity				
Likelihood		1 – Negligible	2 – Minor	3 – Moderate	4 – Major	5 - Death
	1 – Remote	1	2	3	4	5
	2 – Unlikely	1	4	6	8	10
	3 – Possible	3	6	9	12	15
	4 – Likely	4	8	12	16	20
	5 – Certain	5	10	15	20	25



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

TASK METHOD STATEMENTS

Erection and Use of Marquees, Big Tops, and Tents.

TASK METHOD STATEMENT

****Method Statement for Erection and Use of Marquees or Big Tops****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the erection and use of marquees or big tops for events or gatherings. It aims to ensure the safety of personnel and attendees while maintaining efficient operations.

****2. Scope:****

This method statement applies to all personnel involved in the erection, use, and dismantling of marquees or big tops, including installation crews, event organisers, and support staff.

****3. Responsibilities:****

- Project Manager/Event Organiser: Responsible for overall project coordination, including site selection, planning, and compliance with safety regulations.
- Installation Crew: Responsible for the safe and efficient erection and dismantling of marquees or big tops according to manufacturer specifications and industry best practices.
- Health and Safety Officer: Responsible for overseeing health and safety procedures on-site and ensuring all personnel adhere to relevant regulations and guidelines.

****4. Pre-Installation Checks:****

- Conduct a site assessment to identify suitable locations for the marquee or big top, considering factors such as ground conditions, accessibility, and proximity to utilities.
- Obtain necessary permits and approvals from local authorities for the erection and use of temporary structures.
- Inspect all equipment, including poles, stakes, and tensioning devices, for damage or defects before installation.

****5. Erection Procedures:****

- Develop a detailed erection plan that includes the layout of the marquee or big top, placement of support poles, and installation of anchoring systems.
- Erect the structure according to manufacturer specifications, ensuring proper tensioning and alignment of fabric panels.
- Secure the structure to the ground using appropriate anchoring methods, such as stakes, ballasts, or tensioning systems, to prevent movement or collapse.
- Install safety features such as fire exits, emergency lighting, and signage to ensure the safety of attendees.

****6. Use and Operation:****

- Conduct a final inspection of the erected structure to ensure it is safe and ready for use.
- Monitor weather conditions throughout the event and implement contingency plans in case of adverse weather, such as strong winds or heavy rain.
- Implement crowd management measures to prevent overcrowding and maintain safe egress routes in case of emergency.
- Ensure all electrical installations, lighting, and heating systems are installed and operated safely.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

by qualified personnel.

****7. Dismantling Procedures:****

- Develop a dismantling plan that outlines the sequence of tasks and procedures for removing the structure safely.
- Dismantle the structure in the reverse order of installation, taking care to properly disconnect and pack all equipment and components.
- Remove all debris and equipment from the site, leaving the area clean and clear of obstructions.

****8. Safety Measures:****

- Implement safety measures such as fall protection systems, guardrails, and safety nets to prevent falls from height during erection and dismantling operations.
- Provide personal protective equipment (PPE) such as helmets, gloves, and high-visibility vests to installation crews and support staff.
- Conduct regular safety briefings and training sessions to reinforce safe work practices and emergency procedures.

****9. Environmental Considerations:****

- Consider environmental factors such as wind, temperature, and weather conditions when erecting and using the marquee or big top.
- Monitor weather forecasts and implement measures to mitigate risks associated with adverse weather conditions.

****10. Documentation and Reporting:****

- Maintain detailed records of erection, use, and dismantling activities, including permits, inspections, and incident reports.
- Report any incidents, near misses, or safety concerns related to the marquee or big top to the project manager or health and safety officer.

****11. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety at every stage of the process, we aim to ensure the successful and safe erection, use, and dismantling of marquees or big tops for events or gatherings.

Erection, Breakdown and Use of Stage.

TASK METHOD STATEMENT

****Method Statement for Erection, Breakdown, and Use of Stage****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the erection, breakdown, and use of a stage for events or performances. It aims to ensure the safety of personnel and attendees while maintaining efficient operations.

****2. Scope:****

This method statement applies to all personnel involved in the erection, breakdown, and use of a stage, including stage managers, technicians, and support staff.

****3. Responsibilities:****

- Site, Production or Stage Manager as appropriate: Responsible for overseeing the entire process of stage erection, breakdown, and operation, ensuring compliance with safety standards



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

and regulations.

- Technical Team: Responsible for the assembly, disassembly, and maintenance of stage equipment and infrastructure.
- Support Staff: Responsible for assisting with stage setup, crowd control, and other logistical tasks as needed.

****4. Pre-Installation Checks:****

- Conduct a site assessment to determine the suitable location for the stage, considering factors such as ground stability, access routes, and proximity to utilities.
- Obtain necessary permits and approvals from local authorities for the erection and use of the stage.
- Inspect all stage components, including platforms, rigging equipment, and electrical systems, for damage or defects before installation.

****5. Stage Erection Procedures:****

- Erect the stage according to the manufacturer's instructions and specifications, ensuring proper alignment and stability.
- Secure the stage to the ground using appropriate anchoring methods, such as stakes or weights, to prevent movement or collapse.
- Install safety features such as guardrails, handrails, and access ramps to ensure the safety of performers and crew.
- Test all stage equipment, including lighting, sound, and video systems, to verify functionality and identify any issues before use.

****6. Stage Breakdown Procedures:****

- Disassemble the stage in the reverse order of installation, taking care to properly disconnect and pack all equipment and components.
- Remove all stage debris and equipment from the site, leaving the area clean and clear of obstructions.
- Inspect all stage components for damage or wear and report any issues for repair or replacement.

****7. Stage Use and Operation:****

- Ensure all personnel working on or around the stage are trained in safe working practices and emergency procedures.
- Monitor stage activities to prevent overcrowding and maintain a safe distance between performers and audience members.
- Conduct regular safety inspections of the stage and equipment throughout the event to identify and address any hazards or malfunctions.

****8. Crowd Management and Security:****

- Implement crowd control measures, such as barriers, signage, and designated entry/exit points, to manage audience flow and ensure orderly behavior.
- Coordinate with security personnel to enforce safety rules and respond promptly to any emergencies or incidents.

****9. Environmental Considerations:****

- Consider environmental factors such as weather conditions and terrain when erecting and using the stage, taking appropriate precautions to mitigate risks.
- Monitor weather forecasts and implement contingency plans in case of inclement weather that could affect stage operations.

****10. Documentation and Reporting:****



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

- Maintain records of all stage erection, breakdown, and operation activities, including permits, inspections, and incident reports.
- Document any changes or modifications made to the stage setup and ensure all relevant parties are informed.

****11. Conclusion:****

By following the procedures outlined in this method statement and prioritizing safety at every stage of the process, we aim to ensure the successful and safe erection, breakdown, and use of the stage for events or performances.

Evacuation

TASK METHOD STATEMENT

****Method Statement for Evacuation of Open Air Events****

****1. Introduction:****

The evacuation of an open-air event is crucial for ensuring the safety and well-being of attendees in case of emergencies such as severe weather, fire, or other hazards. This method statement outlines procedures and protocols to effectively evacuate attendees from an open-air event venue.

****2. Scope:****

This method statement applies to all personnel involved in planning, organising, and executing open-air events, including event organisers, security personnel, emergency responders, and volunteers. It covers risk assessment, evacuation planning, communication protocols, and coordination mechanisms.

****3. Responsibilities:****

- Event Organisers: Responsible for developing evacuation plans, communicating emergency procedures to attendees, coordinating with emergency services, and providing necessary resources for evacuation efforts.
- Security Personnel: Responsible for monitoring crowd movements, directing attendees to evacuation routes, providing assistance to vulnerable individuals, and coordinating with emergency responders.
- Emergency Responders: Responsible for responding to emergencies, providing medical assistance, coordinating evacuation efforts, and ensuring the safety of attendees during evacuation procedures.
- Marshals: Responsible for assisting with crowd management, directing attendees to evacuation routes, and providing support to event organisers and security personnel during evacuation operations.

****4. Risk Assessment:****

- Conduct a comprehensive risk assessment of the event venue and surrounding areas to identify potential hazards, such as severe weather, fire risks, crowd dynamics, and accessibility issues.
- Consider factors such as crowd density, exit capacity, terrain features, and the availability of emergency services when assessing evacuation risks and developing evacuation plans.

****5. Evacuation Planning:****

- Develop detailed evacuation plans that outline primary and secondary evacuation routes, assembly points, and procedures for evacuating attendees safely and efficiently in different scenarios.
- Establish protocols for activating evacuation procedures, including criteria and triggers for initiating evacuations based on weather forecasts, fire alarms, or other emergency alerts.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

****6. Communication Protocols:****

- Establish clear communication channels and protocols for disseminating evacuation instructions to attendees, staff, volunteers, and emergency responders using a combination of verbal announcements, digital signage, and public address systems.
- Designate a communication coordinator or team responsible for relaying real-time updates, coordinating with emergency services, and providing instructions to attendees during evacuation operations.

****7. Crowd Management:****

- Implement crowd management measures to facilitate orderly and efficient evacuations, including directing attendees to designated evacuation routes, maintaining clear pathways, and preventing congestion at exits and assembly points.
- Train security personnel and volunteers on crowd control techniques, communication strategies, and de-escalation methods to manage crowd behavior during evacuation operations.

****8. Vulnerable Individuals:****

- Identify and prioritise the evacuation needs of vulnerable individuals, such as elderly attendees, children, persons with disabilities, or those requiring medical assistance, and provide them with appropriate support and assistance during evacuation procedures.
- Establish protocols for locating and assisting vulnerable individuals, including designated evacuation escorts, accessible evacuation routes, and communication aids for those with sensory impairments.

****9. Coordination with Emergency Services:****

- Coordinate closely with local emergency services, including fire departments, police, and medical responders, to ensure a timely and coordinated response to emergencies and effective collaboration during evacuation operations.
- Establish communication protocols and points of contact with emergency services to facilitate information sharing, resource allocation, and mutual support during evacuation procedures.

****10. Post-Evacuation Procedures:****

- Conduct post-evacuation debriefings and evaluations to assess the effectiveness of evacuation procedures, identify areas for improvement, and incorporate lessons learned into future event planning and risk management efforts.
- Provide support and assistance to attendees as needed following evacuation procedures, including medical care, transportation arrangements, and communication with family members or caregivers.

****11. Review and Continuous Improvement:****

- Regularly review and update evacuation plans, procedures, and communication protocols based on feedback, lessons learned from real-world incidents, and changes in event dynamics or venue conditions.
- Conduct training exercises, drills, and simulations to test the effectiveness of evacuation procedures, improve coordination among stakeholders, and enhance preparedness for emergencies.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising the safety and well-being of attendees, event organisers can effectively manage evacuations at open-air events, mitigate risks, and ensure a timely and coordinated response to emergencies.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

TASK METHOD STATEMENT

****Method Statement for Fire Risk Management at Open Air Events****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for fire risk management at open-air events. It aims to ensure the safety of attendees, staff, and property by identifying potential fire hazards and implementing appropriate control measures.

****2. Scope:****

This method statement applies to all personnel involved in organising, managing, and attending open-air events, including event organisers, vendors, contractors, and emergency responders.

****3. Responsibilities:****

- Event Organiser: Responsible for overall fire risk management, including conducting risk assessments, implementing control measures, and coordinating with emergency services.
- Safety Officer: Responsible for overseeing fire safety procedures, conducting inspections, and providing guidance to staff and attendees.
- Attendees: Responsible for following fire safety instructions, reporting hazards, and cooperating with event staff during emergencies.

****4. Pre-Event Planning:****

- Conduct a fire risk assessment of the event site to identify potential hazards such as flammable materials, cooking equipment, and smoking areas.
- Develop a fire safety plan that includes evacuation procedures, assembly points, and communication methods in case of fire.
- Obtain necessary permits and approvals from local authorities for the event, including fire safety permits and emergency response plans.

****5. Fire Prevention Measures:****

- Minimise the use of open flames, candles, or pyrotechnics at the event, opting for safer alternatives where possible.
- Ensure cooking and catering facilities are located away from combustible materials and equipped with appropriate fire suppression systems.
- Prohibit smoking in designated areas only and provide adequate signage, ashtrays, and fire-resistant receptacles to prevent littering.

****6. Fire Detection and Alarm Systems:****

- Consider manual call points. (Other methods are not generally available to temporary outdoor events.)

****7. Firefighting Equipment:****

- Provide portable fire extinguishers at strategic locations throughout the event site, ensuring they are easily accessible and appropriate for the types of fires likely to occur.
- Train event staff in the proper use of fire extinguishers and familiarise them with the location of firefighting equipment.

****8. Emergency Evacuation Procedures:****

- Establish clear evacuation routes and assembly points that are well-lit, unobstructed, and easily identifiable to attendees and staff.
- Conduct emergency evacuation drills prior to the event to familiarise attendees and staff with evacuation procedures and assembly points.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

****9. Communication and Coordination:****

- Maintain communication with emergency services, including the fire department, police, and medical services, to facilitate a coordinated response in the event of a fire.
- Designate a communication point or control center where event staff can relay information to emergency services and coordinate response efforts.

****10. Training and Awareness:****

- Provide fire safety training to event staff, volunteers, and vendors, covering topics such as fire prevention, evacuation procedures, and emergency response.
- Raise awareness among attendees about fire safety procedures and the location of emergency exits and assembly points through signage, announcements, and information booths.

****11. Incident Management and Reporting:****

- Establish procedures for reporting and responding to fire incidents, including alerting emergency services, evacuating attendees, and managing the scene.
- Document all fire incidents, near misses, and corrective actions taken for review and analysis to improve future fire risk management efforts.

****12. Post-Event Review:****

- Conduct a post-event review to evaluate the effectiveness of fire risk management measures and identify areas for improvement.
- Incorporate lessons learned from fire incidents and near misses into future event planning and risk assessment processes to enhance fire safety at subsequent events.

****13. Conclusion:****

By following the procedures outlined in this method statement and prioritising fire risk management at open-air events, we aim to ensure the safety and well-being of attendees, staff, and property, and minimise the risk of fire-related incidents.

Fitting and use of temporary electrical installation

TASK METHOD STATEMENT

****Method Statement for Temporary Electrical Installation in the UK****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the installation of temporary electrical systems in compliance with UK regulations and safety standards.

****2. Scope:****

The scope of this method statement includes the installation of temporary electrical systems for various purposes such as construction sites, events, temporary structures, etc.

****3. Responsibilities:****

- The project manager is responsible for overseeing the installation process and ensuring compliance with regulations.
- The electrical contractor is responsible for executing the installation as per the provided specifications.
- Workers are responsible for adhering to safety protocols and guidelines throughout the installation.

****4. Pre-Installation Checks:****

- Conduct a thorough site assessment to identify potential hazards and plan the layout of the



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

temporary electrical system.

- Ensure all necessary permits and approvals are obtained from relevant authorities.
- Inspect all electrical equipment, cables, and accessories for damage or defects before installation.

****5. Installation Procedures:****

- Install temporary distribution boards at suitable locations, ensuring they are securely mounted and protected from environmental elements.
- Lay out temporary cables using appropriate cable management systems to prevent trip hazards and damage.
- Connect cables to distribution boards, ensuring proper sizing and termination according to load requirements.
- Install temporary lighting fixtures, sockets, and other electrical accessories as per the project specifications.
- Implement segregation measures to prevent contact between electrical installations and other services.

****6. Testing and Commissioning:****

- Conduct insulation resistance tests and continuity checks on all installed circuits to ensure electrical integrity.
- Perform earth fault loop impedance tests to verify the effectiveness of protective earthing systems.
- Test all protective devices such as RCDs (Residual Current Devices) for proper operation.
- Document test results and ensure compliance with relevant standards and regulations.

****7. Safety Precautions:****

- Provide adequate signage and barriers to delineate electrical hazards and restricted areas.
- Ensure all personnel involved in the installation are trained in electrical safety procedures and use appropriate PPE (Personal Protective Equipment).
- Implement a permit-to-work system to control access to electrical installation areas and mitigate risks.
- Regularly inspect and maintain temporary electrical installations to identify and address any potential safety issues.

****8. Emergency Procedures:****

- Establish emergency procedures for dealing with electrical incidents, including procedures for isolating power and administering first aid.
- Ensure all personnel are familiar with emergency evacuation routes and assembly points.

****9. Documentation:****

- Maintain comprehensive records of all installation activities, including equipment specifications, test results, and inspection reports.
- Provide relevant documentation to regulatory authorities as required.

****10. Conclusion:****

This method statement provides a framework for the safe and compliant installation of temporary electrical systems in the UK. By following these procedures and precautions, we aim to ensure the safety of personnel and property throughout the duration of the project.

General Manual Handling

TASK METHOD STATEMENT



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

****Method Statement for Manual Handling****

****1. Introduction:****

Manual handling involves any activity that requires the use of physical force to lift, push, pull, carry, or move objects. This method statement outlines procedures to ensure safe manual handling practices to prevent injuries and promote worker well-being.

****2. Scope:****

This method statement applies to all personnel involved in manual handling tasks within the workplace, including lifting, carrying, and moving objects of varying weights and sizes.

****3. Responsibilities:****

- Management: Responsible for providing appropriate training, equipment, and supervision to facilitate safe manual handling practices.
- Supervisors: Responsible for overseeing manual handling activities, providing guidance to workers, and intervening if unsafe practices are observed.
- Workers: Responsible for following safe manual handling procedures, using provided equipment correctly, and reporting any hazards or concerns to supervisors.

****4. Risk Assessment:****

- Conduct a risk assessment of manual handling tasks to identify potential hazards such as heavy loads, awkward postures, or repetitive movements.
- Consider factors such as the weight and size of objects, the frequency of handling, the distance to be moved, and the layout of the work area.
- Identify control measures to mitigate risks, such as providing mechanical aids, rearranging workstations, or implementing team lifting procedures.

****5. Training and Awareness:****

- Provide comprehensive training to workers on safe manual handling techniques, including proper lifting and carrying methods, posture awareness, and use of lifting equipment.
- Raise awareness among workers about the importance of proper manual handling practices and the potential consequences of incorrect techniques, such as musculoskeletal injuries.

****6. Equipment and Tools:****

- Provide appropriate lifting aids and equipment such as trolleys, pallet jacks, and lifting straps to assist with manual handling tasks.
- Ensure all lifting equipment is regularly inspected, maintained, and in good working condition.
- Train workers in the proper use of lifting equipment and encourage their use whenever handling heavy or awkward loads.

****7. Manual Handling Procedures:****

- Before beginning a manual handling task, assess the load to determine its weight, size, and stability.
- Use the correct lifting technique, bending at the knees and keeping the back straight, to lift objects from the ground.
- Hold the load close to the body and avoid twisting or jerking movements while lifting or carrying.
- Use team lifting techniques when handling heavy or bulky loads, ensuring clear communication and coordination between workers.
- Take regular breaks to rest and stretch muscles during prolonged manual handling activities to prevent fatigue and reduce the risk of injury.

****8. Environmental Considerations:****



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- Ensure the work area is free from obstacles and obstructions that could impede manual handling activities.
- Maintain good lighting and ventilation to create a safe and comfortable working environment.
- Consider environmental factors such as slippery surfaces, uneven terrain, or extreme temperatures that could affect manual handling tasks.

****9. Monitoring and Review:****

- Regularly monitor manual handling activities to ensure compliance with established procedures and identify any areas for improvement.
- Encourage feedback from workers regarding the effectiveness of manual handling controls and their suggestions for improvement.
- Review risk assessments and procedures periodically to address changing work conditions or emerging hazards.

****10. Incident Reporting and Investigation:****

- Establish procedures for reporting and investigating incidents or near misses related to manual handling, including injuries, strains, or equipment failures.
- Investigate the root causes of incidents to identify underlying issues and implement corrective actions to prevent recurrence.

****11. Conclusion:****

By implementing the procedures outlined in this method statement and promoting a culture of safety awareness, we aim to minimize the risk of manual handling injuries and create a safe and healthy work environment for all personnel involved in manual handling tasks.

Heras fencing

TASK METHOD STATEMENT

The panels are transported on large vehicles, components should be delivered as near as possible to the point of use.

Caution should be exercised before cross loading and an inspection made to ensure that the load has not shifted in transport.

Panels should be removed from the trailer by forklift, a qualified plant operator, assisted by a banksman (where necessary) will be responsible for this. Operatives involved in cross loading should wear appropriate PPE (hi-vis, gloves, suitable footwear and hard hats where necessary). The supervisor will direct the crew where to place the panels and where loads should be dropped; the supervisor will have regard of access routes and other contractors when doing this.

The supervisor will ensure that weather conditions are suitable for the erection of the panels; if it is felt that wind speed is too high, work will cease until conditions become acceptable.

Each panel will be positioned by a minimum of two crew members (wearing appropriate PPE as detailed above); a third crew member will then position ground pins into the appropriate holes in the base of the panel and fix them, or use ballast blocks as appropriate. The panel will be bolted to the adjacent panel as that is erected. All bolts will be tightened with the appropriate size spanner. Each group of panels (number as recommended by supervisors assessment) are supported by a 'stay' which is pinned into the ground at the junction of the panels; it is imperative that these stays are positioned as the fence line is being constructed.

The crew will ensure that their working area is clear and free from members of the public and other contractors; if necessary a temporary cordon designating a safe working zone will be established.

Once the fence line is completed, it will be inspected by the supervisor and handed over to the client as complete.

The fence line can be taken apart one panel at a time or the whole line dropped and then



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dismantled, depending on the environment. Prior to dismantling the supervisor will inspect the surrounding area and decide on the most appropriate method.

Dismantling is a reverse process of erection; crew will collect all stays and pins so as to avoid leaving trip or puncture hazards.

Loading is a reverse of the unloading process; it is the driver's responsibility to ensure that the load is properly fixed before moving off.

Technical specifications and safe wind speed working can be found in the technical information supplied by the contractor / manufacturer.

Litter Picking

TASK METHOD STATEMENT

1. **Objective:**

The objective of this method statement is to outline the safe and efficient procedure for litter picking.

2. **Scope:**

This method statement applies to individuals responsible for litter picking at the event

3. **Responsibilities:**

- The designated personnel are responsible for carrying out litter picking activities.
- Supervisors will oversee the process and ensure compliance with safety standards and procedures.

4. **Materials and Equipment:**

- Personal Protective Equipment (PPE): Gloves, hi-viz clothing, protective boots, and safety goggles if identified by risk assessment.
- Litter picking tools: Tongs, grabbers, or any suitable equipment for picking up litter, and picking Ring
- Waste disposal bags: Strong, durable bags for collecting litter.
- Hand sanitizer or soap and water for hand hygiene.

5. **Procedure:**

a. **Preparation:**

- Wear appropriate PPE as above.
- Ensure all necessary equipment and materials are readily available.
- Identify the designated areas for litter picking and assess any potential hazards.

b. **Litter Licking Process:**

1. Start at one end of the designated area and work systematically to cover the entire space.
2. Use litter picking tools to pick up litter from the ground.
3. Inspect each piece of litter for any hazardous materials or sharp objects before picking it up.
4. Place the litter into waste disposal bags.
5. Separate recyclable items from general waste if applicable.
6. Clean any visible stains or spills using appropriate cleaning solutions, if applicable.
7. Ensure thorough coverage of the entire area, including hard-to-reach spots.

c. **Safety Measures:**

- Avoid direct contact with litter using bare hands.
- Handle sharp objects with extreme caution and dispose of them safely.
- Be mindful of any potential hazards such as broken glass or sharp metal objects.
- Maintain proper posture and lifting techniques to prevent injury.
- Keep an eye out for pedestrians and vehicles while working in public areas.

d. **Waste Disposal:**

- Tie waste disposal bags securely to prevent leakage or spillage.
- Dispose of waste in designated bins or collection points following local regulations.
- Ensure recycling of materials wherever possible according to guidelines.

e. **Post-Task Procedures:**



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- Remove PPE and dispose of them appropriately.
 - Clean hands thoroughly with soap and water or hand sanitizer.
 - Report any safety hazards or incidents to the supervisor.
6. ****Documentation:****
- Maintain records of litter picking activities including date, time, location, and quantity of waste collected.
 - Document any safety incidents or near misses for review and improvement.
7. ****Training:****
- Ensure all personnel involved in litter picking activities receive adequate training on safety procedures and equipment usage.
8. ****Review and Revision:****
- Periodically review and revise this method statement to incorporate any necessary changes or improvements.

Manual digging of cable or pipe trenches.

TASK METHOD STATEMENT

****Method Statement for Manual Digging of Cable or Pipe Trenches****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the manual digging of cable or pipe trenches. It aims to ensure the safety of personnel and the efficient completion of trenching activities.

****2. Scope:****

This method statement applies to all personnel involved in manual trenching activities, including workers, supervisors, and site managers.

****3. Responsibilities:****

- Site Manager: Responsible for overseeing trenching activities, ensuring compliance with safety regulations, and providing necessary resources and equipment.
- Supervisors: Responsible for supervising trenching operations, providing training to workers, and enforcing safety procedures.
- Workers: Responsible for following safe work practices, using appropriate tools and equipment, and reporting any hazards or incidents.

****4. Pre-Work Preparation:****

- Conduct a site assessment to identify the location and route of the trench, as well as any underground utilities or hazards.
- Obtain necessary permits and approvals from local authorities before commencing trenching activities.
- Ensure all workers are trained in manual trenching techniques, including proper lifting techniques and use of hand tools.

****5. Safety Equipment:****

- Provide personal protective equipment (PPE) to all workers, including gloves, safety boots, hard hats, and high-visibility clothing.
- Ensure all workers are equipped with appropriate trenching tools, such as shovels, spades, and digging bars.
- Provide first aid kits and emergency rescue equipment at the work site.

****6. Trenching Procedures:****



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- Mark out the trench area using stakes or paint, clearly indicating the depth and alignment of the trench.
- Start digging the trench from one end, using shovels or spades to remove soil in manageable sections.
- Use digging bars or pickaxes to break up hard or compacted soil and remove obstacles such as roots or rocks.
- Keep the edges of the trench vertical and free from collapse by shoring or benching as necessary.
- Avoid overexertion by rotating workers and providing regular breaks to prevent fatigue.

****7. Underground Utilities:****

- Exercise caution when digging near existing utilities, such as gas lines, water pipes, or electrical cables.
- Use hand tools or vacuum excavation methods to expose utilities before digging with mechanical equipment.
- If underground utilities are encountered, stop work immediately and notify the appropriate authorities for further investigation.

****8. Spoil Management:****

- Dispose of excavated soil in designated spoil heaps away from the trench to prevent collapse or obstruction.
- Keep the work area clean and organised to minimise tripping hazards and facilitate access for workers and equipment.

****9. Communication and Coordination:****

- Maintain clear communication between workers and supervisors throughout the trenching operation.
- Coordinate with other trades or contractors working in the area to ensure safety and avoid conflicts.

****10. Inspection and Monitoring:****

- Conduct regular inspections of the trench to ensure it remains stable and free from hazards.
- Monitor weather conditions and ground conditions for signs of instability or erosion.
- Stop work immediately if any unsafe conditions are identified and rectify the situation before resuming work.

****11. Emergency Procedures:****

- Establish emergency procedures for responding to incidents such as trench collapses, injuries, or utility strikes.
- Ensure all workers are familiar with emergency evacuation routes and procedures.
- Provide training in CPR and first aid to designated personnel.

****12. Post-Work Cleanup:****

- Backfill the trench once the cable or pipe installation is complete, using the appropriate materials and compaction methods.
- Restore the work area to its original condition, including repairing any damage to surfaces or landscaping.
- Remove all tools, equipment, and debris from the site and dispose of them properly.

****13. Documentation:****

- Maintain records of trenching activities, including risk assessments, permits, inspection reports, and incident reports.
- Conduct a post-work debriefing to discuss lessons learned and identify areas for improvement.



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in future trenching activities.

****14. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety at every stage of the manual digging process, we aim to ensure the efficient and safe completion of trenching activities while minimising risks to personnel and property.

Multiple Contractors

TASK METHOD STATEMENT

****Method Statement for Coordination of Multiple Contractors****

****1. Introduction:****

This method statement outlines the procedures and protocols for coordinating multiple contractors working on the same project. It aims to ensure efficient collaboration, minimise conflicts, and maintain a safe working environment.

****2. Scope:****

This method statement applies to projects where multiple contractors are involved, such as construction sites, renovation projects, or events requiring various specialised services.

****3. Responsibilities:****

- Project Manager: Responsible for overall project coordination, including scheduling, communication, and resolving conflicts between contractors.
- Contractors: Responsible for executing their specific scope of work safely, efficiently, and in compliance with project requirements and regulations.
- Health and Safety Officer: Responsible for overseeing health and safety procedures on-site and ensuring all contractors adhere to relevant regulations and guidelines.

****4. Pre-Project Planning:****

- Hold pre-project meetings involving all contractors to discuss project scope, timelines, responsibilities, and safety protocols.
- Develop a detailed project schedule that allocates specific tasks and timelines for each contractor, taking into account dependencies and critical path activities.
- Establish communication channels for sharing project updates, changes, and safety information among contractors.

****5. Coordination Procedures:****

- Designate a central point of contact, such as the project manager or site supervisor, to facilitate communication and coordination among contractors.
- Hold regular progress meetings to review project status, address issues, and ensure alignment between contractors' activities.
- Implement a system for documenting and tracking changes to the project scope, schedule, and budget to keep all stakeholders informed.

****6. Health and Safety Management:****

- Develop a comprehensive health and safety plan that outlines the responsibilities of each contractor and identifies potential hazards and control measures.
- Conduct regular safety inspections and audits to ensure compliance with safety regulations and address any safety concerns promptly.
- Provide relevant health and safety training to all contractors, emphasising the importance of cooperation and collaboration in maintaining a safe work environment.



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****7. Conflict Resolution:****

- Establish procedures for resolving conflicts or disputes between contractors, such as mediation or arbitration, to prevent disruptions to the project schedule.
- Encourage open communication and collaboration among contractors to address issues proactively and find mutually acceptable solutions.

****8. Quality Assurance:****

- Implement quality control measures to ensure that work performed by each contractor meets the required standards and specifications.
- Conduct regular inspections and quality checks to identify and rectify any deficiencies or non-compliance issues promptly.

****9. Environmental Management:****

- Develop an environmental management plan to minimise the project's impact on the environment, including waste management, pollution prevention, and resource conservation.
- Ensure all contractors comply with environmental regulations and guidelines applicable to their respective scopes of work.

****10. Documentation and Reporting:****

- Maintain detailed records of project activities, including meeting minutes, correspondence, change orders, and safety reports.
- Provide regular progress reports to project stakeholders, highlighting key milestones, achievements, and any issues requiring resolution.

****11. Conclusion:****

By following the procedures outlined in this method statement and fostering effective communication and cooperation among contractors, we aim to ensure the successful completion of projects involving multiple contractors while maintaining high standards of safety, quality, and environmental responsibility.

Overhead and underground cables

TASK METHOD STATEMENT

****Method Statement for Avoiding Underground and Overhead Cables****

****1. Introduction:****

This method statement outlines procedures to avoid underground and overhead cables during construction or excavation activities. It aims to prevent damage to cables, ensure worker safety, and comply with relevant regulations.

****2. Scope:****

This method statement applies to all personnel involved in construction, excavation, or any ground-disturbing activities where underground or overhead cables may be present.

****3. Responsibilities:****

- Project Manager: Responsible for overall project safety and ensuring compliance with regulations.
- Site Supervisor: Oversees implementation of cable avoidance procedures on-site.
- Workers: Responsible for following safe work practices and reporting any cable encounters or near misses.



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SITE**

****4. Pre-Work Assessment:****

- Conduct a thorough survey of the work area to identify the presence and location of underground and overhead cables.
- Obtain cable plans or liaise with utility companies to determine the precise location of cables.
- Use cable detection equipment to verify the presence of underground cables before excavation or ground disturbance.

****5. Planning and Mitigation Measures:****

- Develop a detailed work plan that includes specific measures to avoid underground and overhead cables.
- Clearly mark the locations of cables using appropriate signage, barriers, or fencing to prevent accidental damage.
- Establish exclusion zones around cable routes where no excavation or construction work will take place.
- Provide workers with training on cable avoidance procedures and the proper use of detection equipment.

****6. Excavation and Construction Procedures:****

- Before starting excavation or ground disturbance, visually inspect the area for any signs of cables such as marker posts or warning signs.
- Use cable detection equipment to scan the work area for underground cables and verify the absence of overhead cables.
- Excavate or dig with caution, using hand tools initially to avoid accidental contact with cables.
- If underground cables are encountered, stop work immediately, and inform the site supervisor.
- Contact the relevant utility company for assistance in identifying and safely managing the encountered cables.

****7. Working Near Overhead Cables:****

- Maintain a safe distance from overhead cables as specified by regulations and industry standards.
- Use appropriate signage and barriers to prevent unauthorized access to areas beneath overhead cables.
- Ensure all equipment and machinery, including cranes and scaffolding, are operated at a safe distance from overhead cables.

****8. Emergency Procedures:****

- In the event of accidental contact with underground or overhead cables, immediately cease work and evacuate the area.
- Contact emergency services if there is a risk of electric shock or fire.
- Follow company procedures for reporting cable strikes and implementing corrective actions.

****9. Post-Work Inspection:****

- Upon completion of work, inspect the area to ensure no damage has occurred to underground or overhead cables.
- Remove any temporary signage or barriers used to mark cable routes.
- Document any cable encounters or near misses and report them to the project manager.

****10. Training and Awareness:****

- Provide ongoing training to workers on the importance of cable avoidance and safe work practices.
- Promote awareness of cable avoidance procedures through toolbox talks, signage, and other communication channels.



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****11. Conclusion:****

By adhering to the procedures outlined in this method statement, we aim to minimize the risk of damage to underground and overhead cables, ensure worker safety, and maintain compliance with regulations throughout the duration of the project.

Personal Health

TASK METHOD STATEMENT

****Method Statement for Handling Animal Feces at Public Venues****

****1. Introduction:****

This method statement outlines procedures for safely and hygienically managing animal feces at public venues. It aims to minimise health risks to attendees, staff, and the public while ensuring cleanliness and sanitation.

****2. Scope:****

This method statement applies to all personnel involved in managing public venues where animals may defecate, including event organisers, venue managers, cleaning staff, and health and safety officers.

****3. Responsibilities:****

- Event Organisers/Venue Managers: Responsible for implementing procedures for handling animal feces, providing necessary resources and equipment, and ensuring compliance with health and safety regulations.
- Cleaning Staff: Responsible for promptly removing and disposing of animal feces, cleaning affected areas, and maintaining cleanliness standards.
- Health and Safety Officers: Responsible for conducting risk assessments, identifying hazards related to animal feces, and implementing control measures to mitigate risks.

****4. Risk Assessment:****

- Identify areas within the public venue where animals are likely to defecate, such as outdoor areas, parks, or pet-friendly zones.
- Assess the health risks associated with exposure to animal feces, including the transmission of pathogens such as bacteria, parasites, and viruses.
- Consider factors such as the type and number of animals present, the frequency of feces deposition, and the potential for human contact with contaminated surfaces.

****5. Control Measures:****

- Implement measures to minimise health risks associated with animal feces, such as placing signage to alert attendees to areas where animals are permitted to relieve themselves.
- Provide waste disposal facilities, such as designated bins or waste bags, for the hygienic disposal of animal feces.
- Ensure cleaning staff are equipped with appropriate personal protective equipment (PPE), such as gloves and face masks, when handling animal feces.

****6. Cleaning and Disinfection Procedures:****

- Establish procedures for promptly removing and disposing of animal feces from public areas, using appropriate tools and equipment such as scoops, shovels, and waste bags.
- Clean and disinfect affected areas using suitable disinfectants and cleaning agents to kill pathogens and prevent the spread of disease.
- Ensure cleaning staff follow proper hygiene practices, such as washing hands thoroughly after handling animal feces and before eating or drinking.



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****7. Waste Disposal:****

- Dispose of collected animal feces in accordance with local regulations and waste management protocols.
- Provide designated waste disposal areas or bins specifically for the disposal of animal waste to prevent contamination of general waste streams.
- Ensure waste disposal facilities are regularly emptied and maintained to prevent overflow and odor issues.

****8. Monitoring and Review:****

- Monitor the effectiveness of control measures and cleaning procedures through regular inspections and audits.
- Review incident reports, feedback from attendees, and any observed trends or issues related to animal feces management to identify areas for improvement.
- Make adjustments to procedures and control measures as needed to address any deficiencies or emerging risks.

****9. Training and Awareness:****

- Provide training to staff and volunteers on proper procedures for handling animal feces, including waste disposal, cleaning, and disinfection.
- Raise awareness among attendees about the importance of responsible pet ownership and proper waste disposal practices to minimise the impact of animal feces at public venues.

****10. Conclusion:****

By following the procedures outlined in this method statement and implementing effective control measures for handling animal feces at public venues, we aim to minimise health risks, maintain cleanliness standards, and ensure a safe and enjoyable experience for attendees and the public.

****Method Statement for the Use of Alcohol and Drugs in the Workplace****

****1. Introduction:****

This method statement outlines procedures and precautions regarding the use of alcohol and drugs by workers in the workplace. It aims to promote a safe, healthy, and productive work environment by preventing impairment and minimising risks associated with substance abuse.

****2. Scope:****

This method statement applies to all employees, contractors, and visitors in the workplace who may be subject to regulations regarding alcohol and drug use. It covers policies, procedures, and measures to prevent, detect, and address substance abuse issues.

****3. Responsibilities:****

- Management: Responsible for implementing and enforcing policies and procedures related to alcohol and drug use, providing education and training, and ensuring compliance with legal requirements.
- Human Resources: Responsible for developing and communicating policies, conducting training and awareness programs, and coordinating drug testing and assistance programs.
- Employees: Responsible for complying with alcohol and drug policies, reporting any concerns or incidents related to substance abuse, and seeking help if needed.

****4. Policy Development:****

- Develop a clear and comprehensive alcohol and drug policy that outlines expectations, prohibitions, consequences, and support mechanisms for employees.
- Ensure the policy complies with relevant laws and regulations, respects individual rights and privacy, and promotes a culture of safety and well-being.



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****5. Education and Training:****

- Provide education and training to all employees on the risks and consequences of alcohol and drug use in the workplace, as well as the organisation's policies and procedures.
- Include information on recognising signs of impairment, accessing support services, and understanding the importance of a drug-free work environment.

****6. Prevention Measures:****

- Implement measures to deter alcohol and drug use in the workplace, such as establishing clear rules and consequences, enforcing access controls, and promoting alternative recreational activities.
- Offer support and resources for employees experiencing personal or work-related stressors that may contribute to substance abuse, such as employee assistance programs or counseling services.

****7. Drug Testing:****

- Conduct drug testing as part of pre-employment screening, random testing, post-accident/incident testing, and reasonable suspicion testing, as permitted by law and outlined in the organisation's policy.
- Ensure drug testing procedures are conducted in a fair, confidential, and non-discriminatory manner, with proper chain of custody and adherence to legal requirements.

****8. Assistance and Rehabilitation:****

- Offer confidential support and assistance to employees struggling with alcohol or drug-related issues, including access to counseling, treatment programs, and rehabilitation services.
- Provide a supportive and non-punitive environment for employees to seek help and address substance abuse issues without fear of stigma or reprisal.

****9. Monitoring and Enforcement:****

- Monitor compliance with alcohol and drug policies through regular audits, observations, and incident reporting mechanisms.
- Enforce consequences for policy violations consistently and fairly, following established disciplinary procedures and providing due process rights to employees.

****10. Review and Continuous Improvement:****

- Regularly review and update alcohol and drug policies and procedures in response to changing legal requirements, industry best practices, and organisational needs.
- Solicit feedback from employees, supervisors, and other stakeholders to identify areas for improvement and address emerging issues related to alcohol and drug use in the workplace.

****11. Conclusion:****

By following the procedures outlined in this method statement and maintaining a proactive approach to alcohol and drug management, we aim to create a safe, healthy, and productive work environment where employees can thrive and contribute to the success of the organisation.

****Method Statement for the Use of Alcohol and Drugs in Public****

****1. Introduction:****

This method statement outlines procedures and precautions regarding the use of alcohol and drugs in public spaces. It aims to ensure the safety, well-being, and responsible behavior of individuals while minimising risks associated with substance abuse in public settings.

****2. Scope:****

This method statement applies to all individuals, including event organisers, attendees, vendors, and security personnel, involved in public events or gatherings where alcohol and drugs may be present. It covers policies, procedures, and measures to prevent, manage, and address alcohol and



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drug-related issues.

****3. Responsibilities:****

- Event Organisers: Responsible for establishing and enforcing policies related to alcohol and drug use, providing adequate supervision and security, and ensuring compliance with legal requirements.
- Venue Owners/Managers: Responsible for ensuring compliance with alcohol licensing regulations, providing appropriate facilities and infrastructure, and coordinating with event organisers and authorities.
- Attendees: Responsible for complying with event rules and regulations regarding alcohol and drug use, respecting the safety and well-being of others, and seeking assistance if needed.

****4. Policy Development:****

- Develop and communicate clear policies and guidelines regarding the use of alcohol and drugs at public events, including permitted areas, prohibited substances, and consequences for policy violations.
- Ensure policies comply with relevant laws and regulations, address potential safety concerns, and promote responsible consumption and behavior.

****5. Education and Awareness:****

- Provide education and awareness campaigns to inform attendees about the risks and consequences of alcohol and drug use, encourage responsible behavior, and promote harm reduction strategies.
- Offer information on available support services, such as medical assistance, counseling, or designated driver programs, for individuals experiencing substance-related issues.

****6. Prevention Measures:****

- Implement measures to prevent excessive alcohol consumption and drug abuse, such as limiting alcohol availability, promoting non-alcoholic beverage options, and providing alternative entertainment activities.
- Train event staff and security personnel to recognise signs of intoxication or drug impairment, intervene when necessary, and provide assistance or referrals to support services.

****7. Security and Enforcement:****

- Deploy trained security personnel to monitor crowd behavior, enforce event rules and regulations, and address incidents related to alcohol and drug use promptly and professionally.
- Establish procedures for confiscating and disposing of illicit substances, managing intoxicated individuals, and coordinating with law enforcement or medical services if needed.

****8. Medical Assistance and Support:****

- Provide on-site medical assistance and first aid services to address alcohol and drug-related emergencies, including treatment for overdose, intoxication, or adverse reactions.
- Ensure medical personnel are trained and equipped to assess and respond to substance-related incidents effectively and compassionately.

****9. Communication and Coordination:****

- Establish clear communication channels and protocols for coordinating alcohol and drug management efforts among event organizers, venue staff, security personnel, and emergency responders.
- Communicate event rules and safety information to attendees through signage, announcements, and other communication channels to promote awareness and compliance.

****10. Review and Continuous Improvement:****



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- Conduct post-event reviews and evaluations to assess the effectiveness of alcohol and drug management strategies, identify areas for improvement, and implement corrective actions or enhancements for future events.
- Solicit feedback from attendees, staff, and stakeholders to gauge perceptions of safety and satisfaction and incorporate suggestions for enhancing alcohol and drug management practices.

****11. Conclusion:****

By following the procedures outlined in this method statement and adopting a proactive approach to alcohol and drug management in public settings, we aim to create safe, enjoyable, and inclusive environments where individuals can socialise responsibly and participate in events without undue risk or harm.

****Method Statement for Staff Welfare****

****1. Introduction:****

This method statement outlines procedures and measures to ensure the welfare and well-being of staff members in the workplace. It aims to promote a supportive and healthy work environment conducive to productivity, satisfaction, and employee retention.

****2. Scope:****

This method statement applies to all personnel involved in managing and supporting staff welfare, including management, human resources, health and safety officers, and employee representatives. It covers policies, procedures, and initiatives related to staff welfare.

****3. Responsibilities:****

- Management: Responsible for setting the tone and culture of the organisation, prioritising staff welfare initiatives, allocating resources, and leading by example.
- Human Resources: Responsible for developing and implementing staff welfare policies, providing support and assistance to employees, and promoting employee engagement and well-being.
- Health and Safety Officers: Responsible for identifying and addressing health and safety hazards in the workplace, conducting risk assessments, and implementing control measures to protect staff welfare.
- Employee Representatives: Responsible for representing the interests and concerns of staff members, advocating for improvements in working conditions, and facilitating communication between management and employees.

****4. Policy Development:****

- Develop comprehensive staff welfare policies that address key areas such as work-life balance, health and safety, diversity and inclusion, professional development, and employee support services.
- Ensure policies are communicated effectively to all staff members, easily accessible, and regularly reviewed and updated to reflect changing needs and best practices.

****5. Health and Safety:****

- Implement measures to promote the physical and mental health of staff members, including providing ergonomic workstations, promoting regular breaks and exercise, and offering access to counseling and support services.
- Conduct regular health and safety inspections, risk assessments, and training to identify and address hazards in the workplace and ensure compliance with relevant regulations.

****6. Work-Life Balance:****

- Encourage a healthy work-life balance by offering flexible working arrangements, such as telecommuting, flexible hours, or compressed workweeks, where feasible and appropriate.



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- Promote the use of vacation time, personal days, and other leave entitlements to allow staff members to recharge and rejuvenate outside of work.

****7. Professional Development:****

- Provide opportunities for staff members to enhance their skills and knowledge through training, workshops, conferences, and other professional development activities.
- Support career advancement and progression through mentorship programs, performance reviews, and access to promotion opportunities.

****8. Employee Support Services:****

- Offer employee assistance programs (EAPs) that provide confidential counseling, mental health support, financial advice, and other resources to help staff members navigate personal and professional challenges.
- Establish channels for staff members to voice concerns, provide feedback, and seek assistance or guidance from management, human resources, or designated support personnel.

****9. Communication and Engagement:****

- Foster open and transparent communication between management and staff members, including regular updates on organisational developments, policy changes, and upcoming initiatives.
- Solicit feedback from staff members through surveys, focus groups, suggestion boxes, or town hall meetings to gauge satisfaction levels, identify areas for improvement, and address concerns proactively.

****10. Recognition and Appreciation:****

- Recognise and celebrate the contributions and achievements of staff members through formal recognition programs, awards ceremonies, or informal gestures of appreciation.
- Foster a culture of gratitude and respect where staff members feel valued, appreciated, and motivated to perform at their best.

****11. Review and Continuous Improvement:****

- Regularly evaluate the effectiveness of staff welfare initiatives through feedback mechanisms, performance indicators, and benchmarking against industry standards and best practices.
- Use feedback and data insights to identify areas for improvement, refine existing policies and procedures, and implement new initiatives to enhance staff welfare and organisational effectiveness.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising staff welfare as a core organisational value, we aim to create a supportive, inclusive, and empowering work environment where staff members can thrive, grow, and contribute to the success of the organisation.

****Method Statement for Preventing Untrained Staff in Statutory Roles****

****1. Introduction:****

This method statement outlines procedures and measures to prevent untrained staff from assuming statutory roles within the organisation. It aims to ensure compliance with legal requirements, maintain operational integrity, and safeguard the health, safety, and welfare of employees and stakeholders.

****2. Scope:****

This method statement applies to all personnel involved in assigning, supervising, and performing statutory roles within the organisation, including management, human resources, and



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department heads. It covers policies, procedures, and controls to verify and validate the training and qualifications of staff members in statutory positions.

****3. Responsibilities:****

- Management: Responsible for establishing and enforcing policies and procedures related to statutory roles, ensuring compliance with legal requirements, and providing resources and support for staff training and development.
- Human Resources: Responsible for verifying the qualifications and credentials of staff members assigned to statutory roles, coordinating training and certification programs, and maintaining records of staff training and qualifications.
- Department Heads: Responsible for identifying staffing needs, assigning roles and responsibilities, and ensuring that staff members are adequately trained and competent to perform their duties in compliance with statutory requirements.

****4. Policy Development:****

- Develop clear and comprehensive policies and procedures outlining the qualifications, training requirements, and competency criteria for staff members in statutory roles.
- Establish protocols for verifying and validating staff qualifications, conducting background checks, and documenting training and certification records.

****5. Training and Certification:****

- Provide training and certification programs to equip staff members with the knowledge, skills, and competencies required to perform statutory roles effectively and safely.
- Ensure that training programs cover relevant legal requirements, regulatory standards, industry best practices, and specific job responsibilities associated with statutory roles.

****6. Verification and Validation:****

- Verify the qualifications and credentials of staff members assigned to statutory roles through thorough background checks, credential validation, and reference checks.
- Validate staff training and certification records through documentation, records management systems, and regular audits to ensure accuracy, completeness, and compliance with regulatory requirements.

****7. Monitoring and Oversight:****

- Implement systems and processes for monitoring staff performance in statutory roles, including regular performance reviews, observations, and feedback mechanisms.
- Provide ongoing support, guidance, and supervision to staff members to ensure they maintain competency and compliance with statutory requirements throughout their tenure in the role.

****8. Compliance Assurance:****

- Conduct regular assessments and audits to verify compliance with statutory requirements, identify any gaps or deficiencies, and take corrective actions as needed to address non-compliance issues.
- Ensure that all staff members assigned to statutory roles are aware of their responsibilities, obligations, and legal liabilities, and receive appropriate training and support to fulfill their duties effectively and safely.

****9. Reporting and Documentation:****

- Maintain accurate and up-to-date records of staff qualifications, training, and certifications related to statutory roles, including copies of licenses, permits, and other credentials.
- Document any instances of non-compliance, training deficiencies, or corrective actions taken to address issues related to staff qualifications and performance in statutory roles.



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****10. Continuous Improvement:****

- Regularly review and update policies, procedures, and training programs in response to changes in statutory requirements, industry standards, and organisational needs.
- Solicit feedback from staff members, supervisors, and regulatory authorities to identify areas for improvement and implement measures to enhance the effectiveness and integrity of the process for preventing untrained staff in statutory roles.

****11. Conclusion:****

By following the procedures outlined in this method statement and maintaining rigorous controls and oversight, we aim to prevent untrained staff from assuming statutory roles within the organisation, ensuring compliance with legal requirements, protecting the interests of stakeholders, and maintaining the integrity of our operations.

PPE Personal protective equipment

TASK METHOD STATEMENT

****Method Statement for Personal Protective Equipment (PPE)****

****1. Introduction:****

Personal Protective Equipment (PPE) is essential in protecting workers from hazards in the workplace. This method statement outlines the procedures for the selection, use, maintenance, and disposal of PPE to ensure the safety and well-being of all personnel.

****2. Scope:****

This method statement applies to all workers and personnel who may be required to use PPE in the workplace.

****3. Responsibilities:****

- Management: Responsible for providing appropriate PPE, ensuring compliance with regulations, and implementing PPE policies and procedures.
- Supervisors: Responsible for enforcing the use of PPE, providing training, and ensuring proper maintenance of PPE.
- Workers: Responsible for wearing PPE as required, attending training sessions, and reporting any issues or concerns regarding PPE.

****4. Risk Assessment:****

- Conduct a comprehensive risk assessment to identify hazards that require the use of PPE.
- Assess the effectiveness of existing control measures and determine if additional PPE is necessary to mitigate risks.

****5. Selection of PPE:****

- Select appropriate PPE based on the hazards identified during the risk assessment.
- Ensure that selected PPE is suitable for the specific task, properly fitted, and compatible with other safety equipment.
- Consider factors such as comfort, durability, and ease of use when selecting PPE to encourage compliance among workers.

****6. Training and Instruction:****

- Provide training to workers on the proper use, maintenance, and disposal of PPE.
- Ensure workers understand the limitations of PPE and the importance of using it correctly to protect themselves from workplace hazards.
- Conduct regular refresher training sessions to reinforce safe PPE practices and address any new



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hazards or PPE requirements.

****7. Issuance and Distribution:****

- Issue appropriate PPE to workers based on their job roles and the hazards they are exposed to.
- Maintain an inventory of PPE and ensure adequate supply is available at all times.
- Clearly label and store PPE in designated areas to facilitate easy access and identification.

****8. Use of PPE:****

- Instruct workers to wear PPE whenever they are exposed to identified hazards.
- Ensure PPE is worn correctly, adjusted to fit properly, and checked for defects before each use.
- Encourage workers to report any discomfort or problems with PPE promptly to supervisors for resolution.

****9. Maintenance and Inspection:****

- Regularly inspect PPE for signs of wear, damage, or deterioration.
- Clean and maintain PPE according to manufacturer's instructions and recommended practices.
- Repair or replace damaged or defective PPE immediately to ensure continued effectiveness.

****10. Disposal of PPE:****

- Dispose of disposable PPE, such as gloves or masks, in designated waste bins or containers.
- Dispose of damaged or expired PPE in accordance with relevant regulations and guidelines.
- Encourage environmentally responsible disposal practices to minimize the impact on the environment.

****11. Monitoring and Review:****

- Monitor compliance with PPE policies and procedures through regular inspections and audits.
- Review incident reports, near misses, and feedback from workers to identify any deficiencies in PPE usage or effectiveness.
- Continuously update and improve PPE policies and procedures based on lessons learned and changes in workplace conditions or regulations.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising the proper selection, use, maintenance, and disposal of PPE, we aim to create a safe and healthy work environment where workers are adequately protected from workplace hazards.

Pyrotechnics

TASK METHOD STATEMENT

****Method Statement for Pyrotechnics at an Event****

****1. Introduction:****

Pyrotechnics can add excitement and spectacle to events, but they also present inherent risks if not handled properly. This method statement outlines procedures and precautions to ensure the safe and controlled use of pyrotechnics at the event.

****2. Scope:****

This method statement applies to all personnel involved in the planning, setup, operation, and supervision of pyrotechnic displays at the event. It covers risk assessment, safety measures, communication protocols, emergency procedures, and regulatory compliance.

****3. Responsibilities:****



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- Event Organisers: Responsible for coordinating pyrotechnic displays, obtaining necessary permits and approvals, and ensuring compliance with safety regulations and industry standards.
- Pyrotechnicians: Responsible for designing, setting up, and firing pyrotechnic effects, as well as monitoring safety during the display.
- Safety Officers: Responsible for conducting risk assessments, implementing safety measures, and overseeing the safe execution of pyrotechnic activities.
- Venue Management: Responsible for providing access to the venue, coordinating logistics, and ensuring compliance with venue-specific safety requirements.

****4. Risk Assessment:****

- Conduct a thorough risk assessment of the event site and surrounding areas to identify potential hazards, such as flammable materials, crowd density, and proximity to buildings or structures.
- Consider environmental factors, weather conditions, and any special considerations specific to the event venue or location.

****5. Safety Measures:****

- Ensure all pyrotechnic equipment, materials, and effects comply with relevant safety standards, regulations, and manufacturer specifications.
- Establish a designated safety zone around the firing area to prevent unauthorised access and minimise the risk of injury to personnel and spectators.
- Provide personal protective equipment (PPE) for pyrotechnicians and support staff, including flame-resistant clothing, gloves, goggles, and hearing protection.

****6. Setup and Operation:****

- Designate a qualified pyrotechnician or team to handle setup, operation, and firing of pyrotechnic effects, following established procedures and best practices.
- Secure all pyrotechnic devices and effects to stable structures or firing platforms to prevent accidental discharge or movement during the event.
- Conduct a thorough equipment check and system test before the event to ensure proper functioning and reliability of all pyrotechnic equipment.

****7. Communication Protocols:****

- Establish clear communication channels between pyrotechnicians, safety officers, event organisers, and venue management to coordinate setup, operation, and safety protocols.
- Implement a comprehensive communication plan to relay important information, instructions, and emergency procedures to all personnel involved in the pyrotechnic display.

****8. Emergency Procedures:****

- Develop and communicate emergency procedures for responding to incidents such as fires, explosions, or injuries during the pyrotechnic display.
- Ensure all personnel are familiar with emergency evacuation routes, assembly points, and communication protocols in the event of an emergency.

****9. Regulatory Compliance:****

- Obtain necessary permits, licenses, and approvals from local authorities, fire departments, and regulatory agencies for the use of pyrotechnics at the event.
- Comply with all applicable laws, regulations, and industry standards governing the storage, transportation, handling, and use of pyrotechnic materials and effects.

****10. Post-Event Cleanup:****

- Conduct a thorough cleanup of the event site following the pyrotechnic display, removing debris, spent pyrotechnic devices, and any other materials to ensure the venue is safe and clear for



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subsequent activities.

- Dispose of pyrotechnic waste and residue in accordance with local regulations and environmental guidelines.

****11. Review and Evaluation:****

- Conduct a post-event debriefing session to review the effectiveness of the pyrotechnic display, identify any issues or concerns, and gather feedback from personnel involved in the event.
- Use lessons learned from the review process to make improvements to future pyrotechnic displays and enhance safety protocols and procedures.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety and compliance, we aim to ensure the safe and successful execution of pyrotechnic displays at the event, providing entertainment and excitement for spectators while minimising risks to personnel, attendees, and property.

Rigging of Production Equipment

TASK METHOD STATEMENT

****Method Statement for Rigging of Production Equipment****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the rigging of production equipment for events, concerts, or film/TV productions. Rigging involves the installation and suspension of lighting, sound, video, and other equipment to support the production.

****2. Scope:****

This method statement applies to all personnel involved in the rigging of production equipment, including riggers, technicians, and support staff.

****3. Responsibilities:****

- Rigging Supervisor: Responsible for overseeing the rigging operations, ensuring compliance with safety standards and regulations, and coordinating with production managers.
- Riggers: Responsible for the safe installation and suspension of production equipment according to the rigging plan and manufacturer's guidelines.
- Support Staff: Responsible for assisting with rigging activities, providing logistical support, and ensuring a safe working environment.

****4. Pre-Installation Checks:****

- Conduct a site assessment to identify suitable rigging points, taking into account structural integrity, load-bearing capacity, and clearance requirements.
- Obtain necessary permits and approvals from venue management or relevant authorities for rigging operations.
- Inspect all rigging equipment, including trusses, motors, chains, and slings, for damage or wear before use.

****5. Rigging Procedures:****

- Develop a rigging plan detailing the placement and configuration of rigging points, equipment, and load distribution.
- Rig equipment according to the rigging plan, using appropriate rigging techniques and hardware to ensure stability and safety.



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- Use load calculation formulas and weight distribution charts to determine the appropriate rigging points and load capacities for each piece of equipment.
- Ensure all rigging hardware is properly secured and tightened to prevent slippage or failure during operation.
- Conduct load tests as necessary to verify the stability and integrity of the rigging system before use.

****6. Safety Measures:****

- Implement safety measures such as fall protection systems, guardrails, and safety nets to prevent falls from height during rigging operations.
- Provide personal protective equipment (PPE) such as harnesses, helmets, and gloves to riggers and other personnel working at height.
- Ensure all personnel involved in rigging operations are trained in safe rigging practices, including proper use of equipment and emergency procedures.

****7. Environmental Considerations:****

- Consider environmental factors such as wind, temperature, and weather conditions when planning and executing rigging operations.
- Monitor weather forecasts and implement contingency plans in case of adverse weather conditions that could affect rigging safety.

****8. Equipment Maintenance:****

- Regularly inspect and maintain all rigging equipment to ensure it is in good working condition and free from defects.
- Keep detailed records of equipment inspections, maintenance activities, and any repairs or replacements carried out.

****9. Communication and Coordination:****

- Maintain clear communication between rigging personnel, production crew, and venue staff to coordinate rigging activities effectively.
- Conduct pre-rigging briefings to review the rigging plan, safety procedures, and emergency protocols with all involved parties.

****10. Documentation and Reporting:****

- Document all rigging activities, including rigging plans, equipment lists, load calculations, and safety inspections.
- Report any incidents, near misses, or safety concerns related to rigging operations to the rigging supervisor and production management.

****11. Conclusion:****

By following the procedures outlined in this method statement and prioritizing safety at every stage of the rigging process, we aim to ensure the safe and efficient installation and operation of production equipment for events, concerts, or film/TV productions.

Site Design

TASK METHOD STATEMENT

A method statement for site design outlines the procedures, protocols, and safety measures to be followed during the design phase of a construction project.

****1. Introduction****

- Provide an overview of the site design project.
- Identify the project location and scope.



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****2. Objectives****

- Define the goals and objectives of the site design.
- Ensure compliance with relevant regulations and standards.

****3. Responsibilities****

- Specify the roles and responsibilities of individuals involved in the site design process.
- Include project managers, designers, engineers, and any other relevant personnel.

****4. Site Survey****

- Conduct a comprehensive survey of the site to gather relevant data.
- Include topographical information, soil analysis, utility locations (overground and underground), and environmental considerations.

****5. Concept Development****

- Develop initial design concepts based on site survey findings and client requirements.
- Consider factors such as functionality, aesthetics, and sustainability.

****6. Design Development****

- Refine the selected concept into a detailed site design.
- Incorporate feedback from stakeholders and regulatory authorities.
- Prepare drawings, plans, and specifications as required.

****7. Environmental Impact Assessment****

- Assess the potential environmental impact of the proposed site design.
- Identify mitigation measures to minimise negative effects.

****8. Health and Safety****

- Implement health and safety measures to protect personnel and the public during the design process.
- Provide appropriate training and personal protective equipment (PPE) as necessary.
- Comply with relevant health and safety regulations and standards.

****9. Quality Assurance****

- Establish procedures to ensure the quality and accuracy of the site design.
- Conduct regular reviews and inspections to identify and address any issues.

****10. Risk Management****

- Identify potential risks associated with the site design process.
- Develop strategies to mitigate and manage these risks effectively.

****11. Communication****

- Maintain open and transparent communication channels with stakeholders throughout the site design process.
- Provide regular updates on progress, milestones, and any relevant issues.

****12. Documentation****

- Maintain comprehensive documentation of all site design activities, including drawings, reports, and correspondence.
- Ensure all documentation is accurate, up-to-date, and easily accessible.

****13. Approval****

- Obtain approval from relevant stakeholders, including clients, regulatory authorities, and project managers, before proceeding with the site design.

****14. Review and Revision****

- Periodically review and update the method statement as necessary to reflect changes in project requirements or circumstances.

****Method Statement for Temporary Water Supply Installation****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the installation of a temporary water supply system. It aims to ensure the safe and efficient provision of water for various construction, event, or emergency purposes.

****2. Scope:****



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This method statement applies to all personnel involved in the planning, installation, operation, and maintenance of temporary water supply systems. It includes activities such as site assessment, equipment selection, installation, testing, and decommissioning.

****3. Responsibilities:****

- Project Manager: Responsible for overall project planning, coordination, and oversight, including ensuring compliance with relevant regulations and safety standards.
- Site Supervisor: Responsible for supervising on-site activities, coordinating with contractors and suppliers, and ensuring that work is carried out safely and efficiently.
- Installation Team: Responsible for installing water supply pipes, fittings, valves, meters, and other equipment according to specifications and industry best practices.
- Health and Safety Officer: Responsible for conducting risk assessments, implementing control measures, and ensuring compliance with health and safety regulations throughout the project.

****4. Pre-Installation Preparation:****

- Conduct a site assessment to determine the location, layout, and requirements for the temporary water supply system, considering factors such as water source, distance to point of use, terrain, and accessibility.
- Obtain necessary permits, approvals, and permissions from local authorities, property owners, or relevant stakeholders before commencing work.
- Select appropriate materials, equipment, and components for the water supply system, ensuring compatibility, durability, and compliance with relevant standards and specifications.

****5. Installation Procedures:****

- Clear the installation area of any obstacles, debris, or vegetation that may interfere with the installation process.
- Lay out the water supply pipes, fittings, and accessories according to the planned route and configuration, taking care to minimise bends, kinks, or obstructions.
- Assemble and connect pipes, fittings, valves, meters, and other components using appropriate techniques and materials, such as solvent welding, compression fittings, or mechanical couplings.
- Test the integrity of the water supply system by conducting pressure tests, leak tests, and flow tests to ensure that all connections are secure and there are no leaks or defects.

****6. Health and Safety Measures:****

- Provide personal protective equipment (PPE) to all personnel involved in the installation, including safety helmets, gloves, safety glasses, and high-visibility clothing.
- Implement control measures to prevent hazards such as slips, trips, falls, manual handling injuries, and exposure to hazardous substances.
- Ensure that all equipment and tools are properly maintained, inspected, and used in accordance with manufacturer's instructions and safety guidelines.

****7. Commissioning and Testing:****

- Fill the water supply system with clean water from a potable source and flush the pipes to remove any debris, sediments, or contaminants.
- Conduct performance tests and quality checks to verify that the water supply system meets specified flow rates, pressure levels, and water quality standards.
- Make any necessary adjustments or repairs to address issues identified during testing and commissioning, ensuring that the system operates safely and efficiently.

****8. Operation and Maintenance:****

- Provide instructions and training to site personnel on the operation, maintenance, and troubleshooting of the temporary water supply system.
- Establish a schedule for regular inspection, maintenance, and cleaning of the water supply



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system to prevent corrosion, blockages, or deterioration over time.

- Keep accurate records of maintenance activities, water consumption, and any incidents or issues encountered during operation for future reference and evaluation.

****9. Decommissioning and Removal:****

- Shut down the water supply system and drain the pipes to remove any remaining water and prevent freezing or damage during dismantling.
- Disconnect and disassemble pipes, fittings, valves, meters, and other components carefully to avoid damage or injury.
- Dispose of or recycle materials and equipment in accordance with environmental regulations and best practices, ensuring proper handling and disposal of any hazardous substances or waste.

****10. Documentation and Reporting:****

- Maintain comprehensive documentation of the temporary water supply installation, including design plans, permits, test results, inspection reports, maintenance records, and incident logs.
- Prepare a final report summarising the installation process, including any challenges, lessons learned, and recommendations for future projects.

****11. Conclusion:****

By following the procedures outlined in this method statement and adhering to best practices for temporary water supply installations, we aim to ensure the safe, reliable, and efficient provision of water for various applications while minimising risks to personnel, property, and the environment.

Terrorism

TASK METHOD STATEMENT

****Method Statement for Terrorism Planning in the UK****

****1. Introduction:****

Terrorism planning involves measures to mitigate the risks associated with terrorist threats and attacks. This method statement outlines procedures and protocols to enhance security, protect individuals and assets, and respond effectively to terrorist incidents in the UK.

****2. Scope:****

This method statement applies to all personnel involved in terrorism planning and security management, security personnel, and private sector organisations. It covers risk assessment, preventive measures, response protocols, and coordination mechanisms.

****3. Responsibilities:****

- Security Personnel: Responsible for implementing security measures, conducting patrols, and monitoring suspicious activities to deter potential terrorist threats.

****4. Risk Assessment:****

- Conduct comprehensive risk assessments to identify potential terrorist threats, vulnerabilities, and critical assets, including public spaces, transportation hubs, and high-profile events.
- Analyze intelligence reports, threat assessments, and historical data to assess the likelihood and potential impact of terrorist attacks in different scenarios.

****5. Preventive Measures:****

- Implement physical security measures to protect critical infrastructure and assets, such as access control, perimeter fencing, CCTV surveillance, and security patrols.
- Enhance security screening procedures at transportation hubs, airports, and public venues to



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detect and deter terrorist threats, including explosives, weapons, and suspicious behavior.

- Collaborate with community organizations, religious leaders, and local authorities to address radicalization and prevent individuals from becoming involved in terrorist activities.
- Follow the most recent advice of UK Protect, in preparation for 'Matyn's Law'.

****6. Response Protocols:****

- Develop and regularly update response protocols and contingency plans for various types of terrorist incidents.
- Establish incident command systems, communication protocols, and coordination mechanisms to ensure a unified and effective response.
- Conduct regular training exercises / simulations to test capabilities, improve coordination, and identify areas for improvement in terrorism response plans.

****7. Intelligence Sharing:****

- Implement secure communication channels, and information-sharing platforms to facilitate timely and accurate dissemination of intelligence and coordination of counter-terrorism efforts.

****8. Public Awareness and Vigilance:****

- Educate staff and contractors about the importance of vigilance, reporting suspicious activities, and following security instructions.

****9. Review and Evaluation:****

- Conduct regular reviews and evaluations of terrorism planning efforts, response capabilities, and security measures to assess effectiveness, identify gaps, and prioritise resource allocation.
- Incorporate lessons learned from real-world incidents, exercises, and security assessments into continuous improvement efforts to enhance resilience and readiness to address evolving terrorist threats.

****10. Conclusion:****

By following the procedures outlined in this method statement and adopting a comprehensive and proactive approach to terrorism planning, the event aims to enhance its security posture and protect people and assets.

Traffic Management

TASK METHOD STATEMENT

****Method Statement for Placing Road Signs on Highways****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the placement of road signs on highways to ensure the safety of road users and workers.

****2. Scope:****

The scope of this method statement includes the installation of road signs on highways in accordance with the relevant regulations and standards.

****3. Responsibilities:****

- The project manager is responsible for overseeing the sign placement process and ensuring compliance with regulations.
- The installation team is responsible for carrying out the placement of road signs safely and accurately.
- Traffic management personnel are responsible for implementing traffic control measures to ensure the safety of workers and road users.



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****4. Pre-Installation Checks:****

- Conduct a site survey to identify suitable locations for road signs and assess any potential hazards.
- Obtain necessary permits and approvals from relevant authorities for the installation of road signs.
- Ensure all road signs are in compliance with applicable regulations and standards.

****5. Installation Procedures:****

- Use appropriate equipment to access sign locations safely.
- Securely mount road signs using approved fixings and ensure they are installed at the correct height and angle for optimum visibility.
- Use caution when working near traffic and ensure all personnel wear high-visibility clothing.
- Follow manufacturer's guidelines for installing reflective materials to enhance visibility, especially in low-light conditions.
- Implement temporary traffic control measures, such as lane closures or traffic diversions, as necessary to facilitate safe sign installation.

****6. Quality Control and Inspection:****

- Conduct visual inspections of installed road signs to ensure they are securely fastened and properly aligned.
- Verify the accuracy of signage content, including text, symbols, and arrows, to ensure compliance with regulatory requirements.
- Rectify any installation errors or deficiencies immediately to prevent potential safety hazards.

****7. Safety Precautions:****

- Provide adequate signage and traffic cones to alert drivers to the presence of road work and ensure they reduce speed accordingly.
- Deploy flaggers or traffic controllers to manage traffic flow and ensure the safety of workers during sign placement.
- Maintain a safe distance from moving traffic and use barriers or buffer zones to protect workers from passing vehicles.
- Conduct regular safety briefings to remind personnel of potential hazards and reinforce safe work practices.

****8. Environmental Considerations:****

- Minimize environmental impact by avoiding damage to vegetation or wildlife habitats during sign installation.
- Properly dispose of any waste materials generated during the installation process in accordance with environmental regulations.

****9. Documentation:****

- Maintain detailed records of all sign placement activities, including site assessments, permits, and inspection reports.
- Document any deviations from the planned installation procedures and the actions taken to address them.

****10. Conclusion:****

By adhering to the procedures outlined in this method statement, we aim to ensure the safe and effective placement of road signs on highways, thereby contributing to improved road safety for all users.

****Method Statement for Directing Traffic Using CSAS Powers****



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****1. Introduction:****

This method statement outlines the procedures and precautions to be followed when directing traffic using Community Safety Accreditation Scheme (CSAS) powers. CSAS enables accredited individuals to assist in traffic management under specific conditions.

****2. Scope:****

The scope of this method statement includes the deployment of accredited personnel to direct traffic in compliance with CSAS regulations and guidelines.

****3. Responsibilities:****

- The CSAS accredited individuals are responsible for directing traffic in accordance with their training and the authority granted to them.
- The project manager or supervisor is responsible for overseeing the traffic direction activities and ensuring compliance with CSAS regulations.
- Traffic management personnel are responsible for providing support and coordination with local authorities and law enforcement agencies.

****4. Pre-Deployment Preparation:****

- Ensure all CSAS accredited individuals have undergone appropriate training and are familiar with the procedures and guidelines for directing traffic.
- Obtain necessary authorisations and approvals from relevant authorities for the deployment of accredited personnel.
- Conduct a pre-deployment briefing to review the traffic management plan, roles, and responsibilities, and address any safety concerns.

****5. Deployment Procedures:****

- Position CSAS accredited personnel at designated locations where traffic management assistance is required, such as roadworks, events, or emergencies.
- Clearly communicate with drivers using standard hand signals or signaling devices to direct traffic safely and efficiently.
- Coordinate with local authorities and law enforcement agencies as needed to ensure compliance with traffic regulations and minimize disruptions.
- Monitor traffic flow and adjust direction as necessary to alleviate congestion or prevent safety hazards.
- Maintain a visible presence and wear high-visibility clothing to enhance visibility and ensure the safety of accredited personnel.

****6. Safety Precautions:****

- Prioritize the safety of accredited personnel and road users at all times.
- Position accredited individuals in safe locations away from moving traffic and provide adequate barriers or buffer zones where necessary.
- Ensure all personnel are equipped with appropriate personal protective equipment (PPE), including high-visibility vests and safety helmets.
- Conduct regular safety briefings and encourage personnel to report any safety concerns or incidents immediately.

****7. Communication and Coordination:****

- Maintain communication with relevant stakeholders, including local authorities, event organizers, and law enforcement agencies, to coordinate traffic management efforts effectively.
- Provide clear instructions and guidance to accredited personnel regarding their roles and responsibilities during traffic direction activities.

****8. Documentation and Reporting:****



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- Maintain accurate records of traffic direction activities, including deployment locations, duration, and any incidents or observations.
- Report any incidents, near misses, or safety concerns to the appropriate authorities and document corrective actions taken.

****9. Review and Evaluation:****

- Conduct periodic reviews of traffic direction activities to assess effectiveness and identify areas for improvement.
- Solicit feedback from accredited personnel, stakeholders, and road users to inform future planning and decision-making.

****10. Conclusion:****

By following the procedures outlined in this method statement, we aim to ensure the safe and effective direction of traffic using CSAS powers, contributing to improved traffic flow and safety for all road users.

Use of Plant

TASK METHOD STATEMENT

****Method Statement for the Use of Plant****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for the safe and efficient use of plant (heavy machinery and equipment) in construction, industrial, or landscaping projects. It aims to ensure the safety of personnel, prevent accidents, and minimise damage to property and the environment.

****2. Scope:****

This method statement applies to all personnel involved in operating, supervising, and managing the use of plant in the workplace.

****3. Responsibilities:****

- Plant Operator: Responsible for operating plant equipment safely, following manufacturer guidelines and site-specific procedures.
- Supervisor/Manager: Responsible for overseeing plant operations, providing training and supervision to operators, and ensuring compliance with safety regulations.
- Health and Safety Officer: Responsible for conducting risk assessments, implementing control measures, and monitoring plant operations for compliance with safety standards.

****4. Pre-Operational Checks:****

- Conduct pre-operational checks on plant equipment to ensure it is in good working condition and free from defects.
- Check fluid levels, hydraulic systems, brakes, tires, and safety features before each use.
- Inspect the work area for hazards such as overhead power lines, uneven terrain, or underground utilities that could affect plant operations.

****5. Training and Competency:****

- Provide comprehensive training to plant operators on the safe operation of specific equipment, including start-up, shutdown, maneuvering, and emergency procedures.
- Ensure operators are competent and licensed to operate the plant equipment they are assigned to.
- Provide refresher training periodically to reinforce safe operating practices and address any



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changes in equipment or regulations.

****6. Safe Operating Procedures:****

- Follow manufacturer guidelines and recommended operating procedures for each type of plant equipment.
- Use safety features such as seat belts, roll-over protection structures (ROPS), and falling object protection (FOPS) as required.
- Maintain a safe distance from edges, excavations, or other hazards when operating plant equipment near them.

****7. Communication and Coordination:****

- Establish clear communication channels between plant operators, supervisors, and other workers to coordinate activities and avoid conflicts.
- Use hand signals, radios, or other communication devices to communicate effectively, especially in noisy or high-risk environments.
- Ensure all personnel working near plant equipment are aware of its presence and potential hazards.

****8. Load Handling and Transport:****

- Follow safe procedures for loading and unloading materials onto plant equipment, ensuring loads are secure and within the equipment's capacity.
- Use appropriate lifting and rigging equipment, such as slings, chains, or hooks, to safely handle heavy or awkward loads.
- Secure loads properly during transport to prevent shifting or falling, and use caution when maneuvering on slopes or uneven terrain.

****9. Maintenance and Inspection:****

- Conduct regular maintenance and inspections of plant equipment according to manufacturer guidelines and maintenance schedules.
- Keep records of maintenance activities, repairs, and inspections to ensure equipment is kept in good working condition and complies with safety regulations.
- Immediately report any defects, malfunctions, or damage to plant equipment to supervisors for repair or replacement.

****10. Emergency Procedures:****

- Establish emergency procedures for responding to accidents, injuries, or equipment failures involving plant equipment.
- Provide first aid training to plant operators and other personnel, and ensure first aid kits and emergency response equipment are readily available on-site.
- Develop evacuation plans and procedures for safely evacuating personnel in the event of an emergency involving plant equipment.

****11. Environmental Considerations:****

- Minimise environmental impact by avoiding spills, leaks, or emissions from plant equipment, and properly containing and cleaning up any hazardous materials.
- Ensure proper disposal of waste materials, fuels, lubricants, and other substances used or generated during plant operations.
- Follow environmental regulations and best practices to protect natural habitats, water sources, and air quality.

****12. Documentation and Reporting:****

- Maintain records of plant operations, including equipment inspections, maintenance activities, training records, and incident reports.



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- Document near misses, accidents, or safety concerns related to plant operations and implement corrective actions to prevent recurrence.
- Review and update plant operation procedures and risk assessments regularly to incorporate lessons learned and improvements.

****13. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety and efficiency in the use of plant equipment, we aim to minimise risks, prevent accidents, and create a safe and productive working environment for all personnel involved.

Use of Power Tools

TASK METHOD STATEMENT

****Method Statement for the Use of Power Tools****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for the safe and efficient use of power tools in the workplace. It aims to prevent accidents, injuries, and damage to equipment by providing guidelines for proper operation, maintenance, and storage of power tools.

****2. Scope:****

This method statement applies to all personnel involved in the use of power tools in the workplace, including operators, supervisors, and maintenance staff.

****3. Responsibilities:****

- Management: Responsible for providing appropriate training, ensuring compliance with safety regulations, and maintaining power tools in good working condition.
- Supervisors: Responsible for supervising power tool operations, enforcing safety procedures, and providing guidance to operators.
- Operators: Responsible for following safe work practices, using power tools correctly, and reporting any issues or concerns to supervisors.

****4. Selection of Power Tools:****

- Select power tools appropriate for the task at hand, considering factors such as the type of work, material to be worked on, and operator skill level.
- Ensure power tools are suitable for use in the specific environment (e.g., waterproof for outdoor use, explosion-proof for hazardous environments).
- Inspect power tools before use to ensure they are in good working condition, with no signs of damage or defects.

****5. Pre-Use Inspection:****

- Conduct a pre-use inspection of the power tool, checking for any visible damage, loose or missing parts, and signs of wear or deterioration.
- Ensure all safety guards, handles, and other protective devices are in place and functioning correctly.
- Test the power tool briefly to ensure it operates smoothly and without unusual noise or vibration.

****6. Personal Protective Equipment (PPE):****

- Wear appropriate personal protective equipment (PPE) when operating power tools, including safety glasses, hearing protection, gloves, and protective footwear.
- Ensure PPE is properly fitted and in good condition before starting work.



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****7. Safe Operating Procedures:****

- Familiarise yourself with the manufacturer's instructions and safety guidelines for the specific power tool being used.
- Ensure the work area is clean, well-lit, and free from obstructions before starting work.
- Maintain a stable and balanced posture while operating power tools, keeping feet firmly planted and avoiding overreaching or leaning.
- Use both hands to operate the power tool whenever possible, maintaining a firm grip on the handles and maintaining control at all times.
- Keep bystanders and other workers at a safe distance from the work area to prevent accidents or injuries.

****8. Electrical Safety:****

- Inspect power cords and plugs for damage before use, and replace any damaged cords or plugs immediately.
- Use a residual current device (RCD) or ground fault circuit interrupter (GFCI) to protect against electrical shocks.
- Do not operate power tools in wet or damp conditions unless they are specifically designed for such use.
- Disconnect power tools from the electrical supply before performing any maintenance or cleaning tasks.

****9. Tool Maintenance and Storage:****

- Clean power tools regularly to remove dust, debris, and other contaminants that can affect performance.
- Inspect power tools for signs of wear or damage after each use, and repair or replace any worn or damaged parts as needed.
- Store power tools in a clean, dry, and secure location when not in use, away from moisture, extreme temperatures, and unauthorised access.

****10. Emergency Procedures:****

- Know the location of emergency stop buttons, fire extinguishers, and first aid kits in the work area.
- In case of an emergency or malfunction, immediately switch off the power tool, disconnect it from the power source, and follow established emergency procedures.

****11. Training and Supervision:****

- Provide training to operators on the safe use of power tools, including proper operation, maintenance, and emergency procedures.
- Supervise power tool operations to ensure compliance with safety procedures and intervene if unsafe practices are observed.

****12. Reporting and Record Keeping:****

- Report any accidents, incidents, or near misses involving power tools to supervisors immediately.
- Keep records of power tool inspections, maintenance activities, and operator training for documentation and future reference.

****13. Review and Improvement:****

- Conduct regular reviews of power tool safety procedures and practices to identify areas for improvement.
- Incorporate feedback from operators and supervisors to enhance safety protocols and minimise risks associated with power tool use.



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****14. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety in the use of power tools, we aim to create a work environment where accidents and injuries are minimised, and personnel can perform their tasks efficiently and safely.

Weather

TASK METHOD STATEMENT

****Method Statement for Managing Weather at Outdoor Events****

****1. Introduction:****

Outdoor events are susceptible to weather conditions that can impact safety, attendee experience, and event logistics. This method statement outlines procedures and precautions to effectively manage weather-related risks and ensure the safety and success of outdoor events.

****2. Scope:****

This method statement applies to all personnel involved in planning, organising, and executing outdoor events, including event organisers, venue managers, security personnel, emergency responders, and vendors. It covers risk assessment, contingency planning, communication protocols, and attendee safety measures.

****3. Responsibilities:****

- Event Organisers: Responsible for assessing weather risks, developing contingency plans, implementing safety measures, and communicating with stakeholders regarding weather-related updates and decisions.
- Venue Managers: Responsible for providing access to weather monitoring tools, coordinating event setup, ensuring venue safety, and implementing emergency procedures in response to adverse weather conditions.
- Security Personnel: Responsible for monitoring weather conditions, enforcing safety protocols, assisting with crowd management, and coordinating evacuation procedures in case of severe weather threats.
- Emergency Responders: Responsible for providing medical assistance, evacuating attendees if necessary, and coordinating with event organisers and venue management to address weather-related emergencies.

****4. Weather Risk Assessment:****

- Conduct a thorough weather risk assessment for the event location, considering factors such as seasonal weather patterns, historical data, local climate conditions, and potential weather hazards such as storms, high winds, extreme temperatures, or lightning.
- Monitor weather forecasts from reliable sources leading up to the event to anticipate potential weather impacts and make informed decisions regarding event planning and safety measures.

****5. Contingency Planning:****

- Develop comprehensive contingency plans for various weather scenarios, including protocols for postponement, cancellation, or modification of event activities based on weather forecasts and real-time conditions.
- Establish criteria and triggers for activating contingency plans, such as specific weather thresholds or warnings issued by meteorological authorities, and communicate these criteria to all relevant stakeholders.

****6. Safety Measures:****



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- Implement safety measures to mitigate weather-related risks and ensure attendee safety, such as providing shelter, tents, or covered areas for protection from rain or sun exposure, securing temporary structures against wind gusts, and offering hydration stations and cooling areas during hot weather.
- Train staff and volunteers on weather safety protocols, including procedures for monitoring weather updates, communicating with attendees, and implementing emergency response measures in case of severe weather threats.

****7. Communication Protocols:****

- Establish clear communication channels and protocols for disseminating weather-related information to event staff, volunteers, vendors, attendees, and emergency responders.
- Designate a weather coordinator or team responsible for monitoring weather conditions, providing timely updates, and making decisions regarding event adjustments or evacuations based on weather forecasts and safety considerations.

****8. Attendee Awareness:****

- Educate attendees about weather risks and safety precautions through event communications, signage, announcements, and digital platforms to promote awareness and preparedness.
- Encourage attendees to dress appropriately for the weather, stay hydrated, seek shelter during inclement weather, and follow instructions from event staff and security personnel to ensure their safety and well-being.

****9. Review and Evaluation:****

- Conduct post-event debriefings and evaluations to assess the effectiveness of weather management procedures, identify areas for improvement, and incorporate lessons learned into future event planning and risk management efforts.
- Solicit feedback from attendees, staff, vendors, and emergency responders regarding their experiences with weather-related protocols and response measures to inform continuous improvement efforts and enhance event resilience.

****10. Conclusion:****

By following the procedures outlined in this method statement and prioritising proactive weather management strategies, outdoor event organisers can effectively mitigate weather-related risks, ensure attendee safety and satisfaction, and enhance the overall success and resilience of their events.

Work at Height

TASK METHOD STATEMENT

****Method Statement for Work at Height****

****1. Introduction:****

Working at height poses significant risks to personnel, requiring careful planning and adherence to safety procedures. This method statement outlines the procedures and precautions to be followed when conducting work at height to ensure the safety of personnel and minimise the risk of accidents.

****2. Scope:****

This method statement applies to all personnel involved in work at height activities, including construction, maintenance, and installation work conducted at elevated locations.

****3. Responsibilities:****



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- Project Manager: Responsible for overall project safety, including the implementation of work at height procedures, risk assessments, and providing necessary resources.
- Site Supervisor: Responsible for overseeing work at height activities, ensuring compliance with safety regulations, and providing supervision and guidance to workers.
- Workers: Responsible for following safe work practices, using appropriate safety equipment, and reporting any hazards or concerns to supervisors.

****4. Risk Assessment:****

- Conduct a thorough risk assessment to identify hazards associated with the specific work at height tasks, such as falls, falling objects, and unstable surfaces.
- Assess the stability of the work platform, the condition of access equipment, and environmental factors such as weather conditions and wind speed.
- Determine control measures to mitigate identified risks, such as providing guardrails, fall arrest systems, or personal protective equipment (PPE).

****5. Selection of Access Equipment:****

- Select appropriate access equipment for the specific work at height task, considering factors such as height, duration, and complexity of the work.
- Choose access equipment that provides a safe and stable working platform, such as ladders, scaffolding, mobile elevated work platforms (MEWPs), or suspended access equipment.
- Ensure access equipment is properly inspected, maintained, and certified for use, and that workers are trained in its safe operation.

****6. Fall Prevention Measures:****

- Implement fall prevention measures to minimise the risk of falls from height, such as providing guardrails, toe boards, and safety nets around elevated work areas.
- Use barriers or warning signs to prevent unauthorised access to work areas at height and ensure adequate signage is in place to alert workers to potential hazards.

****7. Fall Arrest Systems:****

- Where fall hazards cannot be eliminated, implement fall arrest systems such as safety harnesses, lanyards, and anchor points to protect workers in the event of a fall.
- Ensure fall arrest systems are properly fitted, inspected, and used in accordance with manufacturer instructions and industry best practices.
- Conduct regular training for workers on the proper use of fall arrest systems and emergency procedures for rescuing a suspended worker.

****8. Safe Working Practices:****

- Ensure workers are adequately trained in safe working practices for work at height, including proper climbing techniques, use of access equipment, and emergency procedures.
- Prohibit working alone at height whenever possible and implement a buddy system to provide mutual support and assistance in case of emergencies.
- Encourage regular breaks to prevent fatigue and ensure workers remain alert and focused while working at height.

****9. Emergency Procedures:****

- Establish emergency procedures for responding to incidents or accidents involving work at height, including procedures for summoning help, evacuating injured personnel, and providing first aid.
- Conduct regular drills and simulations to ensure workers are familiar with emergency procedures and can respond effectively in a crisis situation.

****10. Inspection and Maintenance:****



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- Regularly inspect access equipment, including ladders, scaffolding, and harnesses, for signs of damage, wear, or defects.
- Maintain detailed records of equipment inspections, maintenance activities, and any repairs or replacements carried out.
- Immediately remove from service any access equipment that is found to be defective or unsafe for use and replace it with suitable alternatives.

****11. Review and Monitoring:****

- Conduct regular reviews of work at height procedures and practices to identify opportunities for improvement and address any emerging risks.
- Monitor compliance with work at height procedures through inspections, audits, and observations, and take corrective action as necessary to ensure adherence to safety standards.

****12. Documentation and Reporting:****

- Maintain comprehensive records of all work at height activities, including risk assessments, training records, equipment inspections, and incident reports.
- Report any accidents, near misses, or hazards related to work at height to the appropriate authorities and conduct thorough investigations to determine root causes and prevent recurrence.

****13. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety at every stage of work at height activities, we aim to minimise the risk of accidents and injuries, protect the health and well-being of personnel, and ensure compliance with regulatory requirements.

Worker Noise Exposure

TASK METHOD STATEMENT

****Method Statement for Worker Noise Exposure Management****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for managing worker noise exposure in the workplace. It aims to minimise the risk of hearing damage and ensure compliance with relevant health and safety regulations.

****2. Scope:****

This method statement applies to all workers who may be exposed to hazardous noise levels in the workplace, including industrial settings, construction area, and manufacturing manufacturing, in addition to amplified music.

****3. Responsibilities:****

- Management: Responsible for implementing noise control measures, conducting risk assessments, and providing appropriate training and PPE to workers.
- Health and Safety Officer: Responsible for monitoring noise levels, conducting noise assessments, and ensuring compliance with noise regulations.
- Workers: Responsible for following noise control procedures, wearing hearing protection when required, and reporting any concerns or issues related to noise exposure.

****4. Noise Risk Assessment:****

- Conduct a comprehensive noise risk assessment to identify areas of high noise exposure and potential hazards.
- Use sound level meters or noise dosimeters to measure noise levels in different areas of the workplace and assess worker exposure levels.



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- Identify sources of noise generation, such as machinery, equipment, and processes, and evaluate their contribution to overall noise exposure, in addition to the obvious PA's

****5. Engineering Controls:****

- Implement engineering controls to reduce noise levels at the source, such as enclosing noisy machinery, installing noise barriers, or using quieter equipment.
- Maintain and repair machinery and equipment regularly to prevent excessive noise emissions and ensure they operate efficiently.
- Consider noise control measures during the design and layout of new work areas or processes to minimize noise exposure.

****6. Administrative Controls:****

- Implement administrative controls to limit worker exposure to hazardous noise levels, such as job rotation, scheduling noisy tasks during quieter periods, or limiting exposure time.
- Provide training to workers on the risks associated with noise exposure, the importance of using hearing protection, and proper noise control procedures.
- Post warning signs in areas with high noise levels to alert workers and visitors to the potential hazards and the requirement to wear hearing protection.

****7. Personal Protective Equipment (PPE):****

- Provide hearing protection equipment, such as earplugs or earmuffs, to workers exposed to hazardous noise levels.
- Ensure hearing protection devices are properly fitted, maintained, and worn correctly by workers in accordance with manufacturer instructions.
- Conduct regular training sessions on the selection, use, and maintenance of hearing protection equipment to ensure workers understand its importance and how to use it effectively.

****8. Monitoring and Surveillance:****

- Regularly monitor noise levels in the workplace to ensure compliance with regulatory limits and identify any changes or trends that may require action.
- Conduct audiometric testing for workers exposed to hazardous noise levels to monitor their hearing health and detect early signs of hearing loss.
- Review and update noise risk assessments periodically to reflect changes in work processes, equipment, or environmental conditions.

****9. Incident Reporting and Investigation:****

- Establish procedures for reporting and investigating incidents related to noise exposure, including hearing loss cases, near misses, or complaints from workers.
- Investigate the root causes of incidents to identify underlying issues and implement corrective actions to prevent recurrence.

****10. Review and Improvement:****

- Conduct regular reviews of noise control measures and exposure levels to identify opportunities for improvement.
- Solicit feedback from workers on the effectiveness of noise control measures and their experiences with hearing protection equipment.
- Continuously update and refine noise management procedures based on feedback, lessons learned, and changes in regulations or technology.

****11. Conclusion:****

By following the procedures outlined in this method statement and implementing effective noise control measures, we aim to protect workers from hazardous noise exposure, prevent hearing



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damage, and create a safe and healthy work environment.



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OVERVIEW

@Document Reference	JPSE-000077 v1	Document Date	08/05/2025
Job Summary	Overarching RAMS for Balloons and Tunes at Cutteslowe Sunnymead Park		
Client	Extrement Events Ltd and Event Nation Ltd		
Site	Cutteslowe Sunnymead Park , Elsfield Way , Oxford, OX2 8NP		
Area	Whole Site		
Nearest Hospital	John Radcliffe Hospital , Headley Way, Headington Oxford, Oxfordshire 0300 3047777		
Document Prepared By	Jonathan Perry		

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TASK RISK ASSESSMENTS

RISK ASSESSMENT INFORMATION, GROUPED BY TASK

Ref	Hazard / Risk	Likely Harm	Who may be harmed	Risk Before			Control Measures	Risk After			Action by Who
				S	L	R		S	L	R	
Erection and Use of Marquees, Big Tops, and Tents.											
1 140	Erection and Use of Marquees or Tents.	Public Attendees and Event Contractors may be harmed by improper erection and use of temporary demountable structures.	All	4	3	12	All marquees or tents should be erected in accordance with the manufacturers guidance and agreed method statements and risk assessments. All marquees or tents to be supplied, erected and maintained in accordance with the recommendations of the IStructE publication 'Temporary Demountable Structures: Guidance on Design, Procurement and Use ' (Forth Edition, 2017). All marquees or tents to be signed off as conforming to standards set by PERTEXA. Any marquee type structures erected on the event site should have sufficient ballast and be capable of withstanding anticipated wind loadings. All materials used to have valid flammability certification. The Manual Handling Operations Regulations 1992 (as amended) and The Work at Height Regulations 2005 to be complied with in all instances. RRFSo fire risk assessments to be performed to ascertain life safety occupancy levels. Fire fighting and life safety equipment to be provided.	3	2	6	Contractors, Supervisor



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Erection, Breakdown and Use of Stage.												
141	2	Erection, Breakdown and Use of Stage.	Injury through structural instability, lifting operations and working at height.	Contractors, Operative, Supervisor, Team Member	4	3	12	Structural and environmental loading calculations, design drawings, method statements & risk assessments are made available from the contractor. Any pertinent ground loadings to be notified to event production manager by venue Management. All structures to conform to the recommendations of 'Temporary Demountable Structures: Guidance on Design, Procurement and Use' 4th Edition 2017. All structures to be signed off and monitored by a competent person. The Lifting Operations and Lifting Equipment Regulations 1998 to be complied with in all instances. All stage decking employed should be capable of withstanding a nominal imposed loading of no less than 5Kn/Sq metre and conform to BS 6399 and BS 8118. Handrails and guardrails should be fitted anywhere where pedestrians may circulate. Step risers shall be no greater than 180 mm maximum and goings 280 mm maximum. Safe working area to be demarcated prior to construction/de-construction. Safety signs to be erected. All work at height to be governed by The Work at Height Regulations 2005.	3	1	3	Operative
Evacuation												
	3	Evacuation Scenario	Attendees and Event Staff may not be able to evacuate venue within acceptable time	All	4	3	12	RRFSO assessment will have been conducted as detailed earlier in this assessment, which will establish capacity and ensure evacuation is possible within required limits. Partial or full evacuation within the general event Emergency and Major Incident Manual (EMIM).	3	2	6	Contractors, Operative, Rescuer, Supervisor, Training Manager



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		limits. Conflict with attending emergency vehicles									
Fire Risk											
4	Biological Hazards: Handling Needles	Lacerations, severe or minor infection	Member of Staff	4	3	12	Staff trained to guard such objects and supervisor contacted. Supervisor to dispose using litter pliers into sealed burn boxes. Grip gloves to be worn at all times to prevent accidental contact. Staff trained to constantly keep watch on what they are collecting. Disposal via event medical provider	4	1	4	Member of Staff, Supervisor
142	Cooking and Use of LPG.	Explosion/Fire, Gas Leaks, Burns – Catastrophic Multiple Injuries/Fatalities	All	5	3	15	LPG on-site as part of conditions of trade/operation or camping. Adequate firebreaks to be accommodated into site design. Means of escape to be kept clear at all times. Petrol generators not to be permitted on-site. Good housekeeping to be exercised. Continual Monitoring of the adequacy of arrangements. No Smoking in vicinity of LPG. Only sufficient LPG for 24 hours. Excess canisters to be stored in secure location or daily service delivery. Canisters in use to be secure in a cage or pinned / strapped (but not to a structure) Fasteners to be secure and pipes to in good condition, no signs of perishing, and within date.	4	2	8	Contractors, Operative, Supervisor
6	Fire	All attendees and working personnel may be harmed	All	5	3	15	Suitable and sufficient fire risk assessments to be performed in accordance with The Regulatory Reform (Fire Safety) Order 2005. All event personnel shall be made aware on arrival to the site	3	2	6	All



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143		through direct effects of fire or through secondary hazards caused by emergency situations					of the event's emergency procedures, the location of emergency exits, fire routes and the location of any fire fighting equipment. Specific fire hazards that may pose a serious and imminent danger to be notified to all personnel. All exits to be left clear and unencumbered. PA systems will be available for emergency announcements. Smoking will not be permitted in any wholly or substantially enclosed spaces as defined by The Smoke Free (Premises and Enforcement) Regulations 2006. Good housekeeping to be exercised by all personnel with regards to the accumulation of combustibles near potential ignition sources. Dynamic risk assessment to be practised by all senior personnel regarding fire risks. Fire briefing within induction for all staff and contractors Maintain Fire lanes.				
7	Gas bottles and other pressured cans leaking or exploding.	Risk of minor or severe burns, hearing damage, minor or major skin / eye irritation, potential for fatality.	Member of Public, Member of Staff	5	3	15	Staff briefed to listen out for leaking gas canisters, inform and stay clear, fire safety / service contacted. Aerosols and other pressured canisters collected and disposed via licenced facility separately. Non-leaking gas canisters are collected separately and canister supplier contacted for collection.	5	2	10	Member of Staff, Supervisor
8	Use of other gas cylinders.	Personal or infrastructure harm through	All	3	2	6	Medical (O2) and Bars (CO2) to comply with guidelines for safe storage and use. Staff to be vigilant.	3	2	6	Contractors, Operative, Supervisor



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		leak or risk of explosion.					Electrical installation to be complete and tested before placement of cylinders. Staff aware of evacuation procedure. Consideration given to DSEAR.					
Fitting and use of temporary electrical installation												
144	9	Installation and Use of Temporary Electrical Installation	Attendees and Contractors through improper installation and/or unauthorised access/usage resulting in electric shock	Operative, Property and Assets, Rescuer, Site Visitor, Supervisor, Team Member, Third Party	3	3	9	Only verifiably competent personnel will conduct electrical work. All work shall be conducted in compliance with the Electricity at Work Regulations 1989. All electrical installations shall conform with BS 7671:2018, 18th Edition (2018) and temporary installations will conform to the provisions of BS 7909: 2016. All electrical installations shall be tested and signed off. All generator and power distribution areas shall be secured against unauthorised access. All exterior power distribution equipment and cabling shall have the appropriate IP rating. All equipment will be PAT tested.	2	2	4	Operative
General Manual Handling												
	10	General Manual Handling Operations	For example, musco-Skeletal Injuries, Fractures, Sprains, Work related upper limb disorder	Contractors, Employee, Member of Staff, Operative, Team Member	3	4	12	Manual handling will be avoided wherever reasonably practicable at the event by considered pre-planning and systems of work and/or the use of mechanical lifting aids. Dynamic manual handling assessments to be performed prior to all manual-handling operations. The layout of the task shall be evaluated to reduce the risk of injury and minimise effort and repetition. Training to be provided for the efficient use of the body in all manual handling tasks. Consideration will be given to lightening packages and introducing systems to reduce the consequent increase in handling frequency. A thorough evaluation of the working area is to be	3	2	6	Operative



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							conducted as part of the risk assessment. PPE to be utilised. All contractors should utilise a 3 Point PPE system for all manual handling operations; steel toe capped boots, gloves and high visibility work wear. Most "flight cases" will be on wheels. Heavier items of technical production equipment will be maneuvered via the use of telescopic handlers and qualified drivers.				
Heras fencing											
11 145	Transport and erection of temporary fencing (such as Heras or Steel Shield)	Personal injury to staff or attendees following incorrect handling, erection or use.	Member of Public, Member of Staff, Operative	3	3	9	The panels are transported on large vehicles, components should be delivered as near as possible to the point of use. Caution should be exercised before cross loading and an inspection made to ensure that the load has not shifted in transport. Panels should be removed from the trailer by forklift, a qualified plant operator, assisted by a banksman (where necessary) will be responsible for this. Operatives involved in cross loading should wear appropriate PPE (hi-vis, gloves, suitable footwear and hard hats where necessary). The supervisor will direct the crew where to place the panels and where loads should be dropped; the supervisor will have regard of access routes and other contractors when doing this. The supervisor will ensure that weather conditions are suitable for the erection of the panels; if it is felt that wind speed is too high, work will cease until conditions become acceptable. Each panel will be positioned by a minimum of two crew members (wearing appropriate PPE as detailed	2	2	4	Member of Staff, Supervisor, Team Member



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146							above); a third crew member will then position ground pins into the appropriate holes in the base of the panel and fix them, or use ballast blocks as appropriate. The panel will be bolted to the adjacent panel as that is erected. All bolts will be tightened with the appropriate size spanner. Each group of panels (number as recommended by supervisors assessment) are supported by a 'stay' which is pinned into the ground at the junction of the panels; it is imperative that these stays are positioned as the fence line is being constructed. The crew will ensure that their working area is clear and free from members of the public and other contractors; if necessary a temporary cordon designating a safe working zone will be established. Once the fence line is completed, it will be inspected by the supervisor and handed over to the client as complete. The fence line can be taken apart one panel at a time or the whole line dropped and then dismantled, depending on the environment. Prior to dismantling the supervisor will inspect the surrounding area and decide on the most appropriate method. Dismantling is a reverse process of erection; crew will collect all stays and pins so as to avoid leaving trip or puncture hazards. Loading is a reverse of the unloading process; it is the driver's responsibility to ensure that the load is properly fixed before moving off. Technical specifications and safe wind speed				



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							working can be found in the technical information supplied by the contractor / manufacturer.				
Litter Picking											
12	Biological Hazards: Handling Needles	Lacerations, severe or minor infection	Member of Staff	4	3	12	Staff trained to guard such objects and supervisor contacted. Supervisor to dispose using litter pliers into sealed burn boxes. Grip gloves to be worn at all times to prevent accidental contact. Staff trained to constantly keep watch on what they are collecting. Disposal via event medical provider	4	1	4	Member of Staff, Supervisor
13 147	Broken Glass, Sharp/rusty edges	Lacerations and infections.	Member of Public, Member of Staff	3	3	9	Suitable protective gloves to be worn at all times. Litter pliers or dustpan and brush used to collect sharp/broken objects.	3	2	6	Member of Staff
14	Dirty Water	Risk of various waterborne diseases.	Member of Public, Member of Staff	3	3	9	Staff trained to be wary of personal hygiene and always wash hands prior to eating/smoking/drinking/using bathroom etc. Staff encouraged to use litter pliers when working around water.	3	2	6	Member of Staff, Supervisor
15	Gas bottles and other pressured cans leaking or exploding.	Risk of minor or severe burns, hearing damage, minor or major skin / eye irritation, potential for fatality.	Member of Public, Member of Staff	5	3	15	Staff briefed to listen out for leaking gas canisters, inform and stay clear, fire safety / service contacted. Aerosols and other pressured canisters collected and disposed via licenced facility separately. Non-leaking gas canisters are collected separately and canister supplier contacted for collection.	5	2	10	Member of Staff, Supervisor
16	Hand Litter picking causes injury in various ways	Long and short term MSD issues, cuts, and infections.	Member of Staff	3	3	9	Staff fully briefed on use of PPE to prevent cuts and infections. Staff given regular breaks from repetitive work. Manual handling techniques explained and methods to avoid strain to backs.	3	2	6	Member of Staff



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17	Handling asbestos and misc. chemicals	Burns, poisoning both minor and severe, potential for asbestos poisoning.	Member of Staff	4	3	12	Staff trained not to approach such substances and how to identify them. Supervisor to attend using correct PPE (face mask, gloves, haz-suit etc) to remove waste. Supervisor to liase with waste disposal contractor to discuss the best methods of disposal to mitigate risk.	3	1	3	Member of Staff, Supervisor
18	Handling dog faeces	Risk of Toxocara canis. Slips and falls.	Member of Public, Member of Staff	3	3	9	Staff informed to use a shovel/trowl and wear gloves to remove. See event management plan regarding restrictions on Dogs.	3	2	6	Operative
19 148	Heavy / awkward or large waste.	Back pains. muscular strains.	Member of Staff	3	3	9	Staff trained on safe lifting practices. Use lifting equipment/ get assistance when needed. Compliance with manual handling directions within site induction.	3	2	6	Member of Staff
20	Risk of injury from collapsing camping equipment and tents.	Risk of minor or major bruising, lacerations from carbon poles, flying tent pegs cause permanent injury to eyes / face.	Member of Staff	3	3	9	Protective gloves to be worn to minimise risk of cuts. Staff briefed not to rip tents from the ground but to walk round and remove pegs prior to collapse. Staff briefed to avoid snapping poles where able.	3	1	3	Member of Staff
21	Vomit	Risk of contracting virus or other illness.	Member of Public, Member of Staff	3	3	9	Staff trained to be wary of personal hygiene and always wash hands prior to eating/smoking/drinking/using bathroom etc. Use of PPE.	3	2	6	Member of Staff
Manual digging of cable or pipe trenches.											



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22	Manual digging of cable or pipe trenches.	Musculo-skeletal or other injury to user due to improper use of spade.	Operative	3	3	9	Method for safe use of spade to be adopted. User to keep back straight when digging. User not to jump with both feet on spade.	2	2	4	Operative, Supervisor
Multiple Contractors											
23	Multiple Contractors	Lack of Competence/Communication could result in unsafe systems of work resulting in personal injury to working personnel & members of the public. Competing demands leading to congestion	All	3	3	9	Construction and Design Management Regulations 2015 require the appointment of a Principle Designer (PD) and Principle Contractor (PC). They will plan, manage, monitor and co-ordinate all work. Occupational safety & health competence to be a key-purchasing requirement. Competent suppliers to be utilised. The Management of Health & Safety at Work Regulations 1999 (as amended) Regulations 11 & 12 to be complied with. Contractors and artists to provide full insurance details, risk assessments, H&S policy, method statements, structural/flammability certificates, HACCP documentation (where appropriate) and verifiable training records. Event and production load in and out to be properly scheduled and managed to ensure safe systems of work. Pre-event liaison to ensure appropriate levels of pre-planning and coordination. Event radio system to facilitate communications across the event site.	2	2	4	Contractors, Supervisor
Personal Health											
24	Alcohol & Drugs (Public)	People under the influence of alcohol and	Member of Public	3	5	15	Public attendees may use alcohol or non-prescription drugs, however stewards will monitor crowds and CAT will use controls such as challenge	2	3	6	Contractors, Supervisor



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		drugs Errors in judgment and potentially multiple fatality accidents					25. Search regime on entry. Security Drugs, Search, Eviction and Ejection policies.					
150	25	Alcohol & Drugs (Workforce)	Personnel working under the influence of alcohol and drugs leading to errors in judgment and potentially multiple fatality accidents	Operative	5	3	15	Zero tolerance to alcohol and drugs during working hours. Inductions to communicate zero tolerance policy. Training to re-enforce the message, including mandatory induction.	2	2	4	Operative
	26	Animal Faeces (Health Risk and Slip)	Risk of disease or zoonosis. Personal injury from trip to slip.	All	3	3	9	Removal of faeces after animals removed from site at least 4 weeks prior to event.	2	2	4	Estates and Facilities, Supervisor
	27	Untrained staff in statutory roles or positions	Personal injury or damage caused through being unfamiliar with operations or procedures	Member of Staff, Operative	3	3	9	Only Licensed or certified staff employed in safety critical positions. Licenses and certificates validated and current before employment. Safety critical positions clearly identified and managed by experienced supervisors. Venue specific training given as part of the induction procedures.	2	2	4	Member of Staff, Operative, Supervisor



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28	Welfare	Lack of adequate welfare facilities leading to illness or discomfort	Contractors, Member of Staff	3	3	9	Suitable sanitary conveniences will be provided at readily accessible places within easy reach of the work environment Sanitary conveniences will be kept clean and floors and walls washed Sufficient washing facilities will be available in the vicinity of all sanitary conveniences Soap or other suitable cleaning agent will be available Special sanitary facilities for those with accessibility needs will be provided	2	2	4	Contractors, Member of Staff, Supervisor
29	Young persons working	Children and young persons may be susceptible to a range of hazards due to their inexperience and lack of awareness.	Operative	4	3	12	Young persons to be chaperoned at all times. Young persons will not be asked to be undertaking any hazardous activities. Full training, induction and rehearsal of any elements which may cause risk.	2	2	4	Operative
PPE Personal protective equipment											
30	PPE Personal protective equipment	Lack of provision of appropriate personal protective equipment leading to serious/fatal injuries	All	5	4	20	Specific activity risk assessment will identify appropriate PPE requirements for workforce Contractor specific activity risk assessment will identify appropriate PPE requirements for contractors For identified noise: Ear defenders are to be made available by individual venues where a need is identified. Ear plugs will be available on venue for one-off or short term use.	3	2	6	All



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Pyrotechnics												
31	Pyrotechnics	Crew and attendees through fallout or misfire.	All	4	3	12	View separate risk assessment supplied by contractor	2	2	4	Contractors, Supervisor	
Rigging of Production Equipment												
152	32	Rigging of Production Equipment	Injury through equipment failure and fall or collapse.	Contractors, Member of Public, Operative, Supervisor, Team Member	4	3	12	The Lifting Operations and Lifting Equipment Regulations 1998 to be complied with. Guidance for lifting operations to be sought from the ACOP L 113. All truss usage to be informed by BS 7906-2. All structures/assemblies to be thoroughly inspected prior to the commencement of lifting All points of rigging shall have secondary back ups or in the case of single point hangs appropriate redundancy built into the rigging assembly to prevent the load falling in the event of primary equipment failure. All lamps to be provided with secondary safety chains. Lifting assemblies, accessories and equipment shall all be used within their SWL and the SWL of the roofs/support points. Manufacturers safety factors to be adhered to in all instances. All lifting equipment and accessories to have inspection certificates as required by LOLER 98. All lifting operations shall be properly planned, coordinated and managed. Contractors engaged shall be required to submit method statements, risk assessments and details of proposed rigging assemblies 14 days prior to commencement of work on site. Riggers will be required to show an in date PLASA card, minimum of level 2, as proof of holding a	3	2	6	Operative



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							national rigging certificate (NRC). This is the festivals accepted proof of competence.				
Site Design											
33	Accident & Incident Reporting	Under reporting of accidents incidents leading to recurrence or repetition of accident/incidents	All	3	3	9	Under reporting of accidents incidents leading to recurrence or repetition of accident/incidents	2	2	4	Contractors, Management, Member of Staff, Operative, Supervisor
34	Animal Faeces (Health Risk and Slip)	Risk of disease or zoonosis. Personal injury from trip to slip.	All	3	3	9	Removal of faeces after animals removed from site at least 4 weeks prior to event.	2	2	4	Estates and Facilities, Supervisor
35	Build Up of Crowd Density at Front of Stage Barrier	Attendees involved in crowd crushing at the front of stage barrier.	Operative	5	3	15	Temporary Structure has been selected to accommodate the audience with a suitable floor space factor given the nature of the event. Installation of a FOSB of MOJO Type. Audience demographic attracted to performing artists present a very low risk of crowd surfing or slam dancing. Provision of Competent Pit Staff in numbers dictated by assessment of artist demographic. Consideration given to landfall to ensure appropriate barrier is installed. For example, convex barrier where slope and drainage is towards stage.	3	2	6	Operative
36	Other fire or vehicular / pedestrian conflict in any camping area.	Campers through positioning of tents and caravans / live-in vehicles.	All	4	3	12	Live-in vehicles to be located separate from tents. 6 metre fire lanes to be maintained at intervals throughout tented area and each caravan / motor home to have a 4 metre side clearance and 3 metre clearance front and back.	2	2	4	All



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		Fire or collision.									
37	Pyrotechnics	Crew and attendees through fallout or misfire.	All	4	3	12	View separate risk assessment supplied by contractor	2	2	4	Contractors, Supervisor
38	Queuing at Marquee entrances prior to popular artists.	Personal Injuries through congestion and interaction with furniture	All	3	3	9	Dynamic assessment of artist demography. Stewards and Security to be present if assessment indicates over-capacity or queuing. Marquee to be erected according to PERTEXA standard and any identified hazards either covered or marked with high visibility material.	2	2	4	Contractors, Member of Staff, Operative, Supervisor
39 154	Safety signs	Failure to provide information on site specific hazards and safe working procedures leading to serious/fatal injury	All	5	3	15	Suitable and sufficient safety signs will be used in the work environment All employees will receive suitable and sufficient instruction and training in the meaning of safety signs Comprehensible and relevant information on the measures to be taken in connection with safety signs will be provided to employees All safety signs will be maintained so as to perform the function for which they are intended	2	2	4	Contractors, Estates and Facilities, Supervisor
40	Site Design	Personal injury or damage through poor site design	Member of Public, Member of Staff, Operative, Team Member	4	3	12	Appointment of PD & PC as required by CDM2105. Site designed using HSE guidance within HSG195/Purple Guide and industry best practice. Third party verification of safety of site through Safety Advisory Group, or similar body.	2	2	4	Management
41	Slips and Trips walking from vehicles and entrances to and around	Injury from falling, slipping or tripping on uneven ground	All	3	3	9	All major holes and uneven ground filled prior to event. Areas of very high risk shall be cordoned off. Warning signs placed in areas of high risk. Staff appraised of risk during safety briefings.	2	3	6	Operative



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	venue.						All personnel providing services shall be advised to wear appropriate footwear. Sufficient lighting to be provided during hours of darkness. Staff to report and take action to address any risk identified during event.					
155	42	Slips, Trips and Falls running to front of house barrier	Attendees running in the spectator area upon entering the Arena or marquee and injuring themselves through slips, trips and falls uneven ground.	Member of Public	3	3	9	Stewards at entrances will dissuade attendees from running. Adequate site lighting to be put in place around the site and essential peripheral areas by way of installed floodlights. A provisional lighting test will be conducted on the evening prior to public admission to ascertain further requirements. Ground to be checked prior to event and twice daily for potholes / trip hazards, which should be filled or guarded and signed.	3	2	6	Contractors, Operative, Supervisor
	43	Unauthorised spectators endangering themselves attempting to gain access other than via approved entrances.	Unauthorised Persons may suffer personal injury through falls from height or jagged edges of cut fence.	Member of Public	3	4	12	Security personnel to patrol fence line. Consideration to double clipping or crimped fence fixings. Consideration of double fence line, steel shield fence, or other high deterrent fencing.	2	3	6	Contractors, Operative, Supervisor
	44	Underground Services or irrigation.	Contractors may be injured/damage d/compromised through	Operative	4	3	12	All contractors to be briefed by the Principle Designer & Contractor on any and all ground loading attributes. Site Manager and Plant Manager to strictly control the usage of heavy plant and vehicles.	2	2	4	Operative



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		disturbance of underground services or pipes.									
45	Use of Lasers	Potential hazard to aircraft. Possible hazard to health (eyes)	All	4	3	12	Refer to specific RAMS supplied by contractor	3	2	6	Operative, Supervisor
46	Water logged ground	Personal injury or damage as a result of trying to free "stuck" vehicles or drive on water logged / slippery ground.	All	3	3	9	Inspection of ground in week prior to event. Monitoring of weather forecasts. Quantity of sawdust, bark, hard-core or similar available. Cordon off isolated areas. Suitable vehicles available to tow occasional stuck vehicles. No parking permitted in any flood plain.	2	2	4	Operative, Supervisor
47	Water Supply	Consumers of water via contamination	All	4	3	12	View separate plan and risk assessment as part of event management plan and contractors' risk assessment.	3	2	6	Operative, Supervisor
48	Water, Streams, Ponds and Leats	Persons walking from vehicles and entrances to arena or camp site.	All	3	3	9	Water hazards in hired area and approaches from car parks and entrances to be fenced off. Fences to be marked for water hazard. Appropriate lighting provided during hours of darkness. All personnel to exercise vigilance.	2	2	4	Contractors, Supervisor
49	Working near temporary structures	Ancillary work taking place near to temporary structures affecting the	All	4	3	12	Any excavation, trenching works to be positioned at sufficient distance to ensure stability of temporary structure is not compromised.	3	2	6	Contractors, Operative, Supervisor, Team Member



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		stability of the temporary structure leading to multiple fatalities									
Terrorism											
50	Terrorism	Act of terrorism leading to multiple fatalities. Damage to infrastructure.	All	5	3	15	Provision of adequate security cover which will be determined by security risk assessment for specific sites. Compliance with incident management and contingency preparedness Threat level based on the national assessment. Compliance with advice within UK Protect (moving towards Martyn's Law)	5	2	10	All
Traffic Management											
51	Access or egress from production vehicles	Slips, trips or falls resulting in personal injury to driver or other occupants.	Operative, Third Party	3	3	9	Use the steps provided. Use grab handles to assist, not the steering wheel. Visually check the ground for obstruction before egress. Do not jump out of the cab. Use steps and grab handles provided and exit the cab backwards.	2	2	4	Operative, Supervisor
52	Collision with placed sign	Personal injury though collision with placed sign.	Member of Public, Third Party	3	2	6	Person placing signs will be Streetworks or LANTRA trained. Furniture will be placed in accordance with the Traffic Signs Manual Specifically each sign will comply with the Traffic Signs Manual. 'Streetworks' guide to be followed. Signs will be placed to not cause an obstruction where possible.	2	2	4	Operative, Supervisor



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							Signs will be placed from 'out' to 'in' and collected in reverse.				
53	Delay Related Stress	Vehicle occupants and pedestrians through collision or delay related stress.	All	4	3	12	Warning and information signs to be placed on approach to site at regulated or frequent intervals. Local radio/TV stations to be kept appraised. Alternative control measure to be available to relieve congestion. In advance marketing campaign.	2	2	4	Operative, Supervisor
54	Driver fatigue	Production driver safety and driver hours. Excessive driving will lead to fatigue and possible collision, endangering driver, other road users and pedestrians. Anything from minor injury and damage to severe damage and fatality ay result.	Member of Public, Member of Staff, Operative	2	2	4	Driver to use tachographs as per regulations and to drive hours as set out in regulations. Trucking companies to have systems in place with qualified tachograph examiners to check drivers hours quarterly and enforce as required.	1	1	1	Operative
55	Long Distances and Terrain for Persons with Accessible Needs	Personal injury to persons with accessible needs	Member of Public	3	3	9	Provision of accessible parking at point close to any accessible camp site and arena. Ensure terrain and slopes are suitable over this area. Provision of lighting during hours of darkness.	2	2	4	Estates and Facilities, Supervisor



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							See Accessible Access Policy.				
56	Manual direction of traffic	Persons directing traffic or other road users through collision or taking avoiding action	All	4	3	12	Any persons undertaking this action will be accredited under the Community Safety Accreditation Scheme (CSAS). Suitable training will have been required prior to this accreditation. Direction must be in accordance with the traffic plan provided by the authorised company. The uniform as required by the accreditation must be worn.	2	2	4	Operative, Supervisor
57 159	Obstruction of Emergency Services Sterile Route	Public, Crews, Emergency Services Personnel through collision on obstructed route or through delayed arrival.	Member of Public, Member of Staff, Rescuer	3	3	9	Sterile route access to backstage area, arena, campsite and car parks. Route to be patrolled by security staff and kept clear during relevant times.	3	2	6	Operative, Supervisor
58	Other fire or vehicular / pedestrian conflict in any camping area.	Campers through positioning of tents and caravans / live-in vehicles. Fire or collision.	All	4	3	12	Live-in vehicles to be located separate from tents. 6 metre fire lanes to be maintained at intervals throughout tented area and each caravan / motor home to have a 4 metre side clearance and 3 metre clearance front and back.	2	2	4	All
59	Placing signs on public roads - collision with staff	Personal injury to persons placing signs	Operative	3	3	9	Member of staff will be Streetworks or LANTRA trained. Member of staff will wear Personal Protective Equipment complying to BS EN 471 Category 3. Staff will place signs in pairs.	2	2	4	Operative, Rescuer



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60	Placing signs on public roads - collision with works vehicle	Personal injury to vehicle occupants and vehicular damage	All	3	3	9	Driver of works vehicle will be Streetworks or LANTRA trained. Vehicle will be positioned to cause the least obstruction possible with the maximum visibility possible. Vehicle will display warning beacons and high visibility markings. 'Streetworks' guide to be followed.	3	2	6	Operative, Supervisor
61	Sign Collapse through adverse weather	All road users through collision with debris	All	3	3	9	Signs manufactured in accordance with Traffic Signs Manual, placed in accordance with NRSWA (bags and cones) and by qualified persons.	3	2	6	Operative, Supervisor
62	Slips and Trips walking from vehicles and entrances to and around venue.	Injury from falling, slipping or tripping on uneven ground	All	3	3	9	All major holes and uneven ground filled prior to event. Areas of very high risk shall be cordoned off. Warning signs placed in areas of high risk. Staff appraised of risk during safety briefings. All personnel providing services shall be advised to wear appropriate footwear. Sufficient lighting to be provided during hours of darkness. Staff to report and take action to address any risk identified during event.	2	3	6	Operative
63	Ticket & Parking Fee Collection	Personal injury through robbery of ticket collectors or congestion resulting from collection service.	Operative	3	3	9	Vast majority of parking is pre-purchased or via contactless payment. Wrist banding takes place on exit from car parks. Monies will regularly be transferred to the safe, situated in the production office. Sufficient check lanes to permit prompt collection and minimise queueing.	2	2	4	Operative



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161	64	Unloading of Production / Site Trucks	Harm via Manual Handling, Vehicular/Pedestrian Interaction, Equipment Failure.	Member of Staff, Operative, Property and Assets	4	3	12	All personnel operating shall utilise high visibility personal protective equipment conforming to BS EN 471 Category 2 as a minimum. The Manual Handling Operations Regulations 1992 (as amended) to be complied with in all instances. Contractors to risk assess manual handling operations. All drivers of event vehicles shall have the appropriate DVLA license for the vehicle utilised. Vehicle tail lifts are subject to PUWER 98 and LOLER 98 and safe working load limits must not be exceeded. Production load In areas shall be secured against unauthorised access. Site lighting to be provided in such areas during hours of darkness. Reversing manoeuvres to be minimised so far as is reasonably practicable. Banksman will be deployed if necessary. Site speed limits to be strictly adhered to. Drivers not to use hazards. Instead dipped headlights and beacons should be utilised. All drivers must ensure that handbrakes are securely on prior to alighting their vehicles.	3	2	6	Operative
	65	Various signage activities involving lifting	Public, crew, Emergency Services Personnel through poor positioning or musco-skeletal injuries through	All	3	3	9	The Manual Handling Operations Regulations 1992 (MHOR) shall be complied with in all instances. Dynamic manual handling assessments to be performed in situ. Appropriate design and specification of equipment Safe working areas to be established. Personnel trained to Streetwork or LANTA standards.	2	2	4	Operative, Supervisor



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		manual handling					3 Point PPE system to be utilised - gloves, safety footwear, high visibility clothing.				
66	Vehicle movements on site	Personal injury through collision or damage to vehicle.	All	3	3	9	No service vehicles permitted in public areas after time specified in EMP. Curfew on work until specified time in EMP following festival. Speed limits to be complied with at all times. Plant coordinated by Site or Plant Manager.	3	2	6	Operative, Supervisor
67	Vehicular Manoeuvres	Pedestrians or vehicle occupants through collision with another vehicle or person	All	4	3	12	Roads within grounds to be checked and repaired where necessary. Tracks to be clearly marked. Fences bordering roads and tracks to be checked and repaired. Signs to be placed as appropriate. 'Hot Spots' to be staffed by marshals. Marshals to receive appropriate training and briefing. Site speed limit of 10 mph. Speed limit in arena of 5 mph. Vehicles not to use hazards but rather use beacons and dipped headlights. Emergency vehicles that may need to exceed this limit to use blue beacons and warning sirens. Liaison with stewarding and security teams to marshal clear routes for any such movement.	3	2	6	Operative, Supervisor
68	Walking from car parks to areas within venue	Pedestrians and vehicle occupants via vehicular Conflict	All	3	3	9	Marked and segregated walkways from car parks to arena/camp site. Where walkways conflict with moving traffic marshals to be posted. Walkways shall be illuminated during hours of darkness.	3	2	6	Contractors, Operative, Supervisor



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							Marshals to be appropriately trained and briefed. Marshals to wear appropriate reflective and protective PPE conforming to BS EN 471 Cat 2 as a minimum. Marshals to be in possession of working torches.				
Use of Plant											
69	Use of Plant: Access Platform (cherry picker), telescopic handler (with 'manbasket' for personnel if applicable), or straight mast fork lift.	Falls from heights (operator) resulting in injury to operator. Hearing damage to personnel. Engine may fail and cause damage to machine and persons. Ground may be unstable causing machine to tip causing injury to operators. Unauthorised personnel may enter area of work. Vehicles may contact machine. Machine may contact live	Contractors, Operative, Team Member	4	3	12	Plant will only be issued for use by the Plant and Site Vehicles Manager. All plant will be accompanied by relevant test certificates. Prior to issue a relevant and in date record of training must be produced. All site speed limits must be complied with. Users must comply with the requirements of LOLER and PEWER. Users will have completed the festival induction. Drivers will wear a seat belt while driving, and a hard hat at all times, together with other PPE as required. All personnel operating from bucket must be securely harnessed at all times with no exceptions, and use other PPE as required. Hearing protection must be used at all times ie ear muffs, ear plugs. Employees to be trained in use. Carry out safety checks as per manufacturers instructions on machine fittings and attachments. If hazard detected, isolate and tag machine out. Carry out engine checks ie battery, oil, fuel, and hydraulics. Ensure the ground is stable. Outriggers to be in use and locked at all times, if fitted. Ensure work area is	4	2	8	Operative, Supervisor



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164		conductors causing electrical shock to workers. Controls may have defect and may not be able to stop operation in emergency. Falls of material may damage ground personnel. Leaving bucket / forks in up situation may cause unauthorised use. Prevent unauthorised use.					demarcated, warning signs erected and there is no possibility that traffic can enter area where machine is working. All power to proximity of machines operation must be isolated and tagged/ locked out. Ensure that all personnel wear safety equipment at all times ie safety harness, hard hat, reflective vests. Ensure all controls and emergency stop is operational. If not, stop machine and tag out. All material or tools to be raised and lowered to be secured by use of ropes and/or tool clips. Tools used outside of bucket must be fall protected. Hard hats to be worn. Bucket must be fully on ground position and hydraulics relieved at completion of work. Outriggers to then be retracted prior to moving machine. Before leaving machine key must be removed. Store machine in safe area. Welfare facilities to be available for all staff.				
	Use of Power Tools										
70	Use of Power Tools	Users of power tools, other operatives in the area and visitors may be harmed by electric shock, hair	Contractors, Operative, Third Party	3	3	9	All power feeds, electrical, pneumatic or hydraulic, to be to european or british standards and maintained in good condition. Battery tools and 110 volt electrical tools only to be used. should it become necessary to use 240 volt tools they will be fitted with RCD protection.	3	2	6	Operative, Supervisor



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165		becoming entangled in moving parts, eye injuries from dust, swarf and other debris, wrist or hand injuries due to tool jamming, vibration white finger, airlines becoming detached or bursting due to damage, trips over trailing cables, noise or inhalation of dust.					Operatives will be trained in the correct use of power tools. Extension leads to be fixed at high level wherever practicable in order to reduce risk of tripping over. All power tools to be inspected in accordance with PUWER 1998. Loose clothing and long hair to be kept clear of moving parts of power tools. Where there is no alternative to using tools which produce high levels of vibration such tools will have anti-vibration handles fitted to reduce the risk of vibration 'white finger'. Noise assessment will be carried out and noise suppression kits fitted to tools where deemed necessary. PPE issued/worn where necessary and hearing zones established. Operatives to wear gloves in cold weather and limit the use of the power tools to reduce 'VWF'. Eye protection to be worn at all times where there is a foreseeable risk of eye injury. Dust extraction kit to be fitted as necessary.				
Weather											
71	Weather	Adverse weather conditions leading to unsafe ground conditions or collapse of temporary structures.	All	2	2	4	Daily weather monitoring. Temporary structures to be designed, installed and checked by competent persons	3	2	6	Contractors, Management, Supervisor
72	Weather –	Personnel may	All	3	3	9	Provision of information to all personnel on	2	3	6	Contractors,



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	working outside in summer	be subject to sunstroke, sunburn or increased potential for skin cancer. Personnel may be subject to dehydration					protective measures to take and the effects of over exposure to radiation of the sun. Covered, shaded areas will be provided for breaks. There will be provision of adequate drinking water supplies.				Employee, Management, Member of Staff, Supervisor
Work at Height											
73	Falling Objects	Objects falling from height	Member of Staff, Operative	4	3	12	All work at height is planned and carried out in accordance with the Work at Height Regulations 2005 or other appropriate standard All tools used at height are to be tethered Exclusion zones to be imposed below work at height Equipment and materials to be stored safely at height Platforms used at height to be free from openings as far as reasonably practicable Personnel to be instructed to empty pockets before working at height No unnecessary tools or equipment are to be taken to places of work at height Safety helmets are mandatory in drop zones	1	1	1	Operative, Supervisor
74	Falls of People	Persons falling from height suffering minor to fatal injuries	Member of Staff, Operative	5	3	15	All work at height is planned and carried out in accordance with the Work at Height Regulations 2005 or other appropriate standard All tools used at height are to be tethered Exclusion zones to be imposed below work at height Equipment and materials to be stored safely at height	5	1	5	Operative, Supervisor



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							Platforms used at height to be free from openings as far as reasonably practicable Personnel to be instructed to empty pockets before working at height No unnecessary tools or equipment are to be taken to places of work at height Safety helmets are mandatory in drop zones				
75	Use of step ladders	Personal injury resulting from fall from step ladder or step ladder overbalancing	Operative, Third Party	4	3	12	Compliance with the provision and Use of Work Equipment Regulations 1998 and HSE ACoP L22 Construction (Health, Safety and Welfare Regulations 1996 HSE Guidance HSG 150 - Health and Safety in Constuction British Standards: BS 1129:1990 - Timber ladders, steps etc. BS 2037:1994 - Aluminium ladders, steps etc. BS 131-2:1993 - Ladders. Specification for requirements, testing, marking Step ladders will be checked to ensure correct length, type and condition before use. Step ladders are subject to a planned maintenance programme. Step ladder work is to be restricted to that which ensures the stability of the step ladder is maintained throughout. Step ladders should not normally be used where there is a risk of falling 2.0 metres or more. The base for the step ladder must be firm and level. Step ladders must be placed at right angles to the work to avoid side-loading. The top step must not be used for working unless it has been specifically designed for this purpose. In all other cases the user's hips should be below the level of the top step.	3	2	6	Operative, Supervisor



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							Over-reaching must be avoided. All operatives must be trained in the safe use of step ladders and specifically of the risks of falling as a result of inappropriate or misuse.					
Worker Noise Exposure												
168	76	Worker Noise Exposure	Working Personnel could be harmed by prolonged exposure to high noise levels. Such damage may include temporary threshold shift leading to Noise Induced Hearing Loss.	Contractors, Operative, Supervisor	3	4	12	In accordance with The Control of Noise at Work Regulations 2005 a noise risk assessment will be performed and a hierarchy of controls exercised as suggested in INDG 362. Wherever reasonably practicable the exposure of staff will be minimised through scheduling of work patterns and layout of event infrastructure. Where noise exposure is likely to reach the lower exposure action level of 80 dB (A Weighting) then ear protection will be made available and staff will be informed of the potential dangers of exposure. At the upper exposure action level of 85 dB (A Weighting) then ear protection must be worn by all personnel. Safety signs conforming to The Health and Safety (Safety Signs and Signals) Regulations 1996 will be erected where appropriate. Staff shall receive guidance in the correct usage of ear protection in accordance with The Personal Protective Equipment Regulations 1992 (as amended). Where there is a requirement to communicate it is preferential to utilise flat response (uniform attenuating) ear protection.	2	2	4	Operative



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Risk Assessment Key

		Severity				
69 Likelihood		1 – Negligible	2 – Minor	3 – Moderate	4 – Major	5 - Death
	1 – Remote	1	2	3	4	5
	2 – Unlikely	1	4	6	8	10
	3 – Possible	3	6	9	12	15
	4 – Likely	4	8	12	16	20
	5 – Certain	5	10	15	20	25



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

TASK METHOD STATEMENTS

Erection and Use of Marquees, Big Tops, and Tents.

TASK METHOD STATEMENT

****Method Statement for Erection and Use of Marquees or Big Tops****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the erection and use of marquees or big tops for events or gatherings. It aims to ensure the safety of personnel and attendees while maintaining efficient operations.

****2. Scope:****

This method statement applies to all personnel involved in the erection, use, and dismantling of marquees or big tops, including installation crews, event organisers, and support staff.

****3. Responsibilities:****

- Project Manager/Event Organiser: Responsible for overall project coordination, including site selection, planning, and compliance with safety regulations.
- Installation Crew: Responsible for the safe and efficient erection and dismantling of marquees or big tops according to manufacturer specifications and industry best practices.
- Health and Safety Officer: Responsible for overseeing health and safety procedures on-site and ensuring all personnel adhere to relevant regulations and guidelines.

****4. Pre-Installation Checks:****

- Conduct a site assessment to identify suitable locations for the marquee or big top, considering factors such as ground conditions, accessibility, and proximity to utilities.
- Obtain necessary permits and approvals from local authorities for the erection and use of temporary structures.
- Inspect all equipment, including poles, stakes, and tensioning devices, for damage or defects before installation.

****5. Erection Procedures:****

- Develop a detailed erection plan that includes the layout of the marquee or big top, placement of support poles, and installation of anchoring systems.
- Erect the structure according to manufacturer specifications, ensuring proper tensioning and alignment of fabric panels.
- Secure the structure to the ground using appropriate anchoring methods, such as stakes, ballasts, or tensioning systems, to prevent movement or collapse.
- Install safety features such as fire exits, emergency lighting, and signage to ensure the safety of attendees.

****6. Use and Operation:****

- Conduct a final inspection of the erected structure to ensure it is safe and ready for use.
- Monitor weather conditions throughout the event and implement contingency plans in case of adverse weather, such as strong winds or heavy rain.
- Implement crowd management measures to prevent overcrowding and maintain safe egress routes in case of emergency.
- Ensure all electrical installations, lighting, and heating systems are installed and operated safely.



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by qualified personnel.

****7. Dismantling Procedures:****

- Develop a dismantling plan that outlines the sequence of tasks and procedures for removing the structure safely.
- Dismantle the structure in the reverse order of installation, taking care to properly disconnect and pack all equipment and components.
- Remove all debris and equipment from the site, leaving the area clean and clear of obstructions.

****8. Safety Measures:****

- Implement safety measures such as fall protection systems, guardrails, and safety nets to prevent falls from height during erection and dismantling operations.
- Provide personal protective equipment (PPE) such as helmets, gloves, and high-visibility vests to installation crews and support staff.
- Conduct regular safety briefings and training sessions to reinforce safe work practices and emergency procedures.

****9. Environmental Considerations:****

- Consider environmental factors such as wind, temperature, and weather conditions when erecting and using the marquee or big top.
- Monitor weather forecasts and implement measures to mitigate risks associated with adverse weather conditions.

****10. Documentation and Reporting:****

- Maintain detailed records of erection, use, and dismantling activities, including permits, inspections, and incident reports.
- Report any incidents, near misses, or safety concerns related to the marquee or big top to the project manager or health and safety officer.

****11. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety at every stage of the process, we aim to ensure the successful and safe erection, use, and dismantling of marquees or big tops for events or gatherings.

Erection, Breakdown and Use of Stage.

TASK METHOD STATEMENT

****Method Statement for Erection, Breakdown, and Use of Stage****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the erection, breakdown, and use of a stage for events or performances. It aims to ensure the safety of personnel and attendees while maintaining efficient operations.

****2. Scope:****

This method statement applies to all personnel involved in the erection, breakdown, and use of a stage, including stage managers, technicians, and support staff.

****3. Responsibilities:****

- Site, Production or Stage Manager as appropriate: Responsible for overseeing the entire process of stage erection, breakdown, and operation, ensuring compliance with safety standards



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

and regulations.

- Technical Team: Responsible for the assembly, disassembly, and maintenance of stage equipment and infrastructure.
- Support Staff: Responsible for assisting with stage setup, crowd control, and other logistical tasks as needed.

****4. Pre-Installation Checks:****

- Conduct a site assessment to determine the suitable location for the stage, considering factors such as ground stability, access routes, and proximity to utilities.
- Obtain necessary permits and approvals from local authorities for the erection and use of the stage.
- Inspect all stage components, including platforms, rigging equipment, and electrical systems, for damage or defects before installation.

****5. Stage Erection Procedures:****

- Erect the stage according to the manufacturer's instructions and specifications, ensuring proper alignment and stability.
- Secure the stage to the ground using appropriate anchoring methods, such as stakes or weights, to prevent movement or collapse.
- Install safety features such as guardrails, handrails, and access ramps to ensure the safety of performers and crew.
- Test all stage equipment, including lighting, sound, and video systems, to verify functionality and identify any issues before use.

****6. Stage Breakdown Procedures:****

- Disassemble the stage in the reverse order of installation, taking care to properly disconnect and pack all equipment and components.
- Remove all stage debris and equipment from the site, leaving the area clean and clear of obstructions.
- Inspect all stage components for damage or wear and report any issues for repair or replacement.

****7. Stage Use and Operation:****

- Ensure all personnel working on or around the stage are trained in safe working practices and emergency procedures.
- Monitor stage activities to prevent overcrowding and maintain a safe distance between performers and audience members.
- Conduct regular safety inspections of the stage and equipment throughout the event to identify and address any hazards or malfunctions.

****8. Crowd Management and Security:****

- Implement crowd control measures, such as barriers, signage, and designated entry/exit points, to manage audience flow and ensure orderly behavior.
- Coordinate with security personnel to enforce safety rules and respond promptly to any emergencies or incidents.

****9. Environmental Considerations:****

- Consider environmental factors such as weather conditions and terrain when erecting and using the stage, taking appropriate precautions to mitigate risks.
- Monitor weather forecasts and implement contingency plans in case of inclement weather that could affect stage operations.

****10. Documentation and Reporting:****



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- Maintain records of all stage erection, breakdown, and operation activities, including permits, inspections, and incident reports.
- Document any changes or modifications made to the stage setup and ensure all relevant parties are informed.

****11. Conclusion:****

By following the procedures outlined in this method statement and prioritizing safety at every stage of the process, we aim to ensure the successful and safe erection, breakdown, and use of the stage for events or performances.

Evacuation

TASK METHOD STATEMENT

****Method Statement for Evacuation of Open Air Events****

****1. Introduction:****

The evacuation of an open-air event is crucial for ensuring the safety and well-being of attendees in case of emergencies such as severe weather, fire, or other hazards. This method statement outlines procedures and protocols to effectively evacuate attendees from an open-air event venue.

****2. Scope:****

This method statement applies to all personnel involved in planning, organising, and executing open-air events, including event organisers, security personnel, emergency responders, and volunteers. It covers risk assessment, evacuation planning, communication protocols, and coordination mechanisms.

****3. Responsibilities:****

- Event Organisers: Responsible for developing evacuation plans, communicating emergency procedures to attendees, coordinating with emergency services, and providing necessary resources for evacuation efforts.
- Security Personnel: Responsible for monitoring crowd movements, directing attendees to evacuation routes, providing assistance to vulnerable individuals, and coordinating with emergency responders.
- Emergency Responders: Responsible for responding to emergencies, providing medical assistance, coordinating evacuation efforts, and ensuring the safety of attendees during evacuation procedures.
- Marshals: Responsible for assisting with crowd management, directing attendees to evacuation routes, and providing support to event organisers and security personnel during evacuation operations.

****4. Risk Assessment:****

- Conduct a comprehensive risk assessment of the event venue and surrounding areas to identify potential hazards, such as severe weather, fire risks, crowd dynamics, and accessibility issues.
- Consider factors such as crowd density, exit capacity, terrain features, and the availability of emergency services when assessing evacuation risks and developing evacuation plans.

****5. Evacuation Planning:****

- Develop detailed evacuation plans that outline primary and secondary evacuation routes, assembly points, and procedures for evacuating attendees safely and efficiently in different scenarios.
- Establish protocols for activating evacuation procedures, including criteria and triggers for initiating evacuations based on weather forecasts, fire alarms, or other emergency alerts.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

****6. Communication Protocols:****

- Establish clear communication channels and protocols for disseminating evacuation instructions to attendees, staff, volunteers, and emergency responders using a combination of verbal announcements, digital signage, and public address systems.
- Designate a communication coordinator or team responsible for relaying real-time updates, coordinating with emergency services, and providing instructions to attendees during evacuation operations.

****7. Crowd Management:****

- Implement crowd management measures to facilitate orderly and efficient evacuations, including directing attendees to designated evacuation routes, maintaining clear pathways, and preventing congestion at exits and assembly points.
- Train security personnel and volunteers on crowd control techniques, communication strategies, and de-escalation methods to manage crowd behavior during evacuation operations.

****8. Vulnerable Individuals:****

- Identify and prioritise the evacuation needs of vulnerable individuals, such as elderly attendees, children, persons with disabilities, or those requiring medical assistance, and provide them with appropriate support and assistance during evacuation procedures.
- Establish protocols for locating and assisting vulnerable individuals, including designated evacuation escorts, accessible evacuation routes, and communication aids for those with sensory impairments.

****9. Coordination with Emergency Services:****

- Coordinate closely with local emergency services, including fire departments, police, and medical responders, to ensure a timely and coordinated response to emergencies and effective collaboration during evacuation operations.
- Establish communication protocols and points of contact with emergency services to facilitate information sharing, resource allocation, and mutual support during evacuation procedures.

****10. Post-Evacuation Procedures:****

- Conduct post-evacuation debriefings and evaluations to assess the effectiveness of evacuation procedures, identify areas for improvement, and incorporate lessons learned into future event planning and risk management efforts.
- Provide support and assistance to attendees as needed following evacuation procedures, including medical care, transportation arrangements, and communication with family members or caregivers.

****11. Review and Continuous Improvement:****

- Regularly review and update evacuation plans, procedures, and communication protocols based on feedback, lessons learned from real-world incidents, and changes in event dynamics or venue conditions.
- Conduct training exercises, drills, and simulations to test the effectiveness of evacuation procedures, improve coordination among stakeholders, and enhance preparedness for emergencies.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising the safety and well-being of attendees, event organisers can effectively manage evacuations at open-air events, mitigate risks, and ensure a timely and coordinated response to emergencies.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

TASK METHOD STATEMENT

****Method Statement for Fire Risk Management at Open Air Events****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for fire risk management at open-air events. It aims to ensure the safety of attendees, staff, and property by identifying potential fire hazards and implementing appropriate control measures.

****2. Scope:****

This method statement applies to all personnel involved in organising, managing, and attending open-air events, including event organisers, vendors, contractors, and emergency responders.

****3. Responsibilities:****

- Event Organiser: Responsible for overall fire risk management, including conducting risk assessments, implementing control measures, and coordinating with emergency services.
- Safety Officer: Responsible for overseeing fire safety procedures, conducting inspections, and providing guidance to staff and attendees.
- Attendees: Responsible for following fire safety instructions, reporting hazards, and cooperating with event staff during emergencies.

****4. Pre-Event Planning:****

- Conduct a fire risk assessment of the event site to identify potential hazards such as flammable materials, cooking equipment, and smoking areas.
- Develop a fire safety plan that includes evacuation procedures, assembly points, and communication methods in case of fire.
- Obtain necessary permits and approvals from local authorities for the event, including fire safety permits and emergency response plans.

****5. Fire Prevention Measures:****

- Minimise the use of open flames, candles, or pyrotechnics at the event, opting for safer alternatives where possible.
- Ensure cooking and catering facilities are located away from combustible materials and equipped with appropriate fire suppression systems.
- Prohibit smoking in designated areas only and provide adequate signage, ashtrays, and fire-resistant receptacles to prevent littering.

****6. Fire Detection and Alarm Systems:****

- Consider manual call points. (Other methods are not generally available to temporary outdoor events.)

****7. Firefighting Equipment:****

- Provide portable fire extinguishers at strategic locations throughout the event site, ensuring they are easily accessible and appropriate for the types of fires likely to occur.
- Train event staff in the proper use of fire extinguishers and familiarise them with the location of firefighting equipment.

****8. Emergency Evacuation Procedures:****

- Establish clear evacuation routes and assembly points that are well-lit, unobstructed, and easily identifiable to attendees and staff.
- Conduct emergency evacuation drills prior to the event to familiarise attendees and staff with evacuation procedures and assembly points.



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****9. Communication and Coordination:****

- Maintain communication with emergency services, including the fire department, police, and medical services, to facilitate a coordinated response in the event of a fire.
- Designate a communication point or control center where event staff can relay information to emergency services and coordinate response efforts.

****10. Training and Awareness:****

- Provide fire safety training to event staff, volunteers, and vendors, covering topics such as fire prevention, evacuation procedures, and emergency response.
- Raise awareness among attendees about fire safety procedures and the location of emergency exits and assembly points through signage, announcements, and information booths.

****11. Incident Management and Reporting:****

- Establish procedures for reporting and responding to fire incidents, including alerting emergency services, evacuating attendees, and managing the scene.
- Document all fire incidents, near misses, and corrective actions taken for review and analysis to improve future fire risk management efforts.

****12. Post-Event Review:****

- Conduct a post-event review to evaluate the effectiveness of fire risk management measures and identify areas for improvement.
- Incorporate lessons learned from fire incidents and near misses into future event planning and risk assessment processes to enhance fire safety at subsequent events.

****13. Conclusion:****

By following the procedures outlined in this method statement and prioritising fire risk management at open-air events, we aim to ensure the safety and well-being of attendees, staff, and property, and minimise the risk of fire-related incidents.

Fitting and use of temporary electrical installation

TASK METHOD STATEMENT

****Method Statement for Temporary Electrical Installation in the UK****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the installation of temporary electrical systems in compliance with UK regulations and safety standards.

****2. Scope:****

The scope of this method statement includes the installation of temporary electrical systems for various purposes such as construction sites, events, temporary structures, etc.

****3. Responsibilities:****

- The project manager is responsible for overseeing the installation process and ensuring compliance with regulations.
- The electrical contractor is responsible for executing the installation as per the provided specifications.
- Workers are responsible for adhering to safety protocols and guidelines throughout the installation.

****4. Pre-Installation Checks:****

- Conduct a thorough site assessment to identify potential hazards and plan the layout of the



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temporary electrical system.

- Ensure all necessary permits and approvals are obtained from relevant authorities.
- Inspect all electrical equipment, cables, and accessories for damage or defects before installation.

****5. Installation Procedures:****

- Install temporary distribution boards at suitable locations, ensuring they are securely mounted and protected from environmental elements.
- Lay out temporary cables using appropriate cable management systems to prevent trip hazards and damage.
- Connect cables to distribution boards, ensuring proper sizing and termination according to load requirements.
- Install temporary lighting fixtures, sockets, and other electrical accessories as per the project specifications.
- Implement segregation measures to prevent contact between electrical installations and other services.

****6. Testing and Commissioning:****

- Conduct insulation resistance tests and continuity checks on all installed circuits to ensure electrical integrity.
- Perform earth fault loop impedance tests to verify the effectiveness of protective earthing systems.
- Test all protective devices such as RCDs (Residual Current Devices) for proper operation.
- Document test results and ensure compliance with relevant standards and regulations.

****7. Safety Precautions:****

- Provide adequate signage and barriers to delineate electrical hazards and restricted areas.
- Ensure all personnel involved in the installation are trained in electrical safety procedures and use appropriate PPE (Personal Protective Equipment).
- Implement a permit-to-work system to control access to electrical installation areas and mitigate risks.
- Regularly inspect and maintain temporary electrical installations to identify and address any potential safety issues.

****8. Emergency Procedures:****

- Establish emergency procedures for dealing with electrical incidents, including procedures for isolating power and administering first aid.
- Ensure all personnel are familiar with emergency evacuation routes and assembly points.

****9. Documentation:****

- Maintain comprehensive records of all installation activities, including equipment specifications, test results, and inspection reports.
- Provide relevant documentation to regulatory authorities as required.

****10. Conclusion:****

This method statement provides a framework for the safe and compliant installation of temporary electrical systems in the UK. By following these procedures and precautions, we aim to ensure the safety of personnel and property throughout the duration of the project.

General Manual Handling

TASK METHOD STATEMENT



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****Method Statement for Manual Handling****

****1. Introduction:****

Manual handling involves any activity that requires the use of physical force to lift, push, pull, carry, or move objects. This method statement outlines procedures to ensure safe manual handling practices to prevent injuries and promote worker well-being.

****2. Scope:****

This method statement applies to all personnel involved in manual handling tasks within the workplace, including lifting, carrying, and moving objects of varying weights and sizes.

****3. Responsibilities:****

- Management: Responsible for providing appropriate training, equipment, and supervision to facilitate safe manual handling practices.
- Supervisors: Responsible for overseeing manual handling activities, providing guidance to workers, and intervening if unsafe practices are observed.
- Workers: Responsible for following safe manual handling procedures, using provided equipment correctly, and reporting any hazards or concerns to supervisors.

****4. Risk Assessment:****

- Conduct a risk assessment of manual handling tasks to identify potential hazards such as heavy loads, awkward postures, or repetitive movements.
- Consider factors such as the weight and size of objects, the frequency of handling, the distance to be moved, and the layout of the work area.
- Identify control measures to mitigate risks, such as providing mechanical aids, rearranging workstations, or implementing team lifting procedures.

****5. Training and Awareness:****

- Provide comprehensive training to workers on safe manual handling techniques, including proper lifting and carrying methods, posture awareness, and use of lifting equipment.
- Raise awareness among workers about the importance of proper manual handling practices and the potential consequences of incorrect techniques, such as musculoskeletal injuries.

****6. Equipment and Tools:****

- Provide appropriate lifting aids and equipment such as trolleys, pallet jacks, and lifting straps to assist with manual handling tasks.
- Ensure all lifting equipment is regularly inspected, maintained, and in good working condition.
- Train workers in the proper use of lifting equipment and encourage their use whenever handling heavy or awkward loads.

****7. Manual Handling Procedures:****

- Before beginning a manual handling task, assess the load to determine its weight, size, and stability.
- Use the correct lifting technique, bending at the knees and keeping the back straight, to lift objects from the ground.
- Hold the load close to the body and avoid twisting or jerking movements while lifting or carrying.
- Use team lifting techniques when handling heavy or bulky loads, ensuring clear communication and coordination between workers.
- Take regular breaks to rest and stretch muscles during prolonged manual handling activities to prevent fatigue and reduce the risk of injury.

****8. Environmental Considerations:****



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- Ensure the work area is free from obstacles and obstructions that could impede manual handling activities.
- Maintain good lighting and ventilation to create a safe and comfortable working environment.
- Consider environmental factors such as slippery surfaces, uneven terrain, or extreme temperatures that could affect manual handling tasks.

****9. Monitoring and Review:****

- Regularly monitor manual handling activities to ensure compliance with established procedures and identify any areas for improvement.
- Encourage feedback from workers regarding the effectiveness of manual handling controls and their suggestions for improvement.
- Review risk assessments and procedures periodically to address changing work conditions or emerging hazards.

****10. Incident Reporting and Investigation:****

- Establish procedures for reporting and investigating incidents or near misses related to manual handling, including injuries, strains, or equipment failures.
- Investigate the root causes of incidents to identify underlying issues and implement corrective actions to prevent recurrence.

****11. Conclusion:****

By implementing the procedures outlined in this method statement and promoting a culture of safety awareness, we aim to minimize the risk of manual handling injuries and create a safe and healthy work environment for all personnel involved in manual handling tasks.

Heras fencing

TASK METHOD STATEMENT

The panels are transported on large vehicles, components should be delivered as near as possible to the point of use.

Caution should be exercised before cross loading and an inspection made to ensure that the load has not shifted in transport.

Panels should be removed from the trailer by forklift, a qualified plant operator, assisted by a banksman (where necessary) will be responsible for this. Operatives involved in cross loading should wear appropriate PPE (hi-vis, gloves, suitable footwear and hard hats where necessary). The supervisor will direct the crew where to place the panels and where loads should be dropped; the supervisor will have regard of access routes and other contractors when doing this.

The supervisor will ensure that weather conditions are suitable for the erection of the panels; if it is felt that wind speed is too high, work will cease until conditions become acceptable.

Each panel will be positioned by a minimum of two crew members (wearing appropriate PPE as detailed above); a third crew member will then position ground pins into the appropriate holes in the base of the panel and fix them, or use ballast blocks as appropriate. The panel will be bolted to the adjacent panel as that is erected. All bolts will be tightened with the appropriate size spanner. Each group of panels (number as recommended by supervisors assessment) are supported by a 'stay' which is pinned into the ground at the junction of the panels; it is imperative that these stays are positioned as the fence line is being constructed.

The crew will ensure that their working area is clear and free from members of the public and other contractors; if necessary a temporary cordon designating a safe working zone will be established.

Once the fence line is completed, it will be inspected by the supervisor and handed over to the client as complete.

The fence line can be taken apart one panel at a time or the whole line dropped and then



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dismantled, depending on the environment. Prior to dismantling the supervisor will inspect the surrounding area and decide on the most appropriate method.

Dismantling is a reverse process of erection; crew will collect all stays and pins so as to avoid leaving trip or puncture hazards.

Loading is a reverse of the unloading process; it is the driver's responsibility to ensure that the load is properly fixed before moving off.

Technical specifications and safe wind speed working can be found in the technical information supplied by the contractor / manufacturer.

Litter Picking

TASK METHOD STATEMENT

1. ****Objective:****

The objective of this method statement is to outline the safe and efficient procedure for litter picking.

2. ****Scope:****

This method statement applies to individuals responsible for litter picking at the event

3. ****Responsibilities:****

- The designated personnel are responsible for carrying out litter picking activities.
- Supervisors will oversee the process and ensure compliance with safety standards and procedures.

4. ****Materials and Equipment:****

- Personal Protective Equipment (PPE): Gloves, hi-viz clothing, protective boots, and safety goggles if identified by risk assessment.
- Litter picking tools: Tongs, grabbers, or any suitable equipment for picking up litter, and picking Ring
- Waste disposal bags: Strong, durable bags for collecting litter.
- Hand sanitizer or soap and water for hand hygiene.

5. ****Procedure:****

a. ****Preparation:****

- Wear appropriate PPE as above.
- Ensure all necessary equipment and materials are readily available.
- Identify the designated areas for litter picking and assess any potential hazards.

b. ****Litter Licking Process:****

1. Start at one end of the designated area and work systematically to cover the entire space.
2. Use litter picking tools to pick up litter from the ground.
3. Inspect each piece of litter for any hazardous materials or sharp objects before picking it up.
4. Place the litter into waste disposal bags.
5. Separate recyclable items from general waste if applicable.
6. Clean any visible stains or spills using appropriate cleaning solutions, if applicable.
7. Ensure thorough coverage of the entire area, including hard-to-reach spots.

c. ****Safety Measures:****

- Avoid direct contact with litter using bare hands.
- Handle sharp objects with extreme caution and dispose of them safely.
- Be mindful of any potential hazards such as broken glass or sharp metal objects.
- Maintain proper posture and lifting techniques to prevent injury.
- Keep an eye out for pedestrians and vehicles while working in public areas.

d. ****Waste Disposal:****

- Tie waste disposal bags securely to prevent leakage or spillage.
- Dispose of waste in designated bins or collection points following local regulations.
- Ensure recycling of materials wherever possible according to guidelines.

e. ****Post-Task Procedures:****



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- Remove PPE and dispose of them appropriately.
 - Clean hands thoroughly with soap and water or hand sanitizer.
 - Report any safety hazards or incidents to the supervisor.
6. ****Documentation:****
- Maintain records of litter picking activities including date, time, location, and quantity of waste collected.
 - Document any safety incidents or near misses for review and improvement.
7. ****Training:****
- Ensure all personnel involved in litter picking activities receive adequate training on safety procedures and equipment usage.
8. ****Review and Revision:****
- Periodically review and revise this method statement to incorporate any necessary changes or improvements.

Manual digging of cable or pipe trenches.

TASK METHOD STATEMENT

****Method Statement for Manual Digging of Cable or Pipe Trenches****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the manual digging of cable or pipe trenches. It aims to ensure the safety of personnel and the efficient completion of trenching activities.

****2. Scope:****

This method statement applies to all personnel involved in manual trenching activities, including workers, supervisors, and site managers.

****3. Responsibilities:****

- Site Manager: Responsible for overseeing trenching activities, ensuring compliance with safety regulations, and providing necessary resources and equipment.
- Supervisors: Responsible for supervising trenching operations, providing training to workers, and enforcing safety procedures.
- Workers: Responsible for following safe work practices, using appropriate tools and equipment, and reporting any hazards or incidents.

****4. Pre-Work Preparation:****

- Conduct a site assessment to identify the location and route of the trench, as well as any underground utilities or hazards.
- Obtain necessary permits and approvals from local authorities before commencing trenching activities.
- Ensure all workers are trained in manual trenching techniques, including proper lifting techniques and use of hand tools.

****5. Safety Equipment:****

- Provide personal protective equipment (PPE) to all workers, including gloves, safety boots, hard hats, and high-visibility clothing.
- Ensure all workers are equipped with appropriate trenching tools, such as shovels, spades, and digging bars.
- Provide first aid kits and emergency rescue equipment at the work site.

****6. Trenching Procedures:****



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- Mark out the trench area using stakes or paint, clearly indicating the depth and alignment of the trench.
- Start digging the trench from one end, using shovels or spades to remove soil in manageable sections.
- Use digging bars or pickaxes to break up hard or compacted soil and remove obstacles such as roots or rocks.
- Keep the edges of the trench vertical and free from collapse by shoring or benching as necessary.
- Avoid overexertion by rotating workers and providing regular breaks to prevent fatigue.

****7. Underground Utilities:****

- Exercise caution when digging near existing utilities, such as gas lines, water pipes, or electrical cables.
- Use hand tools or vacuum excavation methods to expose utilities before digging with mechanical equipment.
- If underground utilities are encountered, stop work immediately and notify the appropriate authorities for further investigation.

****8. Spoil Management:****

- Dispose of excavated soil in designated spoil heaps away from the trench to prevent collapse or obstruction.
- Keep the work area clean and organised to minimise tripping hazards and facilitate access for workers and equipment.

****9. Communication and Coordination:****

- Maintain clear communication between workers and supervisors throughout the trenching operation.
- Coordinate with other trades or contractors working in the area to ensure safety and avoid conflicts.

****10. Inspection and Monitoring:****

- Conduct regular inspections of the trench to ensure it remains stable and free from hazards.
- Monitor weather conditions and ground conditions for signs of instability or erosion.
- Stop work immediately if any unsafe conditions are identified and rectify the situation before resuming work.

****11. Emergency Procedures:****

- Establish emergency procedures for responding to incidents such as trench collapses, injuries, or utility strikes.
- Ensure all workers are familiar with emergency evacuation routes and procedures.
- Provide training in CPR and first aid to designated personnel.

****12. Post-Work Cleanup:****

- Backfill the trench once the cable or pipe installation is complete, using the appropriate materials and compaction methods.
- Restore the work area to its original condition, including repairing any damage to surfaces or landscaping.
- Remove all tools, equipment, and debris from the site and dispose of them properly.

****13. Documentation:****

- Maintain records of trenching activities, including risk assessments, permits, inspection reports, and incident reports.
- Conduct a post-work debriefing to discuss lessons learned and identify areas for improvement.



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in future trenching activities.

****14. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety at every stage of the manual digging process, we aim to ensure the efficient and safe completion of trenching activities while minimising risks to personnel and property.

Multiple Contractors

TASK METHOD STATEMENT

****Method Statement for Coordination of Multiple Contractors****

****1. Introduction:****

This method statement outlines the procedures and protocols for coordinating multiple contractors working on the same project. It aims to ensure efficient collaboration, minimise conflicts, and maintain a safe working environment.

****2. Scope:****

This method statement applies to projects where multiple contractors are involved, such as construction sites, renovation projects, or events requiring various specialised services.

****3. Responsibilities:****

- Project Manager: Responsible for overall project coordination, including scheduling, communication, and resolving conflicts between contractors.
- Contractors: Responsible for executing their specific scope of work safely, efficiently, and in compliance with project requirements and regulations.
- Health and Safety Officer: Responsible for overseeing health and safety procedures on-site and ensuring all contractors adhere to relevant regulations and guidelines.

****4. Pre-Project Planning:****

- Hold pre-project meetings involving all contractors to discuss project scope, timelines, responsibilities, and safety protocols.
- Develop a detailed project schedule that allocates specific tasks and timelines for each contractor, taking into account dependencies and critical path activities.
- Establish communication channels for sharing project updates, changes, and safety information among contractors.

****5. Coordination Procedures:****

- Designate a central point of contact, such as the project manager or site supervisor, to facilitate communication and coordination among contractors.
- Hold regular progress meetings to review project status, address issues, and ensure alignment between contractors' activities.
- Implement a system for documenting and tracking changes to the project scope, schedule, and budget to keep all stakeholders informed.

****6. Health and Safety Management:****

- Develop a comprehensive health and safety plan that outlines the responsibilities of each contractor and identifies potential hazards and control measures.
- Conduct regular safety inspections and audits to ensure compliance with safety regulations and address any safety concerns promptly.
- Provide relevant health and safety training to all contractors, emphasising the importance of cooperation and collaboration in maintaining a safe work environment.



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****7. Conflict Resolution:****

- Establish procedures for resolving conflicts or disputes between contractors, such as mediation or arbitration, to prevent disruptions to the project schedule.
- Encourage open communication and collaboration among contractors to address issues proactively and find mutually acceptable solutions.

****8. Quality Assurance:****

- Implement quality control measures to ensure that work performed by each contractor meets the required standards and specifications.
- Conduct regular inspections and quality checks to identify and rectify any deficiencies or non-compliance issues promptly.

****9. Environmental Management:****

- Develop an environmental management plan to minimise the project's impact on the environment, including waste management, pollution prevention, and resource conservation.
- Ensure all contractors comply with environmental regulations and guidelines applicable to their respective scopes of work.

****10. Documentation and Reporting:****

- Maintain detailed records of project activities, including meeting minutes, correspondence, change orders, and safety reports.
- Provide regular progress reports to project stakeholders, highlighting key milestones, achievements, and any issues requiring resolution.

****11. Conclusion:****

By following the procedures outlined in this method statement and fostering effective communication and cooperation among contractors, we aim to ensure the successful completion of projects involving multiple contractors while maintaining high standards of safety, quality, and environmental responsibility.

Overhead and underground cables

TASK METHOD STATEMENT

****Method Statement for Avoiding Underground and Overhead Cables****

****1. Introduction:****

This method statement outlines procedures to avoid underground and overhead cables during construction or excavation activities. It aims to prevent damage to cables, ensure worker safety, and comply with relevant regulations.

****2. Scope:****

This method statement applies to all personnel involved in construction, excavation, or any ground-disturbing activities where underground or overhead cables may be present.

****3. Responsibilities:****

- Project Manager: Responsible for overall project safety and ensuring compliance with regulations.
- Site Supervisor: Oversees implementation of cable avoidance procedures on-site.
- Workers: Responsible for following safe work practices and reporting any cable encounters or near misses.



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****4. Pre-Work Assessment:****

- Conduct a thorough survey of the work area to identify the presence and location of underground and overhead cables.
- Obtain cable plans or liaise with utility companies to determine the precise location of cables.
- Use cable detection equipment to verify the presence of underground cables before excavation or ground disturbance.

****5. Planning and Mitigation Measures:****

- Develop a detailed work plan that includes specific measures to avoid underground and overhead cables.
- Clearly mark the locations of cables using appropriate signage, barriers, or fencing to prevent accidental damage.
- Establish exclusion zones around cable routes where no excavation or construction work will take place.
- Provide workers with training on cable avoidance procedures and the proper use of detection equipment.

****6. Excavation and Construction Procedures:****

- Before starting excavation or ground disturbance, visually inspect the area for any signs of cables such as marker posts or warning signs.
- Use cable detection equipment to scan the work area for underground cables and verify the absence of overhead cables.
- Excavate or dig with caution, using hand tools initially to avoid accidental contact with cables.
- If underground cables are encountered, stop work immediately, and inform the site supervisor.
- Contact the relevant utility company for assistance in identifying and safely managing the encountered cables.

****7. Working Near Overhead Cables:****

- Maintain a safe distance from overhead cables as specified by regulations and industry standards.
- Use appropriate signage and barriers to prevent unauthorized access to areas beneath overhead cables.
- Ensure all equipment and machinery, including cranes and scaffolding, are operated at a safe distance from overhead cables.

****8. Emergency Procedures:****

- In the event of accidental contact with underground or overhead cables, immediately cease work and evacuate the area.
- Contact emergency services if there is a risk of electric shock or fire.
- Follow company procedures for reporting cable strikes and implementing corrective actions.

****9. Post-Work Inspection:****

- Upon completion of work, inspect the area to ensure no damage has occurred to underground or overhead cables.
- Remove any temporary signage or barriers used to mark cable routes.
- Document any cable encounters or near misses and report them to the project manager.

****10. Training and Awareness:****

- Provide ongoing training to workers on the importance of cable avoidance and safe work practices.
- Promote awareness of cable avoidance procedures through toolbox talks, signage, and other communication channels.



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****11. Conclusion:****

By adhering to the procedures outlined in this method statement, we aim to minimize the risk of damage to underground and overhead cables, ensure worker safety, and maintain compliance with regulations throughout the duration of the project.

Personal Health

TASK METHOD STATEMENT

****Method Statement for Handling Animal Feces at Public Venues****

****1. Introduction:****

This method statement outlines procedures for safely and hygienically managing animal feces at public venues. It aims to minimise health risks to attendees, staff, and the public while ensuring cleanliness and sanitation.

****2. Scope:****

This method statement applies to all personnel involved in managing public venues where animals may defecate, including event organisers, venue managers, cleaning staff, and health and safety officers.

****3. Responsibilities:****

- Event Organisers/Venue Managers: Responsible for implementing procedures for handling animal feces, providing necessary resources and equipment, and ensuring compliance with health and safety regulations.
- Cleaning Staff: Responsible for promptly removing and disposing of animal feces, cleaning affected areas, and maintaining cleanliness standards.
- Health and Safety Officers: Responsible for conducting risk assessments, identifying hazards related to animal feces, and implementing control measures to mitigate risks.

****4. Risk Assessment:****

- Identify areas within the public venue where animals are likely to defecate, such as outdoor areas, parks, or pet-friendly zones.
- Assess the health risks associated with exposure to animal feces, including the transmission of pathogens such as bacteria, parasites, and viruses.
- Consider factors such as the type and number of animals present, the frequency of feces deposition, and the potential for human contact with contaminated surfaces.

****5. Control Measures:****

- Implement measures to minimise health risks associated with animal feces, such as placing signage to alert attendees to areas where animals are permitted to relieve themselves.
- Provide waste disposal facilities, such as designated bins or waste bags, for the hygienic disposal of animal feces.
- Ensure cleaning staff are equipped with appropriate personal protective equipment (PPE), such as gloves and face masks, when handling animal feces.

****6. Cleaning and Disinfection Procedures:****

- Establish procedures for promptly removing and disposing of animal feces from public areas, using appropriate tools and equipment such as scoops, shovels, and waste bags.
- Clean and disinfect affected areas using suitable disinfectants and cleaning agents to kill pathogens and prevent the spread of disease.
- Ensure cleaning staff follow proper hygiene practices, such as washing hands thoroughly after handling animal feces and before eating or drinking.



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****7. Waste Disposal:****

- Dispose of collected animal feces in accordance with local regulations and waste management protocols.
- Provide designated waste disposal areas or bins specifically for the disposal of animal waste to prevent contamination of general waste streams.
- Ensure waste disposal facilities are regularly emptied and maintained to prevent overflow and odor issues.

****8. Monitoring and Review:****

- Monitor the effectiveness of control measures and cleaning procedures through regular inspections and audits.
- Review incident reports, feedback from attendees, and any observed trends or issues related to animal feces management to identify areas for improvement.
- Make adjustments to procedures and control measures as needed to address any deficiencies or emerging risks.

****9. Training and Awareness:****

- Provide training to staff and volunteers on proper procedures for handling animal feces, including waste disposal, cleaning, and disinfection.
- Raise awareness among attendees about the importance of responsible pet ownership and proper waste disposal practices to minimise the impact of animal feces at public venues.

****10. Conclusion:****

By following the procedures outlined in this method statement and implementing effective control measures for handling animal feces at public venues, we aim to minimise health risks, maintain cleanliness standards, and ensure a safe and enjoyable experience for attendees and the public.

****Method Statement for the Use of Alcohol and Drugs in the Workplace****

****1. Introduction:****

This method statement outlines procedures and precautions regarding the use of alcohol and drugs by workers in the workplace. It aims to promote a safe, healthy, and productive work environment by preventing impairment and minimising risks associated with substance abuse.

****2. Scope:****

This method statement applies to all employees, contractors, and visitors in the workplace who may be subject to regulations regarding alcohol and drug use. It covers policies, procedures, and measures to prevent, detect, and address substance abuse issues.

****3. Responsibilities:****

- Management: Responsible for implementing and enforcing policies and procedures related to alcohol and drug use, providing education and training, and ensuring compliance with legal requirements.
- Human Resources: Responsible for developing and communicating policies, conducting training and awareness programs, and coordinating drug testing and assistance programs.
- Employees: Responsible for complying with alcohol and drug policies, reporting any concerns or incidents related to substance abuse, and seeking help if needed.

****4. Policy Development:****

- Develop a clear and comprehensive alcohol and drug policy that outlines expectations, prohibitions, consequences, and support mechanisms for employees.
- Ensure the policy complies with relevant laws and regulations, respects individual rights and privacy, and promotes a culture of safety and well-being.



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****5. Education and Training:****

- Provide education and training to all employees on the risks and consequences of alcohol and drug use in the workplace, as well as the organisation's policies and procedures.
- Include information on recognising signs of impairment, accessing support services, and understanding the importance of a drug-free work environment.

****6. Prevention Measures:****

- Implement measures to deter alcohol and drug use in the workplace, such as establishing clear rules and consequences, enforcing access controls, and promoting alternative recreational activities.
- Offer support and resources for employees experiencing personal or work-related stressors that may contribute to substance abuse, such as employee assistance programs or counseling services.

****7. Drug Testing:****

- Conduct drug testing as part of pre-employment screening, random testing, post-accident/incident testing, and reasonable suspicion testing, as permitted by law and outlined in the organisation's policy.
- Ensure drug testing procedures are conducted in a fair, confidential, and non-discriminatory manner, with proper chain of custody and adherence to legal requirements.

****8. Assistance and Rehabilitation:****

- Offer confidential support and assistance to employees struggling with alcohol or drug-related issues, including access to counseling, treatment programs, and rehabilitation services.
- Provide a supportive and non-punitive environment for employees to seek help and address substance abuse issues without fear of stigma or reprisal.

****9. Monitoring and Enforcement:****

- Monitor compliance with alcohol and drug policies through regular audits, observations, and incident reporting mechanisms.
- Enforce consequences for policy violations consistently and fairly, following established disciplinary procedures and providing due process rights to employees.

****10. Review and Continuous Improvement:****

- Regularly review and update alcohol and drug policies and procedures in response to changing legal requirements, industry best practices, and organisational needs.
- Solicit feedback from employees, supervisors, and other stakeholders to identify areas for improvement and address emerging issues related to alcohol and drug use in the workplace.

****11. Conclusion:****

By following the procedures outlined in this method statement and maintaining a proactive approach to alcohol and drug management, we aim to create a safe, healthy, and productive work environment where employees can thrive and contribute to the success of the organisation.

****Method Statement for the Use of Alcohol and Drugs in Public****

****1. Introduction:****

This method statement outlines procedures and precautions regarding the use of alcohol and drugs in public spaces. It aims to ensure the safety, well-being, and responsible behavior of individuals while minimising risks associated with substance abuse in public settings.

****2. Scope:****

This method statement applies to all individuals, including event organisers, attendees, vendors, and security personnel, involved in public events or gatherings where alcohol and drugs may be present. It covers policies, procedures, and measures to prevent, manage, and address alcohol and



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drug-related issues.

****3. Responsibilities:****

- Event Organisers: Responsible for establishing and enforcing policies related to alcohol and drug use, providing adequate supervision and security, and ensuring compliance with legal requirements.
- Venue Owners/Managers: Responsible for ensuring compliance with alcohol licensing regulations, providing appropriate facilities and infrastructure, and coordinating with event organisers and authorities.
- Attendees: Responsible for complying with event rules and regulations regarding alcohol and drug use, respecting the safety and well-being of others, and seeking assistance if needed.

****4. Policy Development:****

- Develop and communicate clear policies and guidelines regarding the use of alcohol and drugs at public events, including permitted areas, prohibited substances, and consequences for policy violations.
- Ensure policies comply with relevant laws and regulations, address potential safety concerns, and promote responsible consumption and behavior.

****5. Education and Awareness:****

- Provide education and awareness campaigns to inform attendees about the risks and consequences of alcohol and drug use, encourage responsible behavior, and promote harm reduction strategies.
- Offer information on available support services, such as medical assistance, counseling, or designated driver programs, for individuals experiencing substance-related issues.

****6. Prevention Measures:****

- Implement measures to prevent excessive alcohol consumption and drug abuse, such as limiting alcohol availability, promoting non-alcoholic beverage options, and providing alternative entertainment activities.
- Train event staff and security personnel to recognise signs of intoxication or drug impairment, intervene when necessary, and provide assistance or referrals to support services.

****7. Security and Enforcement:****

- Deploy trained security personnel to monitor crowd behavior, enforce event rules and regulations, and address incidents related to alcohol and drug use promptly and professionally.
- Establish procedures for confiscating and disposing of illicit substances, managing intoxicated individuals, and coordinating with law enforcement or medical services if needed.

****8. Medical Assistance and Support:****

- Provide on-site medical assistance and first aid services to address alcohol and drug-related emergencies, including treatment for overdose, intoxication, or adverse reactions.
- Ensure medical personnel are trained and equipped to assess and respond to substance-related incidents effectively and compassionately.

****9. Communication and Coordination:****

- Establish clear communication channels and protocols for coordinating alcohol and drug management efforts among event organizers, venue staff, security personnel, and emergency responders.
- Communicate event rules and safety information to attendees through signage, announcements, and other communication channels to promote awareness and compliance.

****10. Review and Continuous Improvement:****



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- Conduct post-event reviews and evaluations to assess the effectiveness of alcohol and drug management strategies, identify areas for improvement, and implement corrective actions or enhancements for future events.
- Solicit feedback from attendees, staff, and stakeholders to gauge perceptions of safety and satisfaction and incorporate suggestions for enhancing alcohol and drug management practices.

****11. Conclusion:****

By following the procedures outlined in this method statement and adopting a proactive approach to alcohol and drug management in public settings, we aim to create safe, enjoyable, and inclusive environments where individuals can socialise responsibly and participate in events without undue risk or harm.

****Method Statement for Staff Welfare****

****1. Introduction:****

This method statement outlines procedures and measures to ensure the welfare and well-being of staff members in the workplace. It aims to promote a supportive and healthy work environment conducive to productivity, satisfaction, and employee retention.

****2. Scope:****

This method statement applies to all personnel involved in managing and supporting staff welfare, including management, human resources, health and safety officers, and employee representatives. It covers policies, procedures, and initiatives related to staff welfare.

****3. Responsibilities:****

- Management: Responsible for setting the tone and culture of the organisation, prioritising staff welfare initiatives, allocating resources, and leading by example.
- Human Resources: Responsible for developing and implementing staff welfare policies, providing support and assistance to employees, and promoting employee engagement and well-being.
- Health and Safety Officers: Responsible for identifying and addressing health and safety hazards in the workplace, conducting risk assessments, and implementing control measures to protect staff welfare.
- Employee Representatives: Responsible for representing the interests and concerns of staff members, advocating for improvements in working conditions, and facilitating communication between management and employees.

****4. Policy Development:****

- Develop comprehensive staff welfare policies that address key areas such as work-life balance, health and safety, diversity and inclusion, professional development, and employee support services.
- Ensure policies are communicated effectively to all staff members, easily accessible, and regularly reviewed and updated to reflect changing needs and best practices.

****5. Health and Safety:****

- Implement measures to promote the physical and mental health of staff members, including providing ergonomic workstations, promoting regular breaks and exercise, and offering access to counseling and support services.
- Conduct regular health and safety inspections, risk assessments, and training to identify and address hazards in the workplace and ensure compliance with relevant regulations.

****6. Work-Life Balance:****

- Encourage a healthy work-life balance by offering flexible working arrangements, such as telecommuting, flexible hours, or compressed workweeks, where feasible and appropriate.



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- Promote the use of vacation time, personal days, and other leave entitlements to allow staff members to recharge and rejuvenate outside of work.

****7. Professional Development:****

- Provide opportunities for staff members to enhance their skills and knowledge through training, workshops, conferences, and other professional development activities.
- Support career advancement and progression through mentorship programs, performance reviews, and access to promotion opportunities.

****8. Employee Support Services:****

- Offer employee assistance programs (EAPs) that provide confidential counseling, mental health support, financial advice, and other resources to help staff members navigate personal and professional challenges.
- Establish channels for staff members to voice concerns, provide feedback, and seek assistance or guidance from management, human resources, or designated support personnel.

****9. Communication and Engagement:****

- Foster open and transparent communication between management and staff members, including regular updates on organisational developments, policy changes, and upcoming initiatives.
- Solicit feedback from staff members through surveys, focus groups, suggestion boxes, or town hall meetings to gauge satisfaction levels, identify areas for improvement, and address concerns proactively.

****10. Recognition and Appreciation:****

- Recognise and celebrate the contributions and achievements of staff members through formal recognition programs, awards ceremonies, or informal gestures of appreciation.
- Foster a culture of gratitude and respect where staff members feel valued, appreciated, and motivated to perform at their best.

****11. Review and Continuous Improvement:****

- Regularly evaluate the effectiveness of staff welfare initiatives through feedback mechanisms, performance indicators, and benchmarking against industry standards and best practices.
- Use feedback and data insights to identify areas for improvement, refine existing policies and procedures, and implement new initiatives to enhance staff welfare and organisational effectiveness.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising staff welfare as a core organisational value, we aim to create a supportive, inclusive, and empowering work environment where staff members can thrive, grow, and contribute to the success of the organisation.

****Method Statement for Preventing Untrained Staff in Statutory Roles****

****1. Introduction:****

This method statement outlines procedures and measures to prevent untrained staff from assuming statutory roles within the organisation. It aims to ensure compliance with legal requirements, maintain operational integrity, and safeguard the health, safety, and welfare of employees and stakeholders.

****2. Scope:****

This method statement applies to all personnel involved in assigning, supervising, and performing statutory roles within the organisation, including management, human resources, and



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department heads. It covers policies, procedures, and controls to verify and validate the training and qualifications of staff members in statutory positions.

****3. Responsibilities:****

- Management: Responsible for establishing and enforcing policies and procedures related to statutory roles, ensuring compliance with legal requirements, and providing resources and support for staff training and development.
- Human Resources: Responsible for verifying the qualifications and credentials of staff members assigned to statutory roles, coordinating training and certification programs, and maintaining records of staff training and qualifications.
- Department Heads: Responsible for identifying staffing needs, assigning roles and responsibilities, and ensuring that staff members are adequately trained and competent to perform their duties in compliance with statutory requirements.

****4. Policy Development:****

- Develop clear and comprehensive policies and procedures outlining the qualifications, training requirements, and competency criteria for staff members in statutory roles.
- Establish protocols for verifying and validating staff qualifications, conducting background checks, and documenting training and certification records.

****5. Training and Certification:****

- Provide training and certification programs to equip staff members with the knowledge, skills, and competencies required to perform statutory roles effectively and safely.
- Ensure that training programs cover relevant legal requirements, regulatory standards, industry best practices, and specific job responsibilities associated with statutory roles.

****6. Verification and Validation:****

- Verify the qualifications and credentials of staff members assigned to statutory roles through thorough background checks, credential validation, and reference checks.
- Validate staff training and certification records through documentation, records management systems, and regular audits to ensure accuracy, completeness, and compliance with regulatory requirements.

****7. Monitoring and Oversight:****

- Implement systems and processes for monitoring staff performance in statutory roles, including regular performance reviews, observations, and feedback mechanisms.
- Provide ongoing support, guidance, and supervision to staff members to ensure they maintain competency and compliance with statutory requirements throughout their tenure in the role.

****8. Compliance Assurance:****

- Conduct regular assessments and audits to verify compliance with statutory requirements, identify any gaps or deficiencies, and take corrective actions as needed to address non-compliance issues.
- Ensure that all staff members assigned to statutory roles are aware of their responsibilities, obligations, and legal liabilities, and receive appropriate training and support to fulfill their duties effectively and safely.

****9. Reporting and Documentation:****

- Maintain accurate and up-to-date records of staff qualifications, training, and certifications related to statutory roles, including copies of licenses, permits, and other credentials.
- Document any instances of non-compliance, training deficiencies, or corrective actions taken to address issues related to staff qualifications and performance in statutory roles.



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****10. Continuous Improvement:****

- Regularly review and update policies, procedures, and training programs in response to changes in statutory requirements, industry standards, and organisational needs.
- Solicit feedback from staff members, supervisors, and regulatory authorities to identify areas for improvement and implement measures to enhance the effectiveness and integrity of the process for preventing untrained staff in statutory roles.

****11. Conclusion:****

By following the procedures outlined in this method statement and maintaining rigorous controls and oversight, we aim to prevent untrained staff from assuming statutory roles within the organisation, ensuring compliance with legal requirements, protecting the interests of stakeholders, and maintaining the integrity of our operations.

PPE Personal protective equipment

TASK METHOD STATEMENT

****Method Statement for Personal Protective Equipment (PPE)****

****1. Introduction:****

Personal Protective Equipment (PPE) is essential in protecting workers from hazards in the workplace. This method statement outlines the procedures for the selection, use, maintenance, and disposal of PPE to ensure the safety and well-being of all personnel.

****2. Scope:****

This method statement applies to all workers and personnel who may be required to use PPE in the workplace.

****3. Responsibilities:****

- Management: Responsible for providing appropriate PPE, ensuring compliance with regulations, and implementing PPE policies and procedures.
- Supervisors: Responsible for enforcing the use of PPE, providing training, and ensuring proper maintenance of PPE.
- Workers: Responsible for wearing PPE as required, attending training sessions, and reporting any issues or concerns regarding PPE.

****4. Risk Assessment:****

- Conduct a comprehensive risk assessment to identify hazards that require the use of PPE.
- Assess the effectiveness of existing control measures and determine if additional PPE is necessary to mitigate risks.

****5. Selection of PPE:****

- Select appropriate PPE based on the hazards identified during the risk assessment.
- Ensure that selected PPE is suitable for the specific task, properly fitted, and compatible with other safety equipment.
- Consider factors such as comfort, durability, and ease of use when selecting PPE to encourage compliance among workers.

****6. Training and Instruction:****

- Provide training to workers on the proper use, maintenance, and disposal of PPE.
- Ensure workers understand the limitations of PPE and the importance of using it correctly to protect themselves from workplace hazards.
- Conduct regular refresher training sessions to reinforce safe PPE practices and address any new



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hazards or PPE requirements.

****7. Issuance and Distribution:****

- Issue appropriate PPE to workers based on their job roles and the hazards they are exposed to.
- Maintain an inventory of PPE and ensure adequate supply is available at all times.
- Clearly label and store PPE in designated areas to facilitate easy access and identification.

****8. Use of PPE:****

- Instruct workers to wear PPE whenever they are exposed to identified hazards.
- Ensure PPE is worn correctly, adjusted to fit properly, and checked for defects before each use.
- Encourage workers to report any discomfort or problems with PPE promptly to supervisors for resolution.

****9. Maintenance and Inspection:****

- Regularly inspect PPE for signs of wear, damage, or deterioration.
- Clean and maintain PPE according to manufacturer's instructions and recommended practices.
- Repair or replace damaged or defective PPE immediately to ensure continued effectiveness.

****10. Disposal of PPE:****

- Dispose of disposable PPE, such as gloves or masks, in designated waste bins or containers.
- Dispose of damaged or expired PPE in accordance with relevant regulations and guidelines.
- Encourage environmentally responsible disposal practices to minimize the impact on the environment.

****11. Monitoring and Review:****

- Monitor compliance with PPE policies and procedures through regular inspections and audits.
- Review incident reports, near misses, and feedback from workers to identify any deficiencies in PPE usage or effectiveness.
- Continuously update and improve PPE policies and procedures based on lessons learned and changes in workplace conditions or regulations.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising the proper selection, use, maintenance, and disposal of PPE, we aim to create a safe and healthy work environment where workers are adequately protected from workplace hazards.

Pyrotechnics

TASK METHOD STATEMENT

****Method Statement for Pyrotechnics at an Event****

****1. Introduction:****

Pyrotechnics can add excitement and spectacle to events, but they also present inherent risks if not handled properly. This method statement outlines procedures and precautions to ensure the safe and controlled use of pyrotechnics at the event.

****2. Scope:****

This method statement applies to all personnel involved in the planning, setup, operation, and supervision of pyrotechnic displays at the event. It covers risk assessment, safety measures, communication protocols, emergency procedures, and regulatory compliance.

****3. Responsibilities:****



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- Event Organisers: Responsible for coordinating pyrotechnic displays, obtaining necessary permits and approvals, and ensuring compliance with safety regulations and industry standards.
- Pyrotechnicians: Responsible for designing, setting up, and firing pyrotechnic effects, as well as monitoring safety during the display.
- Safety Officers: Responsible for conducting risk assessments, implementing safety measures, and overseeing the safe execution of pyrotechnic activities.
- Venue Management: Responsible for providing access to the venue, coordinating logistics, and ensuring compliance with venue-specific safety requirements.

****4. Risk Assessment:****

- Conduct a thorough risk assessment of the event site and surrounding areas to identify potential hazards, such as flammable materials, crowd density, and proximity to buildings or structures.
- Consider environmental factors, weather conditions, and any special considerations specific to the event venue or location.

****5. Safety Measures:****

- Ensure all pyrotechnic equipment, materials, and effects comply with relevant safety standards, regulations, and manufacturer specifications.
- Establish a designated safety zone around the firing area to prevent unauthorised access and minimise the risk of injury to personnel and spectators.
- Provide personal protective equipment (PPE) for pyrotechnicians and support staff, including flame-resistant clothing, gloves, goggles, and hearing protection.

****6. Setup and Operation:****

- Designate a qualified pyrotechnician or team to handle setup, operation, and firing of pyrotechnic effects, following established procedures and best practices.
- Secure all pyrotechnic devices and effects to stable structures or firing platforms to prevent accidental discharge or movement during the event.
- Conduct a thorough equipment check and system test before the event to ensure proper functioning and reliability of all pyrotechnic equipment.

****7. Communication Protocols:****

- Establish clear communication channels between pyrotechnicians, safety officers, event organisers, and venue management to coordinate setup, operation, and safety protocols.
- Implement a comprehensive communication plan to relay important information, instructions, and emergency procedures to all personnel involved in the pyrotechnic display.

****8. Emergency Procedures:****

- Develop and communicate emergency procedures for responding to incidents such as fires, explosions, or injuries during the pyrotechnic display.
- Ensure all personnel are familiar with emergency evacuation routes, assembly points, and communication protocols in the event of an emergency.

****9. Regulatory Compliance:****

- Obtain necessary permits, licenses, and approvals from local authorities, fire departments, and regulatory agencies for the use of pyrotechnics at the event.
- Comply with all applicable laws, regulations, and industry standards governing the storage, transportation, handling, and use of pyrotechnic materials and effects.

****10. Post-Event Cleanup:****

- Conduct a thorough cleanup of the event site following the pyrotechnic display, removing debris, spent pyrotechnic devices, and any other materials to ensure the venue is safe and clear for



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subsequent activities.

- Dispose of pyrotechnic waste and residue in accordance with local regulations and environmental guidelines.

****11. Review and Evaluation:****

- Conduct a post-event debriefing session to review the effectiveness of the pyrotechnic display, identify any issues or concerns, and gather feedback from personnel involved in the event.
- Use lessons learned from the review process to make improvements to future pyrotechnic displays and enhance safety protocols and procedures.

****12. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety and compliance, we aim to ensure the safe and successful execution of pyrotechnic displays at the event, providing entertainment and excitement for spectators while minimising risks to personnel, attendees, and property.

Rigging of Production Equipment

TASK METHOD STATEMENT

****Method Statement for Rigging of Production Equipment****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the rigging of production equipment for events, concerts, or film/TV productions. Rigging involves the installation and suspension of lighting, sound, video, and other equipment to support the production.

****2. Scope:****

This method statement applies to all personnel involved in the rigging of production equipment, including riggers, technicians, and support staff.

****3. Responsibilities:****

- Rigging Supervisor: Responsible for overseeing the rigging operations, ensuring compliance with safety standards and regulations, and coordinating with production managers.
- Riggers: Responsible for the safe installation and suspension of production equipment according to the rigging plan and manufacturer's guidelines.
- Support Staff: Responsible for assisting with rigging activities, providing logistical support, and ensuring a safe working environment.

****4. Pre-Installation Checks:****

- Conduct a site assessment to identify suitable rigging points, taking into account structural integrity, load-bearing capacity, and clearance requirements.
- Obtain necessary permits and approvals from venue management or relevant authorities for rigging operations.
- Inspect all rigging equipment, including trusses, motors, chains, and slings, for damage or wear before use.

****5. Rigging Procedures:****

- Develop a rigging plan detailing the placement and configuration of rigging points, equipment, and load distribution.
- Rig equipment according to the rigging plan, using appropriate rigging techniques and hardware to ensure stability and safety.



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- Use load calculation formulas and weight distribution charts to determine the appropriate rigging points and load capacities for each piece of equipment.
- Ensure all rigging hardware is properly secured and tightened to prevent slippage or failure during operation.
- Conduct load tests as necessary to verify the stability and integrity of the rigging system before use.

****6. Safety Measures:****

- Implement safety measures such as fall protection systems, guardrails, and safety nets to prevent falls from height during rigging operations.
- Provide personal protective equipment (PPE) such as harnesses, helmets, and gloves to riggers and other personnel working at height.
- Ensure all personnel involved in rigging operations are trained in safe rigging practices, including proper use of equipment and emergency procedures.

****7. Environmental Considerations:****

- Consider environmental factors such as wind, temperature, and weather conditions when planning and executing rigging operations.
- Monitor weather forecasts and implement contingency plans in case of adverse weather conditions that could affect rigging safety.

****8. Equipment Maintenance:****

- Regularly inspect and maintain all rigging equipment to ensure it is in good working condition and free from defects.
- Keep detailed records of equipment inspections, maintenance activities, and any repairs or replacements carried out.

****9. Communication and Coordination:****

- Maintain clear communication between rigging personnel, production crew, and venue staff to coordinate rigging activities effectively.
- Conduct pre-rigging briefings to review the rigging plan, safety procedures, and emergency protocols with all involved parties.

****10. Documentation and Reporting:****

- Document all rigging activities, including rigging plans, equipment lists, load calculations, and safety inspections.
- Report any incidents, near misses, or safety concerns related to rigging operations to the rigging supervisor and production management.

****11. Conclusion:****

By following the procedures outlined in this method statement and prioritizing safety at every stage of the rigging process, we aim to ensure the safe and efficient installation and operation of production equipment for events, concerts, or film/TV productions.

Site Design

TASK METHOD STATEMENT

A method statement for site design outlines the procedures, protocols, and safety measures to be followed during the design phase of a construction project.

****1. Introduction****

- Provide an overview of the site design project.
- Identify the project location and scope.



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****2. Objectives****

- Define the goals and objectives of the site design.
- Ensure compliance with relevant regulations and standards.

****3. Responsibilities****

- Specify the roles and responsibilities of individuals involved in the site design process.
- Include project managers, designers, engineers, and any other relevant personnel.

****4. Site Survey****

- Conduct a comprehensive survey of the site to gather relevant data.
- Include topographical information, soil analysis, utility locations (overground and underground), and environmental considerations.

****5. Concept Development****

- Develop initial design concepts based on site survey findings and client requirements.
- Consider factors such as functionality, aesthetics, and sustainability.

****6. Design Development****

- Refine the selected concept into a detailed site design.
- Incorporate feedback from stakeholders and regulatory authorities.
- Prepare drawings, plans, and specifications as required.

****7. Environmental Impact Assessment****

- Assess the potential environmental impact of the proposed site design.
- Identify mitigation measures to minimise negative effects.

****8. Health and Safety****

- Implement health and safety measures to protect personnel and the public during the design process.
- Provide appropriate training and personal protective equipment (PPE) as necessary.
- Comply with relevant health and safety regulations and standards.

****9. Quality Assurance****

- Establish procedures to ensure the quality and accuracy of the site design.
- Conduct regular reviews and inspections to identify and address any issues.

****10. Risk Management****

- Identify potential risks associated with the site design process.
- Develop strategies to mitigate and manage these risks effectively.

****11. Communication****

- Maintain open and transparent communication channels with stakeholders throughout the site design process.
- Provide regular updates on progress, milestones, and any relevant issues.

****12. Documentation****

- Maintain comprehensive documentation of all site design activities, including drawings, reports, and correspondence.
- Ensure all documentation is accurate, up-to-date, and easily accessible.

****13. Approval****

- Obtain approval from relevant stakeholders, including clients, regulatory authorities, and project managers, before proceeding with the site design.

****14. Review and Revision****

- Periodically review and update the method statement as necessary to reflect changes in project requirements or circumstances.

****Method Statement for Temporary Water Supply Installation****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the installation of a temporary water supply system. It aims to ensure the safe and efficient provision of water for various construction, event, or emergency purposes.

****2. Scope:****



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This method statement applies to all personnel involved in the planning, installation, operation, and maintenance of temporary water supply systems. It includes activities such as site assessment, equipment selection, installation, testing, and decommissioning.

****3. Responsibilities:****

- Project Manager: Responsible for overall project planning, coordination, and oversight, including ensuring compliance with relevant regulations and safety standards.
- Site Supervisor: Responsible for supervising on-site activities, coordinating with contractors and suppliers, and ensuring that work is carried out safely and efficiently.
- Installation Team: Responsible for installing water supply pipes, fittings, valves, meters, and other equipment according to specifications and industry best practices.
- Health and Safety Officer: Responsible for conducting risk assessments, implementing control measures, and ensuring compliance with health and safety regulations throughout the project.

****4. Pre-Installation Preparation:****

- Conduct a site assessment to determine the location, layout, and requirements for the temporary water supply system, considering factors such as water source, distance to point of use, terrain, and accessibility.
- Obtain necessary permits, approvals, and permissions from local authorities, property owners, or relevant stakeholders before commencing work.
- Select appropriate materials, equipment, and components for the water supply system, ensuring compatibility, durability, and compliance with relevant standards and specifications.

****5. Installation Procedures:****

- Clear the installation area of any obstacles, debris, or vegetation that may interfere with the installation process.
- Lay out the water supply pipes, fittings, and accessories according to the planned route and configuration, taking care to minimise bends, kinks, or obstructions.
- Assemble and connect pipes, fittings, valves, meters, and other components using appropriate techniques and materials, such as solvent welding, compression fittings, or mechanical couplings.
- Test the integrity of the water supply system by conducting pressure tests, leak tests, and flow tests to ensure that all connections are secure and there are no leaks or defects.

****6. Health and Safety Measures:****

- Provide personal protective equipment (PPE) to all personnel involved in the installation, including safety helmets, gloves, safety glasses, and high-visibility clothing.
- Implement control measures to prevent hazards such as slips, trips, falls, manual handling injuries, and exposure to hazardous substances.
- Ensure that all equipment and tools are properly maintained, inspected, and used in accordance with manufacturer's instructions and safety guidelines.

****7. Commissioning and Testing:****

- Fill the water supply system with clean water from a potable source and flush the pipes to remove any debris, sediments, or contaminants.
- Conduct performance tests and quality checks to verify that the water supply system meets specified flow rates, pressure levels, and water quality standards.
- Make any necessary adjustments or repairs to address issues identified during testing and commissioning, ensuring that the system operates safely and efficiently.

****8. Operation and Maintenance:****

- Provide instructions and training to site personnel on the operation, maintenance, and troubleshooting of the temporary water supply system.
- Establish a schedule for regular inspection, maintenance, and cleaning of the water supply



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system to prevent corrosion, blockages, or deterioration over time.

- Keep accurate records of maintenance activities, water consumption, and any incidents or issues encountered during operation for future reference and evaluation.

****9. Decommissioning and Removal:****

- Shut down the water supply system and drain the pipes to remove any remaining water and prevent freezing or damage during dismantling.
- Disconnect and disassemble pipes, fittings, valves, meters, and other components carefully to avoid damage or injury.
- Dispose of or recycle materials and equipment in accordance with environmental regulations and best practices, ensuring proper handling and disposal of any hazardous substances or waste.

****10. Documentation and Reporting:****

- Maintain comprehensive documentation of the temporary water supply installation, including design plans, permits, test results, inspection reports, maintenance records, and incident logs.
- Prepare a final report summarising the installation process, including any challenges, lessons learned, and recommendations for future projects.

****11. Conclusion:****

By following the procedures outlined in this method statement and adhering to best practices for temporary water supply installations, we aim to ensure the safe, reliable, and efficient provision of water for various applications while minimising risks to personnel, property, and the environment.

Terrorism

TASK METHOD STATEMENT

****Method Statement for Terrorism Planning in the UK****

****1. Introduction:****

Terrorism planning involves measures to mitigate the risks associated with terrorist threats and attacks. This method statement outlines procedures and protocols to enhance security, protect individuals and assets, and respond effectively to terrorist incidents in the UK.

****2. Scope:****

This method statement applies to all personnel involved in terrorism planning and security management, security personnel, and private sector organisations. It covers risk assessment, preventive measures, response protocols, and coordination mechanisms.

****3. Responsibilities:****

- Security Personnel: Responsible for implementing security measures, conducting patrols, and monitoring suspicious activities to deter potential terrorist threats.

****4. Risk Assessment:****

- Conduct comprehensive risk assessments to identify potential terrorist threats, vulnerabilities, and critical assets, including public spaces, transportation hubs, and high-profile events.
- Analyze intelligence reports, threat assessments, and historical data to assess the likelihood and potential impact of terrorist attacks in different scenarios.

****5. Preventive Measures:****

- Implement physical security measures to protect critical infrastructure and assets, such as access control, perimeter fencing, CCTV surveillance, and security patrols.
- Enhance security screening procedures at transportation hubs, airports, and public venues to



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detect and deter terrorist threats, including explosives, weapons, and suspicious behavior.

- Collaborate with community organizations, religious leaders, and local authorities to address radicalization and prevent individuals from becoming involved in terrorist activities.
- Follow the most recent advice of UK Protect, in preparation for 'Matyn's Law'.

****6. Response Protocols:****

- Develop and regularly update response protocols and contingency plans for various types of terrorist incidents.
- Establish incident command systems, communication protocols, and coordination mechanisms to ensure a unified and effective response.
- Conduct regular training exercises / simulations to test capabilities, improve coordination, and identify areas for improvement in terrorism response plans.

****7. Intelligence Sharing:****

- Implement secure communication channels, and information-sharing platforms to facilitate timely and accurate dissemination of intelligence and coordination of counter-terrorism efforts.

****8. Public Awareness and Vigilance:****

- Educate staff and contractors about the importance of vigilance, reporting suspicious activities, and following security instructions.

****9. Review and Evaluation:****

- Conduct regular reviews and evaluations of terrorism planning efforts, response capabilities, and security measures to assess effectiveness, identify gaps, and prioritise resource allocation.
- Incorporate lessons learned from real-world incidents, exercises, and security assessments into continuous improvement efforts to enhance resilience and readiness to address evolving terrorist threats.

****10. Conclusion:****

By following the procedures outlined in this method statement and adopting a comprehensive and proactive approach to terrorism planning, the event aims to enhance its security posture and protect people and assets.

Traffic Management

TASK METHOD STATEMENT

****Method Statement for Placing Road Signs on Highways****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed during the placement of road signs on highways to ensure the safety of road users and workers.

****2. Scope:****

The scope of this method statement includes the installation of road signs on highways in accordance with the relevant regulations and standards.

****3. Responsibilities:****

- The project manager is responsible for overseeing the sign placement process and ensuring compliance with regulations.
- The installation team is responsible for carrying out the placement of road signs safely and accurately.
- Traffic management personnel are responsible for implementing traffic control measures to ensure the safety of workers and road users.



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****4. Pre-Installation Checks:****

- Conduct a site survey to identify suitable locations for road signs and assess any potential hazards.
- Obtain necessary permits and approvals from relevant authorities for the installation of road signs.
- Ensure all road signs are in compliance with applicable regulations and standards.

****5. Installation Procedures:****

- Use appropriate equipment to access sign locations safely.
- Securely mount road signs using approved fixings and ensure they are installed at the correct height and angle for optimum visibility.
- Use caution when working near traffic and ensure all personnel wear high-visibility clothing.
- Follow manufacturer's guidelines for installing reflective materials to enhance visibility, especially in low-light conditions.
- Implement temporary traffic control measures, such as lane closures or traffic diversions, as necessary to facilitate safe sign installation.

****6. Quality Control and Inspection:****

- Conduct visual inspections of installed road signs to ensure they are securely fastened and properly aligned.
- Verify the accuracy of signage content, including text, symbols, and arrows, to ensure compliance with regulatory requirements.
- Rectify any installation errors or deficiencies immediately to prevent potential safety hazards.

****7. Safety Precautions:****

- Provide adequate signage and traffic cones to alert drivers to the presence of road work and ensure they reduce speed accordingly.
- Deploy flaggers or traffic controllers to manage traffic flow and ensure the safety of workers during sign placement.
- Maintain a safe distance from moving traffic and use barriers or buffer zones to protect workers from passing vehicles.
- Conduct regular safety briefings to remind personnel of potential hazards and reinforce safe work practices.

****8. Environmental Considerations:****

- Minimize environmental impact by avoiding damage to vegetation or wildlife habitats during sign installation.
- Properly dispose of any waste materials generated during the installation process in accordance with environmental regulations.

****9. Documentation:****

- Maintain detailed records of all sign placement activities, including site assessments, permits, and inspection reports.
- Document any deviations from the planned installation procedures and the actions taken to address them.

****10. Conclusion:****

By adhering to the procedures outlined in this method statement, we aim to ensure the safe and effective placement of road signs on highways, thereby contributing to improved road safety for all users.

****Method Statement for Directing Traffic Using CSAS Powers****



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****1. Introduction:****

This method statement outlines the procedures and precautions to be followed when directing traffic using Community Safety Accreditation Scheme (CSAS) powers. CSAS enables accredited individuals to assist in traffic management under specific conditions.

****2. Scope:****

The scope of this method statement includes the deployment of accredited personnel to direct traffic in compliance with CSAS regulations and guidelines.

****3. Responsibilities:****

- The CSAS accredited individuals are responsible for directing traffic in accordance with their training and the authority granted to them.
- The project manager or supervisor is responsible for overseeing the traffic direction activities and ensuring compliance with CSAS regulations.
- Traffic management personnel are responsible for providing support and coordination with local authorities and law enforcement agencies.

****4. Pre-Deployment Preparation:****

- Ensure all CSAS accredited individuals have undergone appropriate training and are familiar with the procedures and guidelines for directing traffic.
- Obtain necessary authorisations and approvals from relevant authorities for the deployment of accredited personnel.
- Conduct a pre-deployment briefing to review the traffic management plan, roles, and responsibilities, and address any safety concerns.

****5. Deployment Procedures:****

- Position CSAS accredited personnel at designated locations where traffic management assistance is required, such as roadworks, events, or emergencies.
- Clearly communicate with drivers using standard hand signals or signaling devices to direct traffic safely and efficiently.
- Coordinate with local authorities and law enforcement agencies as needed to ensure compliance with traffic regulations and minimize disruptions.
- Monitor traffic flow and adjust direction as necessary to alleviate congestion or prevent safety hazards.
- Maintain a visible presence and wear high-visibility clothing to enhance visibility and ensure the safety of accredited personnel.

****6. Safety Precautions:****

- Prioritize the safety of accredited personnel and road users at all times.
- Position accredited individuals in safe locations away from moving traffic and provide adequate barriers or buffer zones where necessary.
- Ensure all personnel are equipped with appropriate personal protective equipment (PPE), including high-visibility vests and safety helmets.
- Conduct regular safety briefings and encourage personnel to report any safety concerns or incidents immediately.

****7. Communication and Coordination:****

- Maintain communication with relevant stakeholders, including local authorities, event organizers, and law enforcement agencies, to coordinate traffic management efforts effectively.
- Provide clear instructions and guidance to accredited personnel regarding their roles and responsibilities during traffic direction activities.

****8. Documentation and Reporting:****



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- Maintain accurate records of traffic direction activities, including deployment locations, duration, and any incidents or observations.
- Report any incidents, near misses, or safety concerns to the appropriate authorities and document corrective actions taken.

****9. Review and Evaluation:****

- Conduct periodic reviews of traffic direction activities to assess effectiveness and identify areas for improvement.
- Solicit feedback from accredited personnel, stakeholders, and road users to inform future planning and decision-making.

****10. Conclusion:****

By following the procedures outlined in this method statement, we aim to ensure the safe and effective direction of traffic using CSAS powers, contributing to improved traffic flow and safety for all road users.

Use of Plant

TASK METHOD STATEMENT

****Method Statement for the Use of Plant****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for the safe and efficient use of plant (heavy machinery and equipment) in construction, industrial, or landscaping projects. It aims to ensure the safety of personnel, prevent accidents, and minimise damage to property and the environment.

****2. Scope:****

This method statement applies to all personnel involved in operating, supervising, and managing the use of plant in the workplace.

****3. Responsibilities:****

- Plant Operator: Responsible for operating plant equipment safely, following manufacturer guidelines and site-specific procedures.
- Supervisor/Manager: Responsible for overseeing plant operations, providing training and supervision to operators, and ensuring compliance with safety regulations.
- Health and Safety Officer: Responsible for conducting risk assessments, implementing control measures, and monitoring plant operations for compliance with safety standards.

****4. Pre-Operational Checks:****

- Conduct pre-operational checks on plant equipment to ensure it is in good working condition and free from defects.
- Check fluid levels, hydraulic systems, brakes, tires, and safety features before each use.
- Inspect the work area for hazards such as overhead power lines, uneven terrain, or underground utilities that could affect plant operations.

****5. Training and Competency:****

- Provide comprehensive training to plant operators on the safe operation of specific equipment, including start-up, shutdown, maneuvering, and emergency procedures.
- Ensure operators are competent and licensed to operate the plant equipment they are assigned to.
- Provide refresher training periodically to reinforce safe operating practices and address any



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changes in equipment or regulations.

****6. Safe Operating Procedures:****

- Follow manufacturer guidelines and recommended operating procedures for each type of plant equipment.
- Use safety features such as seat belts, roll-over protection structures (ROPS), and falling object protection (FOPS) as required.
- Maintain a safe distance from edges, excavations, or other hazards when operating plant equipment near them.

****7. Communication and Coordination:****

- Establish clear communication channels between plant operators, supervisors, and other workers to coordinate activities and avoid conflicts.
- Use hand signals, radios, or other communication devices to communicate effectively, especially in noisy or high-risk environments.
- Ensure all personnel working near plant equipment are aware of its presence and potential hazards.

****8. Load Handling and Transport:****

- Follow safe procedures for loading and unloading materials onto plant equipment, ensuring loads are secure and within the equipment's capacity.
- Use appropriate lifting and rigging equipment, such as slings, chains, or hooks, to safely handle heavy or awkward loads.
- Secure loads properly during transport to prevent shifting or falling, and use caution when maneuvering on slopes or uneven terrain.

****9. Maintenance and Inspection:****

- Conduct regular maintenance and inspections of plant equipment according to manufacturer guidelines and maintenance schedules.
- Keep records of maintenance activities, repairs, and inspections to ensure equipment is kept in good working condition and complies with safety regulations.
- Immediately report any defects, malfunctions, or damage to plant equipment to supervisors for repair or replacement.

****10. Emergency Procedures:****

- Establish emergency procedures for responding to accidents, injuries, or equipment failures involving plant equipment.
- Provide first aid training to plant operators and other personnel, and ensure first aid kits and emergency response equipment are readily available on-site.
- Develop evacuation plans and procedures for safely evacuating personnel in the event of an emergency involving plant equipment.

****11. Environmental Considerations:****

- Minimise environmental impact by avoiding spills, leaks, or emissions from plant equipment, and properly containing and cleaning up any hazardous materials.
- Ensure proper disposal of waste materials, fuels, lubricants, and other substances used or generated during plant operations.
- Follow environmental regulations and best practices to protect natural habitats, water sources, and air quality.

****12. Documentation and Reporting:****

- Maintain records of plant operations, including equipment inspections, maintenance activities, training records, and incident reports.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

- Document near misses, accidents, or safety concerns related to plant operations and implement corrective actions to prevent recurrence.
- Review and update plant operation procedures and risk assessments regularly to incorporate lessons learned and improvements.

****13. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety and efficiency in the use of plant equipment, we aim to minimise risks, prevent accidents, and create a safe and productive working environment for all personnel involved.

Use of Power Tools

TASK METHOD STATEMENT

****Method Statement for the Use of Power Tools****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for the safe and efficient use of power tools in the workplace. It aims to prevent accidents, injuries, and damage to equipment by providing guidelines for proper operation, maintenance, and storage of power tools.

****2. Scope:****

This method statement applies to all personnel involved in the use of power tools in the workplace, including operators, supervisors, and maintenance staff.

****3. Responsibilities:****

- Management: Responsible for providing appropriate training, ensuring compliance with safety regulations, and maintaining power tools in good working condition.
- Supervisors: Responsible for supervising power tool operations, enforcing safety procedures, and providing guidance to operators.
- Operators: Responsible for following safe work practices, using power tools correctly, and reporting any issues or concerns to supervisors.

****4. Selection of Power Tools:****

- Select power tools appropriate for the task at hand, considering factors such as the type of work, material to be worked on, and operator skill level.
- Ensure power tools are suitable for use in the specific environment (e.g., waterproof for outdoor use, explosion-proof for hazardous environments).
- Inspect power tools before use to ensure they are in good working condition, with no signs of damage or defects.

****5. Pre-Use Inspection:****

- Conduct a pre-use inspection of the power tool, checking for any visible damage, loose or missing parts, and signs of wear or deterioration.
- Ensure all safety guards, handles, and other protective devices are in place and functioning correctly.
- Test the power tool briefly to ensure it operates smoothly and without unusual noise or vibration.

****6. Personal Protective Equipment (PPE):****

- Wear appropriate personal protective equipment (PPE) when operating power tools, including safety glasses, hearing protection, gloves, and protective footwear.
- Ensure PPE is properly fitted and in good condition before starting work.



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE
SITE**

****7. Safe Operating Procedures:****

- Familiarise yourself with the manufacturer's instructions and safety guidelines for the specific power tool being used.
- Ensure the work area is clean, well-lit, and free from obstructions before starting work.
- Maintain a stable and balanced posture while operating power tools, keeping feet firmly planted and avoiding overreaching or leaning.
- Use both hands to operate the power tool whenever possible, maintaining a firm grip on the handles and maintaining control at all times.
- Keep bystanders and other workers at a safe distance from the work area to prevent accidents or injuries.

****8. Electrical Safety:****

- Inspect power cords and plugs for damage before use, and replace any damaged cords or plugs immediately.
- Use a residual current device (RCD) or ground fault circuit interrupter (GFCI) to protect against electrical shocks.
- Do not operate power tools in wet or damp conditions unless they are specifically designed for such use.
- Disconnect power tools from the electrical supply before performing any maintenance or cleaning tasks.

****9. Tool Maintenance and Storage:****

- Clean power tools regularly to remove dust, debris, and other contaminants that can affect performance.
- Inspect power tools for signs of wear or damage after each use, and repair or replace any worn or damaged parts as needed.
- Store power tools in a clean, dry, and secure location when not in use, away from moisture, extreme temperatures, and unauthorised access.

****10. Emergency Procedures:****

- Know the location of emergency stop buttons, fire extinguishers, and first aid kits in the work area.
- In case of an emergency or malfunction, immediately switch off the power tool, disconnect it from the power source, and follow established emergency procedures.

****11. Training and Supervision:****

- Provide training to operators on the safe use of power tools, including proper operation, maintenance, and emergency procedures.
- Supervise power tool operations to ensure compliance with safety procedures and intervene if unsafe practices are observed.

****12. Reporting and Record Keeping:****

- Report any accidents, incidents, or near misses involving power tools to supervisors immediately.
- Keep records of power tool inspections, maintenance activities, and operator training for documentation and future reference.

****13. Review and Improvement:****

- Conduct regular reviews of power tool safety procedures and practices to identify areas for improvement.
- Incorporate feedback from operators and supervisors to enhance safety protocols and minimise risks associated with power tool use.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

****14. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety in the use of power tools, we aim to create a work environment where accidents and injuries are minimised, and personnel can perform their tasks efficiently and safely.

Weather

TASK METHOD STATEMENT

****Method Statement for Managing Weather at Outdoor Events****

****1. Introduction:****

Outdoor events are susceptible to weather conditions that can impact safety, attendee experience, and event logistics. This method statement outlines procedures and precautions to effectively manage weather-related risks and ensure the safety and success of outdoor events.

****2. Scope:****

This method statement applies to all personnel involved in planning, organising, and executing outdoor events, including event organisers, venue managers, security personnel, emergency responders, and vendors. It covers risk assessment, contingency planning, communication protocols, and attendee safety measures.

****3. Responsibilities:****

- Event Organisers: Responsible for assessing weather risks, developing contingency plans, implementing safety measures, and communicating with stakeholders regarding weather-related updates and decisions.
- Venue Managers: Responsible for providing access to weather monitoring tools, coordinating event setup, ensuring venue safety, and implementing emergency procedures in response to adverse weather conditions.
- Security Personnel: Responsible for monitoring weather conditions, enforcing safety protocols, assisting with crowd management, and coordinating evacuation procedures in case of severe weather threats.
- Emergency Responders: Responsible for providing medical assistance, evacuating attendees if necessary, and coordinating with event organisers and venue management to address weather-related emergencies.

****4. Weather Risk Assessment:****

- Conduct a thorough weather risk assessment for the event location, considering factors such as seasonal weather patterns, historical data, local climate conditions, and potential weather hazards such as storms, high winds, extreme temperatures, or lightning.
- Monitor weather forecasts from reliable sources leading up to the event to anticipate potential weather impacts and make informed decisions regarding event planning and safety measures.

****5. Contingency Planning:****

- Develop comprehensive contingency plans for various weather scenarios, including protocols for postponement, cancellation, or modification of event activities based on weather forecasts and real-time conditions.
- Establish criteria and triggers for activating contingency plans, such as specific weather thresholds or warnings issued by meteorological authorities, and communicate these criteria to all relevant stakeholders.

****6. Safety Measures:****



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

- Implement safety measures to mitigate weather-related risks and ensure attendee safety, such as providing shelter, tents, or covered areas for protection from rain or sun exposure, securing temporary structures against wind gusts, and offering hydration stations and cooling areas during hot weather.
- Train staff and volunteers on weather safety protocols, including procedures for monitoring weather updates, communicating with attendees, and implementing emergency response measures in case of severe weather threats.

****7. Communication Protocols:****

- Establish clear communication channels and protocols for disseminating weather-related information to event staff, volunteers, vendors, attendees, and emergency responders.
- Designate a weather coordinator or team responsible for monitoring weather conditions, providing timely updates, and making decisions regarding event adjustments or evacuations based on weather forecasts and safety considerations.

****8. Attendee Awareness:****

- Educate attendees about weather risks and safety precautions through event communications, signage, announcements, and digital platforms to promote awareness and preparedness.
- Encourage attendees to dress appropriately for the weather, stay hydrated, seek shelter during inclement weather, and follow instructions from event staff and security personnel to ensure their safety and well-being.

****9. Review and Evaluation:****

- Conduct post-event debriefings and evaluations to assess the effectiveness of weather management procedures, identify areas for improvement, and incorporate lessons learned into future event planning and risk management efforts.
- Solicit feedback from attendees, staff, vendors, and emergency responders regarding their experiences with weather-related protocols and response measures to inform continuous improvement efforts and enhance event resilience.

****10. Conclusion:****

By following the procedures outlined in this method statement and prioritising proactive weather management strategies, outdoor event organisers can effectively mitigate weather-related risks, ensure attendee safety and satisfaction, and enhance the overall success and resilience of their events.

Work at Height

TASK METHOD STATEMENT

****Method Statement for Work at Height****

****1. Introduction:****

Working at height poses significant risks to personnel, requiring careful planning and adherence to safety procedures. This method statement outlines the procedures and precautions to be followed when conducting work at height to ensure the safety of personnel and minimise the risk of accidents.

****2. Scope:****

This method statement applies to all personnel involved in work at height activities, including construction, maintenance, and installation work conducted at elevated locations.

****3. Responsibilities:****



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

- Project Manager: Responsible for overall project safety, including the implementation of work at height procedures, risk assessments, and providing necessary resources.
- Site Supervisor: Responsible for overseeing work at height activities, ensuring compliance with safety regulations, and providing supervision and guidance to workers.
- Workers: Responsible for following safe work practices, using appropriate safety equipment, and reporting any hazards or concerns to supervisors.

****4. Risk Assessment:****

- Conduct a thorough risk assessment to identify hazards associated with the specific work at height tasks, such as falls, falling objects, and unstable surfaces.
- Assess the stability of the work platform, the condition of access equipment, and environmental factors such as weather conditions and wind speed.
- Determine control measures to mitigate identified risks, such as providing guardrails, fall arrest systems, or personal protective equipment (PPE).

****5. Selection of Access Equipment:****

- Select appropriate access equipment for the specific work at height task, considering factors such as height, duration, and complexity of the work.
- Choose access equipment that provides a safe and stable working platform, such as ladders, scaffolding, mobile elevated work platforms (MEWPs), or suspended access equipment.
- Ensure access equipment is properly inspected, maintained, and certified for use, and that workers are trained in its safe operation.

****6. Fall Prevention Measures:****

- Implement fall prevention measures to minimise the risk of falls from height, such as providing guardrails, toe boards, and safety nets around elevated work areas.
- Use barriers or warning signs to prevent unauthorised access to work areas at height and ensure adequate signage is in place to alert workers to potential hazards.

****7. Fall Arrest Systems:****

- Where fall hazards cannot be eliminated, implement fall arrest systems such as safety harnesses, lanyards, and anchor points to protect workers in the event of a fall.
- Ensure fall arrest systems are properly fitted, inspected, and used in accordance with manufacturer instructions and industry best practices.
- Conduct regular training for workers on the proper use of fall arrest systems and emergency procedures for rescuing a suspended worker.

****8. Safe Working Practices:****

- Ensure workers are adequately trained in safe working practices for work at height, including proper climbing techniques, use of access equipment, and emergency procedures.
- Prohibit working alone at height whenever possible and implement a buddy system to provide mutual support and assistance in case of emergencies.
- Encourage regular breaks to prevent fatigue and ensure workers remain alert and focused while working at height.

****9. Emergency Procedures:****

- Establish emergency procedures for responding to incidents or accidents involving work at height, including procedures for summoning help, evacuating injured personnel, and providing first aid.
- Conduct regular drills and simulations to ensure workers are familiar with emergency procedures and can respond effectively in a crisis situation.

****10. Inspection and Maintenance:****



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREME EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

- Regularly inspect access equipment, including ladders, scaffolding, and harnesses, for signs of damage, wear, or defects.
- Maintain detailed records of equipment inspections, maintenance activities, and any repairs or replacements carried out.
- Immediately remove from service any access equipment that is found to be defective or unsafe for use and replace it with suitable alternatives.

****11. Review and Monitoring:****

- Conduct regular reviews of work at height procedures and practices to identify opportunities for improvement and address any emerging risks.
- Monitor compliance with work at height procedures through inspections, audits, and observations, and take corrective action as necessary to ensure adherence to safety standards.

****12. Documentation and Reporting:****

- Maintain comprehensive records of all work at height activities, including risk assessments, training records, equipment inspections, and incident reports.
- Report any accidents, near misses, or hazards related to work at height to the appropriate authorities and conduct thorough investigations to determine root causes and prevent recurrence.

****13. Conclusion:****

By following the procedures outlined in this method statement and prioritising safety at every stage of work at height activities, we aim to minimise the risk of accidents and injuries, protect the health and well-being of personnel, and ensure compliance with regulatory requirements.

Worker Noise Exposure

TASK METHOD STATEMENT

****Method Statement for Worker Noise Exposure Management****

****1. Introduction:****

This method statement outlines the procedures and precautions to be followed for managing worker noise exposure in the workplace. It aims to minimise the risk of hearing damage and ensure compliance with relevant health and safety regulations.

****2. Scope:****

This method statement applies to all workers who may be exposed to hazardous noise levels in the workplace, including industrial settings, construction area, and manufacturing manufacturing, in addition to amplified music.

****3. Responsibilities:****

- Management: Responsible for implementing noise control measures, conducting risk assessments, and providing appropriate training and PPE to workers.
- Health and Safety Officer: Responsible for monitoring noise levels, conducting noise assessments, and ensuring compliance with noise regulations.
- Workers: Responsible for following noise control procedures, wearing hearing protection when required, and reporting any concerns or issues related to noise exposure.

****4. Noise Risk Assessment:****

- Conduct a comprehensive noise risk assessment to identify areas of high noise exposure and potential hazards.
- Use sound level meters or noise dosimeters to measure noise levels in different areas of the workplace and assess worker exposure levels.



RISK ASSESSMENT AND METHOD STATEMENT FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE SITE

- Identify sources of noise generation, such as machinery, equipment, and processes, and evaluate their contribution to overall noise exposure, in addition to the obvious PA's

****5. Engineering Controls:****

- Implement engineering controls to reduce noise levels at the source, such as enclosing noisy machinery, installing noise barriers, or using quieter equipment.
- Maintain and repair machinery and equipment regularly to prevent excessive noise emissions and ensure they operate efficiently.
- Consider noise control measures during the design and layout of new work areas or processes to minimize noise exposure.

****6. Administrative Controls:****

- Implement administrative controls to limit worker exposure to hazardous noise levels, such as job rotation, scheduling noisy tasks during quieter periods, or limiting exposure time.
- Provide training to workers on the risks associated with noise exposure, the importance of using hearing protection, and proper noise control procedures.
- Post warning signs in areas with high noise levels to alert workers and visitors to the potential hazards and the requirement to wear hearing protection.

****7. Personal Protective Equipment (PPE):****

- Provide hearing protection equipment, such as earplugs or earmuffs, to workers exposed to hazardous noise levels.
- Ensure hearing protection devices are properly fitted, maintained, and worn correctly by workers in accordance with manufacturer instructions.
- Conduct regular training sessions on the selection, use, and maintenance of hearing protection equipment to ensure workers understand its importance and how to use it effectively.

****8. Monitoring and Surveillance:****

- Regularly monitor noise levels in the workplace to ensure compliance with regulatory limits and identify any changes or trends that may require action.
- Conduct audiometric testing for workers exposed to hazardous noise levels to monitor their hearing health and detect early signs of hearing loss.
- Review and update noise risk assessments periodically to reflect changes in work processes, equipment, or environmental conditions.

****9. Incident Reporting and Investigation:****

- Establish procedures for reporting and investigating incidents related to noise exposure, including hearing loss cases, near misses, or complaints from workers.
- Investigate the root causes of incidents to identify underlying issues and implement corrective actions to prevent recurrence.

****10. Review and Improvement:****

- Conduct regular reviews of noise control measures and exposure levels to identify opportunities for improvement.
- Solicit feedback from workers on the effectiveness of noise control measures and their experiences with hearing protection equipment.
- Continuously update and refine noise management procedures based on feedback, lessons learned, and changes in regulations or technology.

****11. Conclusion:****

By following the procedures outlined in this method statement and implementing effective noise control measures, we aim to protect workers from hazardous noise exposure, prevent hearing



**RISK ASSESSMENT AND METHOD STATEMENT
FOR EXTREMENT EVENTS LTD AND EVENT NATION LTD AT CUTTESLOWE SUNNYMEAD PARK IN WHOLE
SITE**

damage, and create a safe and healthy work environment.



Section 3

Venue and Site Design

(Including CPP and Site Plans)

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Park, Oxford



This section cross references detailed provisions in other sections of this Event Management Plan. However, it does confirm that all criteria concerned in the site design have been considered.

This is also where the most recent site plans can be viewed and downloaded.

The site has been used as an event site since at least 2011.

The Crowd Management plan at section 13 considers the nature of the event and audience numbers.

The Transport plan at Section 7 considers the movement of vehicles and pedestrians, both in normal circumstances and in an emergency.

Consideration of existing overhead or underground cables are considered in the event risk assessments at Section 2 and will also feature on the site plans as applicable.

The Principle Designer and Principle Contractor is Extreme Events Ltd

The following liaison has taken place or will take place:

Safety Advisory Group members via the licensing and SAG meeting process

The following pages contain the site plans, and Construction Phase Plan.

The site plans can be accessed.



Oxford 2025

LEGEND

- PG1 Public entrance
- EG Emergency Gate - indicative
Subject to site conditions
- VG Vehicle Gate
- Generator position
- EC Box office / Event Control
- Medical (3m x 3m)
- Ambulance
- LP Lost persons (3m x 3m)
- Bar - service only (container)
- Bar - service only (circular)
- PJ 'PolyJohn' toilet unit
- EAU Easy Access Toilet unit
- '4U' unit
- Water access point
- Tower Light
- Heras fence - temporary
- Pedestrian barrier
- Site traffic flow

Producer
Extreme Events

Event
**Balloons & Tunes
Oxford**

Venue
Cutteslow Park

Location
Elsfield Way, Oxford
OX2 8NP

Load In
29/07/2025

Event
02-03/08/2025

Load Out
04/08/2025

Drawing
**GA / Context
w aerial underlay**

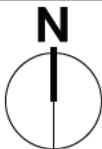
Origin Drawing
Trace & scale

Origin Date

Drafted by
kal.butt@me.com

Scale
1:3000 @ A3
Based on GE aerial scale
PLEASE CHECK ALL CRITICAL
MEASUREMENTS

Drawing No.
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0 200 300 400 500 600 700 800 m

Scale is indicative and derived from available information. Please check all critical measurements. Please report any test measurements to Site Manager



Oxford 2025

LEGEND	
PG1	Public entrance
EG	Emergency Gate - indicative Subject to site conditions
VG	Vehicle Gate
	Generator position
EC	Box office / Event Control
+	Medical (3m x 3m)
	Ambulance
LP	Lost persons (3m x 3m)
Bar	Bar - service only (container)
Bar	Bar - service only (circular)
PJ	'PolyJohn' toilet unit
EAU	Easy Access Toilet unit
4U	'4U' unit
W	Water access point
TL	Tower Light
	Heras fence - temporary
	Pedestrian barrier
	Site traffic flow

Producer	Extreme Events
Event	Balloons & Tunes Oxford
Venue	Cutteslow Park
Location	Elsfield Way, Oxford OX2 8NP
Load In	29/07/2025
Event	02-03/08/2025
Load Out	04/08/2025
Drawing	GA / Context w aerial underlay

Origin Drawing	Trace & scale	Drafted by	kal.butt@me.com
Origin Date		Scale	1:3000 @ A3 Based on GE aerial scale PLEASE CHECK ALL CRITICAL MEASUREMENTS

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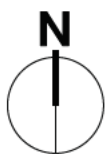
Oxford 2025

LEGEND	
PG1	Public entrance
EG	Emergency Gate - indicative Subject to site conditions
VG	Vehicle Gate
⚡	Generator position
EC	Box office / Event Control
+	Medical (3m x 3m)
🚑	Ambulance
LP	Lost persons (3m x 3m)
Bar	Bar - service only (container)
Bar	Bar - service only (circular)
PJ	'PolyJohn' toilet unit
EAU	Easy Access Toilet unit
4U	'4U' unit
W	Water access point
TL	Tower Light
—	Heras fence - temporary
—	Pedestrian barrier
→	Site traffic flow

Producer	Extreme Events
Event	Balloons & Tunes Oxford
Venue	Cutteslow Park
Location	Elsfield Way, Oxford OX2 8NP
Load In	29/07/2025
Event	02-03/08/2025
Load Out	04/08/2025
Drawing	GA w aerial underlay

Origin Drawing	Drafted by
Trace & scale	kal.butt@me.com
Origin Date	Scale
	1:2500 @ A3 Based on GE aerial scale PLEASE CHECK ALL CRITICAL MEASUREMENTS

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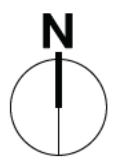
Oxford 2025

LEGEND	
PG1	Public entrance
EG	Emergency Gate - indicative Subject to site conditions
VG	Vehicle Gate
Generator symbol	Generator position
EC	Box office / Event Control
Medical symbol	Medical (3m x 3m)
Ambulance symbol	Ambulance
LP	Lost persons (3m x 3m)
Bar	Bar - service only (container)
Bar	Bar - service only (circular)
PJ	'PolyJohn' toilet unit
EAU	Easy Access Toilet unit
4U	'4U' unit
W	Water access point
TL	Tower Light
Heras fence	Heras fence - temporary
Pedestrian barrier	Pedestrian barrier
Site traffic flow	Site traffic flow

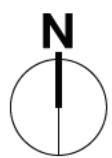
Producer	Extreme Events
Event	Balloons & Tunes Oxford
Venue	Cutteslow Park
Location	Elsfield Way, Oxford OX2 8NP
Load In	29/07/2025
Event	02-03/08/2025
Load Out	04/08/2025
Drawing	GA

Origin Drawing	Trace & scale	Drafted by	kal.butt@me.com
Origin Date		Scale	1:2500 @ A3 Based on GE aerial scale PLEASE CHECK ALL CRITICAL MEASUREMENTS

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Oxford 2025

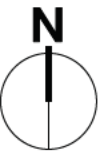
LEGEND	
PG1	Public entrance
EG	Emergency Gate - indicative Subject to site conditions
VG	Vehicle Gate
	Generator position
EC	Box office / Event Control
	Medical (3m x 3m)
	Ambulance
LP	Lost persons (3m x 3m)
Bar	Bar - sevice only (container)
Bar	Bar - sevice only (circular)
PJ	'PolyJohn' toilet unit
EAU	Easy Access Toilet unit
4U	'4U' unit
W	Water access point
TL	Tower Light
	Heras fence - temporary
	Site traffic flow
	Licensed area

Producer	Extreme Events
Event	Balloons & Tunes Oxford
Venue	Cutteslow Park
Location	Elsfield Way, Oxford OX2 8NP
Load in	29/07/2025
Event	02-03/08/2025
Load Out	04/08/2025

Licensed Area

Origin Drawing	Trace & scale	Drafted by	kal.butt@me.com
Origin Date		Scale	1:2500 @ A3 Based on GE aerial scale PLEASE CHECK ALL CRITICAL MEASUREMENTS

Drawing No.
DR_Oxford_V3_080525



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Oxford 2025

LEGEND

- PG1 Public entrance
- EG Emergency Gate - indicative
Subject to site conditions
- VG Vehicle Gate
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- Bar - sevice only (circular)
- 'PolyJohn' toilet unit
- EAU Easy Access Toilet unit
- '4U' unit
- Water access point
- Tower Light
- Heras fence - temporary
- Pedestrian barrier
- Site traffic flow
- Emergency evac routes
- Blue light route

Producer	Extreme Events
Event	Balloons & Tunes Oxford
Venue	Cutteslow Park
Location	Elsfield Way, Oxford OX2 8NP
Load In	29/07/2025
Event	02-03/08/2025
Load Out	04/08/2025
Drawing	Evac & Emergency
Origin Drawing	Trace & scale
Origin Date	
Drafted by	kal.butt@me.com
Scale	1:2500 @ A3 Based on GE aerial scale PLEASE CHECK ALL CRITICAL MEASUREMENTS
Drawing No.	DR_Oxford_V3_080525



Construction Phase Plan

This Construction Phase Plan contains the arrangements that shall be implemented by Balloons and Tunes 2025 to ensure the safe execution of the works in compliance with relevant health, safety & environmental legislation and best practice. Such legislation includes the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015.

This is a live document and shall be maintained, reviewed and updated by the project team at frequent intervals during the project. The purpose of this document is to provide a structure for the safe and successful management of the construction and dismantling phases for Balloons and Tunes 2025. The procedures contained within it do not prejudice any statutory requirements and guidelines that might be in force at any time during the contract life.

Balloons and Tunes 2025 acknowledges that the primary concern in the planning of any event is that of public and workforce safety and takes its responsibilities to the safety of staff, contractors, and audience very seriously. Balloons and Tunes 2025 will ensure, so far as reasonably practicable, that no one is put at unnecessary risk as a consequence of its actions.

An experienced management team, well versed in the delivery of large-scale projects, has been formed to ensure a smooth-running event and care has been taken in the selection process to use contractors/suppliers well versed in the delivery of this type of show.



Event Summary Information

2.1	Event location	Cotteslowe and Sunnymead Park, Elsfield Way Oxford
2.2	Event overview	Stages (temporary open air), bar, food and market traders. Featuring: Open performance stage Show Lighting Public Address System Power and Distribution Signage and wayfinding Stunt shows Children's entertainment Hot air balloon shows

2.3	Client	Extreme Events Ltd
2.4	Load-in start date	28 th July 2025
2.5	Load-in finish date	1 st August n2025
2.7	Event start date	2 nd August 2025
2.8	Event finish date	3 rd August 2025
2.9	Load-out start date	4 th August 2025
2.10	Load-out finish date	6 th August 2025



PROJECT HEALTH, SAFETY AND ENVIRONMENTAL GOALS

Balloons and Tunes 2025 health, safety and environmental targets / goals for the project are as follows:

Zero Accidents

Zero Environmental Harm

Zero Defects

Additional project objectives established through the Pre-Construction Information are:

Ensure that local stakeholders and neighbouring properties are fully considered during the works.

Disclosure to the client within 48 hours any/all reports of inspections which are in accordance with Regulation 24 of the Construction (Design and Management) Regulations 2015.

ROLES AND RESPONSIBILITIES OF THE PROJECT TEAM

This shall be used as a checklist throughout the various stages of the project.

Actions / Responsibilities – Pre-Construction	Responsible
Organise / chair project start up meeting	Extreme Events Ltd
Obtain any tender health & safety information such as Pre-Construction Information Pack. Prepare and maintain the Construction Phase Plan.	Extreme Events Ltd
Identify significant hazards and obtain from the client guidance and advice as necessary	Extreme Events Ltd
Once complete and approved issue the Construction Phase Plan to project team and all contractors	Extreme Events Ltd

Responsibilities - General	Responsible
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Read and comply with the Health and Safety Policy	All Project Team members
Maintaining construction programme and ensuring contractors are working to the correct programme	Extreme Events Ltd
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials.	Extreme Events Ltd
Ensure that all contractors that are invited to tender are competent, they have a good health & safety record and have passed a robust pre-qualification procedure and that they have carried out similar work to this project	Extreme Events Ltd
Review contractors' health & safety information	Extreme Events Ltd
Ensure health & safety compliance forms part of the successful contractor's contract	Extreme Events Ltd
Conduct contractor start up meetings with all successful contractors	Extreme Events Ltd
Supply all appointed contractors with a copy of the project Construction Phase Plan, site rules etc.	Extreme Events Ltd
Issue requirements for daily toolbox talks to works contractors	Extreme Events Ltd
Carry out daily inspections on site to review contractor compliance with Method Statements and Risk Assessments	Extreme Events Ltd
Ensure welfare facilities are maintained to the required standards	Extreme Events Ltd



Obtain and maintain up to date plant registers from all contractors	Extreme Events Ltd
Maintain an up-to-date register of operative training certificates	Extreme Events Ltd
Maintain and keep-up to date the Construction Phase Plan	Extreme Events Ltd
Maintain and keep-up to date the Traffic & Transport Management Plan and Emergency Procedures	Extreme Events Ltd
Maintain an up-to-date accident book	Extreme Events Ltd
Complete the company accident report form(s) in the event of an incident	Extreme Events Ltd
Investigate accidents/incidents	Extreme Events Ltd
Carry out daily inspections of the site fencing	Extreme Events Ltd
Carry out daily inspections of all work areas	Extreme Events Ltd
Carry out daily fire safety checks and inspections	Extreme Events Ltd
Ensure all plant is recorded onto a plant register and that it is inspected before each use in accordance with manufacturers recommendations and planned maintenance schedule	Extreme Events Ltd
Carry out site safety inspections/system checks	Extreme Events Ltd
Prepare a site logistics plan	Extreme Events Ltd



Obtain and display a copy of the Health and Safety Policy Statement	Extreme Events Ltd
Obtain and display a copy of the current insurance certificate	Extreme Events Ltd
Prepare a project directory	Extreme Events Ltd
Notify third parties e.g. adjacent projects, neighbouring houses, schools, businesses and other stakeholders.	Extreme Events Ltd
Plan and arrange site welfare facilities	Extreme Events Ltd
Plan and arrange services and electrics	Extreme Events Ltd
Ensure a comprehensive fire risk assessment is carried out	Extreme Events Ltd

Obtain Designer Risk Registers (where appropriate) and issue to works contractors	Extreme Events Ltd
Issue Emergency Telephone Numbers in advance documentation and on any site office notice boards	Extreme Events Ltd
Ensure all contractors have produced method statements and risk assessments prior to any work starting.	Extreme Events Ltd
Ensure all contractors method statement and risk assessments are reviewed before work starts.	Extreme Events Ltd
Ensure all operatives, staff and members of the professional team attend the project inductions.	Extreme Events Ltd
Ensure emergency procedures are communicated to staff and implemented.	Extreme Events Ltd
Ensure that all contractors have produced site specific lifting plans (where appropriate) prior to any work starting	Extreme Events Ltd
Review all lifting plans	Extreme Events Ltd
Obtain Designer Risk Registers (where appropriate) and issue to works contractors	Extreme Events Ltd
Issue Emergency Telephone Numbers in advance documentation and on any site office notice boards	Extreme Events Ltd
Ensure all contractors have produced method statements and risk assessments prior to any work starting.	Extreme Events Ltd
Ensure all contractors method statement and risk assessments are reviewed before work starts.	Extreme Events Ltd
Ensure all operatives, staff and members of the professional team attend the project inductions.	Extreme Events Ltd



Ensure emergency procedures are communicated to staff and implemented.	Extreme Events Ltd
Ensure that all contractors have produced site specific lifting plans(where appropriate) prior to any work starting	Extreme Events Ltd
Review all lifting plans	Extreme Events Ltd

Roles and Responsibilities of the Principal Designer

Throughout the project the Principal Designer will be responsible for:

Avoiding risk to construction workers, cleaners, maintenance workers and anyone affected by activities, together with anyone using any structure if it is designed as a workplace.

Eliminating hazards and reducing the risks from remaining hazards giving priority to collective measures.

Providing sufficient information regarding the design to assist the employer, other designers and contractors.

Liaise with the Principal Contractor, assist with the production of design risk assessments

Roles and Responsibilities of the Principal Contractor

Throughout the construction phase the Principal Contractor will be responsible for:

Preparation of the construction phase plan to ensure that work is carried out without risk to health or safety

Implementing the construction phase plan including facilitating co-operation and coordination between contractors

Reviewing, revising and re-affirming the plan and checking that work is being carried out safely and without risks to health and safety.



Securing the site and providing welfare facilities

Providing site inductions

Liaising on design and construction implications.

Details of site infrastructure can be found in the following sections:

Communication – Section 6

Temporary Demountable Structures – Section 9

Electrical – Section 11

Barriers and Fencing – Section 12



Section 4

Emergency Planning

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford

Balloons and Tunes 2025

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INTRODUCTION

This plan establishes a template to deal with the initial stages of any emergency or major incident. It recognises that the police have primacy in such incidents and work in cooperation with the other emergency services, who may take the primacy within inner cordons where they are the lead responder. Balloons and Tunes 2025 through the implementation of this plan will adopt a similar structure to the emergency services. This will enable event staff to initially undertake similar roles and responsibilities to effectively manage the first critical hour, then integrate and cooperate with the emergency services as required.

This plan provides a structure to deal with any incident and provides advice on how to deal with some specific events that may occur. However, it does not seek to set out how every eventuality should be dealt with. For example, should a plane crash into the site then Category One responders will have their own plan to manage this. As such plans for such contingencies are not required here. It also does not deal with the activation of off-site rescue centers, as the Council will have an existing plan for such eventuality. However, this plan does direct what will occur in the initial stages of ANY emergency or major incident on site.

Whilst this plan is presented in electronic form for consultation purposes it will also be held in paper form in each production area on site. It is designed to be ring bound in order that various sections can be removed and given to event staff to undertake specific duties as detailed. Each section is in effect a briefing document. Additionally, specific sections can be printed and given to security officers and stewards detailing what their roles and responsibilities will be in the event of an emergency and again act as a briefing sheet.

PN: BRONZE ACTION CARD (ROLES AND RESPONSIBILITIES CAN BE FOUND ON PAGE 25)

Sections marked  provide information and context for event staff by way of explanation of actions that maybe be taken by the festival to facilitate the emergency services. This information is intended for event personnel and not necessarily SAG members, who are likely to already possess this knowledge.



2. DEFINITIONS OF VARIOUS TYPES OF INCIDENTS



In order for managers to assess the response to any incident they first need to know the scale of the incident. Therefore, emergency, or major incidents are given standard definitions. The first member of staff at any scene should convey this back to event control.

A MINOR EMERGENCY is defined as a localised, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning of the event. Examples of a minor emergency include, but are not limited to, a small fire, single minor injury, limited power failure etc.

A CRITICAL INCIDENT is generally defined as an event or situation that has the potential to cause significant disruption, harm, or impact to people, organisations, or communities, often requiring immediate, coordinated response. These incidents can vary by context but commonly include severe accidents, natural disasters, or crises that place lives, resources, or public trust at risk.

In law enforcement and emergency services, a critical incident is an event that disrupts normal operations and could impact public confidence in these services. Additionally, the National Police Chiefs' Council (NPCC) states a critical incident is one with the potential for a “significant impact on the confidence of the victim, their family, and/or the community.” This definition underscores the need for sensitive, visible handling of incidents that could affect public trust.

A MAJOR INCIDENT is defined by the HSE as a significant event, which demands a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment or transient work activity. The event may either cause, or have the potential to cause, either:



Multiple serious injuries, cases of ill health (either immediate or delayed), or loss of life, or
Serious disruption or extensive damage to property, inside or outside the establishment

Events which, taken in isolation, may not warrant classification as major incidents, may do so when considered together.

AGENCY RESPONSIBILITIES



EVENT NAME

Participation in this plan, as described within it.

To place all resources of the event management team at the disposal of the emergency services.

Provide drawings of the site.

Provide a representative at Event Liaison Team (ELT) meetings.

POLICE

Participation in this plan, as described within it.

The saving of life together with the other emergency services.

The coordination of the emergency services, local authorities and other organisations acting in support at the scene of the incident.

To secure, protect and preserve the scene and to control sightseers and traffic through the use of cordons.

The investigation of the incident and obtaining and securing of evidence in conjunction with other investigative bodies where applicable.

The collection and distribution of casualty information.

The identification of the dead on behalf of Her Majesty's (HM) Coroner.

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The prevention of crime.

Family liaison.

Short-term measures to restore normality after all necessary actions have been taken; and

Provide a representative at Event Liaison Team meetings if desired.

FIRE AND RESCUE SERVICE

Participation in this plan, as described within it.

Lifesaving through search and rescue.

Firefighting and fire prevention.

Rendering humanitarian services.

Detection, identification, monitoring, and management of hazardous materials and protecting the environment.

Provision of qualified scientific advice in relation to HAZMAT incidents via their scientific advisors.

Salvage and damage control.

Safety management within the inner cordon.

To maintain emergency service cover throughout the OFRS area and return to a state of normality at the earliest time.

Provide a representative at Event Liaison Team meetings if desired.

AMBULANCE SERVICE

Participation in this plan, as described within it.

To save life, in conjunction with the other emergency services.

Instigate a command-and-control structure for NHS assets deployed to an incident.

Protect the health, safety, and welfare of all health service personnel onsite.

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Co-ordinate the NHS communications on site and to alert the 'receiving' hospitals for the receipt of the injured.

Carry out health service assessment for the incident.

Instigate a triage process.

Treat casualties.

Transport casualties to hospital.

Provide clinical decontamination of casualties, if required, and to support mass decontamination.

Mobilise the UK national reserve stock, as appropriate.

Maintain adequate emergency cover throughout other parts of the Ambulance Service area.

Reduce to a minimum the disruption of the normal work of the Service.

Alert and co-ordinate the work of any relevant Voluntary Aid Societies and private ambulances, enabling them to provide support services as appropriate.

Alert and make provision for the transport of the Burns Assessment Teams (BAT) and Mobile Surgical Teams if required.

Deploy Hazardous Area Response Team (HART) or Ambulance Intervention Team (AIT) if required.

Provide a representative at Event Liaison Team meetings if desired.

LOCAL AUTHORITY

Participation in this plan, as described within it.

The provision of support (staff and equipment) for the emergency services.

Welfare support for those affected persons with site welfare services.

The provision of advice in connection with the safety of highways, buildings and environmental health.

The establishment and equipping of a temporary mortuary based upon the coroners decision.

The investigation of the incident in conjunction with other organisations where appropriate.

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Provide a Local Authority Liaison Officer (LALO) at Event Liaison Team meetings if desired.

THE ENVIRONMENT AGENCY

The Environment Agency has wide ranging powers relating to the management and regulation of the water environment (including pollution, flood warning, flood defense and fisheries), waste disposal (including radioactive waste) and pollution from major industrial sites.



3. ACTION TO BE TAKEN BY THE FIRST PERSON ON THE SCENE

The following advice is from the Joint Emergency Services Interoperability Protocol (JESIP)

Whilst the event is clearly not part of JESIP the advice is equally as important for staff arriving at any incident. A priority of this plan is also interoperability and support to any attending emergency services. As such adopting the same protocols assists this aim.

Recognise, Assess, React

The initial actions taken following a hazardous substance incident have a significant effect on the outcome for all involved. The following principles will aid first responders:

Recognise



Information gathering from the initial call

information gathered by control rooms will form a key part of the initial recognition of the type of incident first responders will encounter. From the call it is important to understand the following 5Ws:

1. **What is happening?**
 - What indicators suggest hazardous substances?
2. **Where is it?**
 - Are there factors which would make this location more attractive as a terrorist target or more vulnerable to an attack e.g. a significant event, iconic location, critical national infrastructure or a Publicly Accessible Location (PAL)?
3. **Why is it suspicious?**
4. **Who found it?**
5. **When was it found?**

Indication of signs, symptoms and their severity Weather conditions – in particular wind direction

Environment – are there physical factors which would impact on how the incident is managed e.g., inside a room, building, outside or underground?

Offenders – indication of deliberate act, where are they now (if known) or the direction they have left in



Casualty assistance – understanding what advice has been given, consequences of that advice and how to provide extra assistance or support to vulnerable people.

Indicators of a CBRN attack

In order to formally declare a hazardous substance incident as a CBRN attack two elements need to be present: The existence of a hazardous substance

The deliberate release of that substance with ideological motivation or intent

Whilst the distinction between accidental and intentional release of CBRN material is significant from a Counter Terrorism investigative perspective, the impact this has on IOR is minimal as the operational priority will remain saving lives.

It is important to be aware that any offender(s) may still be present, and responders should be aware of the possibility of secondary attacks, but they must do everything they can to save life and reduce harm to the public. Early information sharing with the Counter Terrorism community and partners will maximise the response to incidents and support future investigations.

In the early stages it may be difficult to establish what has occurred and if hazardous substances have been used. Not all incidents involving hazardous substances will involve casualties, therefore any one of the following may be indicators of a CBRN incident. Multiple indicators will increase the likelihood that an incident is CBRN related. These could include:

Signs

Pools of liquid Vapours

Mist Clouds :

Droplets or film on surfaces Odours

Physical symptoms

Casualties can be an indicator of a hazardous substance incident and should be considered in conjunction with other indicators and signs or symptoms. These may include, but not be limited to, the physical symptoms of:

Disorientation and sweating Twitching and convulsions

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Airway irritation and breathing difficulties Eye and skin irritation
Nausea and vomiting.

If unprotected responders observe incapacitated casualties for no explainable reason – they **MUST NOT PROCEED** any closer to avoid becoming a further casualty themselves. However, they must consider opportunities to understand

what has happened or is still happening and report this back to a control room.

Unprotected responders can still assist without committing themselves into a contaminated area. Using public address systems or similar they can communicate appropriate advice and information following the **REMOVE** principles.

If you think someone has been exposed to a **HAZARDOUS SUBSTANCE**:

Use caution and keep a safe distance to avoid exposure to yourself.

TELL THOSE AFFECTED TO:



REMEMBER: Exposure is not always obvious. **SIGNS CAN INCLUDE:**



The presence of hazardous or unusual materials.



A change in environment, such as unexplained vapour, odd smells or tastes.



Unexplained signs of skin, eye or airway irritation, nausea, vomiting, twitching, sweating, disorientation, breathing difficulties.

ACT QUICKLY: These actions can **SAVE LIVES**.

Assess



Assessing the situation

Initial assessment starts with the receiving control room and the impact that this will have on developing shared situational awareness must not be underestimated. First responders should continue to gather as much information as possible in the early stages of the incident. As a priority this must be shared with their control

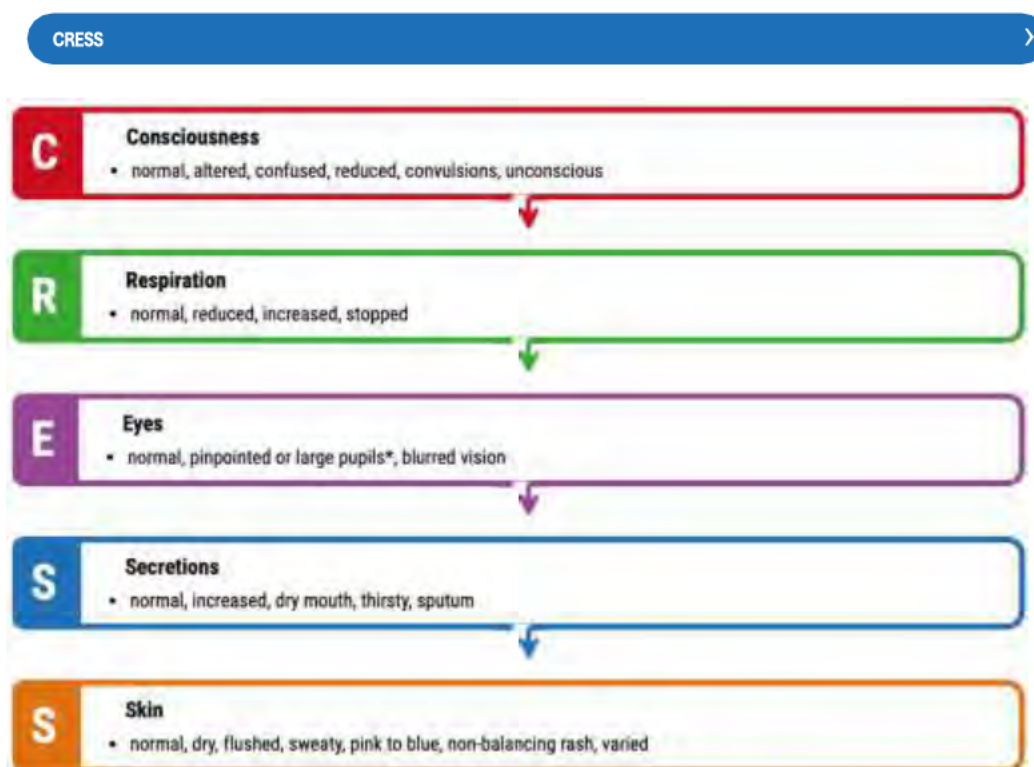
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room and all other attending agencies not just at the outset of an incident but throughout. Control rooms must continually share updates with each other to ensure the latest information is held by all responding organisations and shared situational awareness is developed. The lack of a single piece of information should not delay initial reporting. Airwave interoperability talk groups provide the ideal tool to share information immediately and securely between responding organisations.

Effective situation reporting is vital to enable all agencies to maintain shared situational awareness. It is important that reporting is concise and consistent, following the M/ETHANE mnemonic to ensure the essential information is captured.

Responders must provide regular updates on the incident. During the early stages updates may be very frequent due to the fast-evolving situation, with new or additional information rapidly becoming available. This regular flow and sharing of information enables a joint understanding of risk which must be reviewed continuously in line with Joint Decision Model.





BADCOLDS



Substance Assessment

The information received from initial reports regarding the characteristics of any substance(s) causing concern, will help to categorise and potentially lead to subsequent identification of the substance(s).

The BAD COLDS tool (see below) may be used to support this process even prior to the deployment of specialist resources

REMEMBER: Under no circumstances should frontline responders be further exposed to known/suspected hazardous substances in order to obtain the above information. It may not be possible to carry out a full assessment during IOR. This includes being asked to determine if there is an odour.





Key principles

Whilst the care and safety of the public remains the focus for responding organisations there needs to be consideration about their own safety too.

Responders must:

Use caution and keep a safe distance to avoid exposure to themselves. Identify a safe approach route where necessary.

Consider using public address systems, variable messaging boards or physical actions to assist in calling people towards them. Take steps to prevent cross-contamination to “clean” clothing or from each other.

Relay as much information as possible to their control room without undue delay.

Some individuals or groups of people may need additional considerations to include them in the response. This may be due to economic factors, language barriers, race, citizenship, ethnicity, religious or cultural beliefs, family grouping and sexual or gender identity.

Evidence from exercising has taught us that the process of gaining compliance from the public becomes increasingly difficult with groups containing more than 10 people. This is a challenge that responders should be acutely aware of at mass casualty events. Responders need to understand and recognise this challenge, by applying the models and principles in this guidance will ensure that aim of working together, saving lives and reducing harm remains at the forefront of everything they do.

Safety advice to the public

If a person (or persons) are suspected to be in a hazardous area, or could potentially be affected by a hazardous substance, they should be advised in accordance with the **REMOVE** principles.

Additional considerations for enclosed space settings include but are not limited to:

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Consider evacuating / invacuating – for quick evacuation from an enclosed space the use of the fire alarm system may be beneficial

Consider the route out – note that some gases are heavier than air and may pool in lower areas which may affect your evacuation considerations

Following consultation with emergency service partners and site operators, consider shutting down air conditioning, fans and air recirculation systems but only where this action would not delay evacuation or have an adverse effect.

Advise casualties that they should:

Avoid eating, drinking, smoking or touching their face and eyes as this can increase the risk of further contamination through ingestion, inhalation and absorption

Continue to move away upwind and preferably uphill from the release

Not to leave the area to seek hospital care as by doing so they may be putting themselves or others at risk by exposing them to contaminants which may be on their clothing or skin. Tell people that medical assistance is coming to them, and they should wait for this to arrive.

If after evaluating the scene you decide you should not approach:

Withdraw to a safe distance, if possible uphill and upwind of the incident

Cordon the area if you can.

Do not get involved as you risk becoming another casualty.

Advise event control using the universally used mnemonic; METHANE

Major Incident

Has a major incident or standby been declared?

Exact Location

What is the exact location or geographical area of the incident?

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Type of Incident

What kind of incident is it?

Hazards

What hazards or potential hazards can be identified?

Access

What are the best routes for access and egress?

Number of Casualties

How many casualties are there and what condition are they in?

Emergency Services

Which and how many emergency responder assets/personnel are required or already at the scene?



4. THE COMMAND STRUCTURE

The Gold (Strategic), Silver (Tactical), Bronze (Operational), hierarchical structure is widely accepted and used by the UK emergency services. The event will adopt this command structure in order that it can seamlessly integrate with Category One responders. **To avoid confusion the event will use the term Event Liaison Team (ELT) rather than Silver.**

GOLD COMMANDER - STRATEGIC

The functions of Gold Command are included here for completeness. Gold Command is remote from site, composed of very senior officers from the services, with primacy normal falling to a police officer of NPCC (National Police Chiefs Council) rank. It sets policy and strategy, commands resources and liaises with other local, regional or national authorities and media. It communicates this to Silver who sets tactical delivery. Most of the time Gold will remain passive, and Silver will rely on pre-set policies. Gold will not necessarily become active for every major incident.

SILVER COMMANDER - TACTICAL

The Event Liaison Team Lead (ELTL) will set the tactics to deliver the determined policy and strategy. In the event of a major incident the ELTL will represent the festival in a Silver Coordinating Group with the emergency services and be responsible for ensuring that event personnel work to support them in a coordinated approach as agreed within this plan and that all relevant people understand their function.

BRONZE COMMAND - OPERATIONAL

ELTL will appoint a number of Bronze commanders charged with delivering specific parts of the tactical delivery. The list is not exhaustive and may include for example; Traffic Manager, Cordons Officer, Evacuation officer (full or partial), RVP officer.

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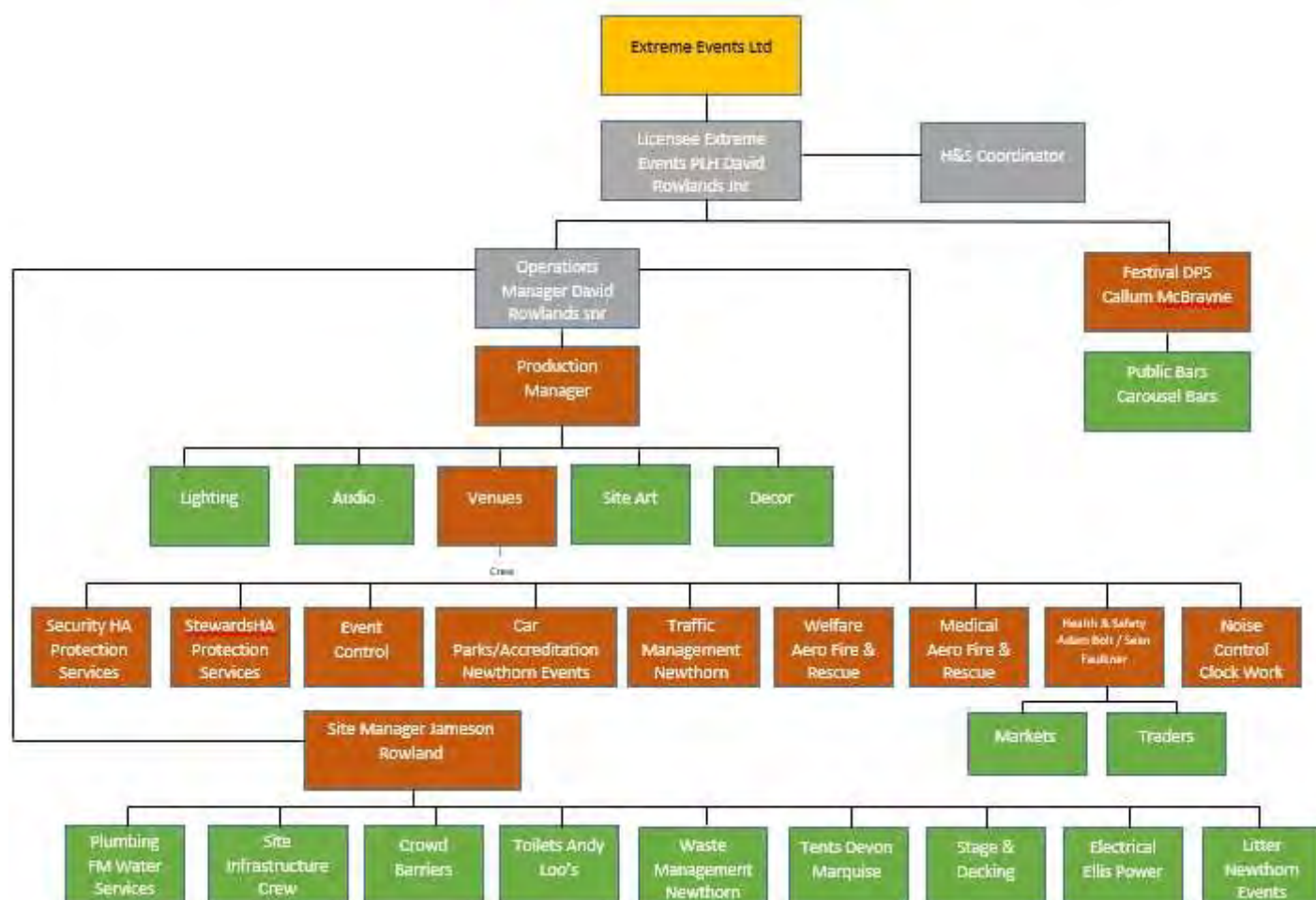
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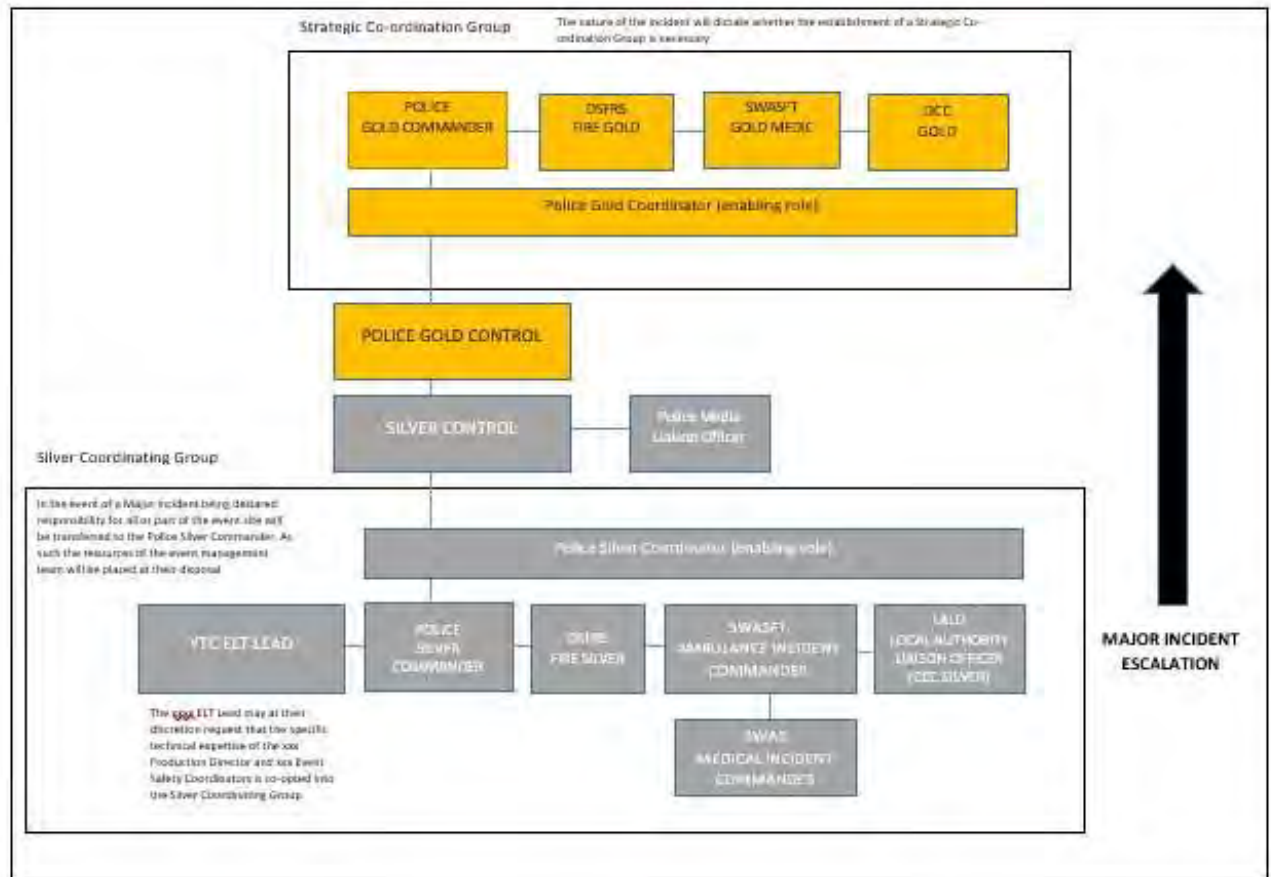
Event staff and contractors will have skills in all the above areas and will assist the emergency services as directed by the ELTL. In the initial stages they will in all likelihood commence these duties pending the arrival of sufficient emergency services resources. As such it is important each have the relevant sections of this plan to hand, are sufficiently briefed and in possession of the correct PPE (personal protective equipment).

This plan includes various pull-out modules to follow for the implementation of various bronze functions and specific incidents, such as minor fire. Each is accompanied by information regarding the person responsible for each function with their contact details.

5. Balloons and Tunes OPERATIONAL STRUCTURE



6. MAJOR INCIDENT ESCALATION SCHEMATIC



7. EVENT LIAISON TEAM / EVENT CONTROL ROOM

Should there be a critical or major incident declared, which results in the Police Silver Room being opened (likely remotely but with forward control point – FCP), there will be a need to create an equivalent event ELT room in order to direct and communicate with event staff. (The FCP will be agreed with security and will be dependent on the location and nature of the incident.)

The ELT room will be established. Within this space there will be an event control facility comprised of event, security and medical. The facility does not have a 'landline' telephone, but a mobile number would be published to field public and media enquiries.

It is suggested the ELT has suitable access and sufficient parking to allow for a Joint Emergency Services venue to be established. (JESIP).

Whilst the emergency services will have their own silver room personnel structure, the Festival ELT Room will be comprised of the following personnel:

Balloons and Tunes 2025 ELT Lead

Will represent the festival in the Silver Coordinating Group.

Should it be necessary to pass control of part or all of the event site to the DCP then the transfer of responsibility form shall be used. A "JESIP huddle" would take place, to include the same event personnel involved in a "show stop" to agree that this point has been reached. On conclusion of the incident responsibility can be returned using the second part of the form.

Note Taker

To make notes of all requests into the room received via radio.

To make notes of all decisions made by the ELTL, with reasoning.

To pass relevant requests to the actions officer.

Liaison Officer

To act as liaison between the festival ELT and the emergency services.

To receive requests for the actions officer.

To pass information and requests to the emergency services.

Actions Officer

To receive, raise and record actions.

To record actions when completed.

To advise relevant emergency services actions officers.

To keep the ELTL apprised.

Radio Operator

To maintain contact with festival staff engaged in the incident or otherwise.

To receive requests and pass instructions.

8. **PROCEDURES**

In the event of a major incident the police will co-ordinate the response at two levels (and will inform the other organisations that they are taking on this role):

Overall tactical management (silver) – by establishing Police Silver and a emergency services control centre

At the scene (bronze) – by the senior police officer present at the scene.

All principal organisations and agencies will provide senior representatives to:

The Multi-Agency Silver Room, also referred to as Tactical Coordination Centre or similar.

The scene

Coordinated action will then be taken to protect life and property and to preserve the scene.

Forensic evidence

Every major incident is a potential scene of crime. During the response to a major incident all responders at the scene need to preserve evidence, since the police may wish to investigate.

Debriefing, inquiries and lessons emerging

In order to facilitate operational debriefing and to provide evidence for inquiries (whether judicial, public, technical, inquest or of some other format), it is essential that a comprehensive record is kept of all events, decisions and actions taken. Each organisation should maintain its own records.

Fatalities

The authority of HM Coroner is required before those who have been pronounced dead can be moved from the scene of the incident. Arrangements are then the responsibility of the police, who act on behalf of the coroner, who will implement a structured body recovery plan. Although desirable it may not always be possible to follow the normal practice by which a doctor confirms that death has occurred before the body is moved. In all such circumstances it is essential that a medical practitioner confirm death as soon as possible thereafter. Until a medical practitioner or paramedic has pronounced life extinct and endorsed the body label accordingly, bodies (or parts of bodies) must not be moved except to preserve them from destruction by fire or chemicals or to rescue or provide medical treatment for trapped survivors. If it is necessary to move bodies, both they and the positions from which they were moved should be marked appropriately to provide those investigating the circumstances of the deaths with the necessary information about the bodies' positions at the time of death.

The usual practice is for bodies to be taken to a mortuary where post-mortems can be carried out, although might be taken first to a body holding area. In circumstances where normal mortuary facilities are overwhelmed it may be necessary to set up an emergency mortuary. The police will arrange with the coroner's officer for the removal of the dead from the scene. The need to preserve evidence at the scene of an incident – including that of identifying the deceased – must be borne in mind. For this reason, valuables, which can help in the identification process, should not be removed from bodies for safekeeping.

ACCESS ROUTES AND RENDEZVOUS POINTS

It is imperative that sterile routes are maintained in case offsite emergency services are called to the festival site. For this event emergency services will come off the A40 to gain access to the site through VG1 grid reference G6. They will then proceed to VG2 Grid reference F7 where they will gain access to the arena. VG2 will be the emergency entry / exit only. This gate will be manned throughout the event. The traffic manager will be responsible for the arrival of emergency vehicles, A traffic marshal will be at the main gate to meet the emergency services there will also be additional marshals along the route. Emergency services may approach the venue by whichever route is most suitable to them at the time.

RV points will be established and communicated dependent on location and scale of incident. The holding area, temporary place of safety is in the top field Grid Ref: A1/2 THIS IS 14,00sqm

CSAS accredited persons and marshals will facilitate services from either from the main entrance to the venue.

EVACUATION PROCEDURES

The most effective means of evacuating a performance venue will be by implementing the festival's show stop procedures. Similarly stopping any incidental music within bars and delivering an evacuation message will have a similar effect.

For larger scale incidents that encompass a broader geographical area a combination of PA and Loudhailer messages will be used. The decision to evacuate people from any area of the site to a designated safety area (to be determined onsite with respect to the nature and

location of the incident) will be taken by the ELTL in consultation with other members of the event management team. If a major incident has been declared and responsibility for the site transferred, then the Police Silver Commander will take this decision.

Any such operation will need to be carefully coordinated to ensure that evacuees are not directed into the path of emergency service vehicles or responding onsite vehicles.

Given the scale and characteristics of the event site it is unlikely that a full evacuation would be necessary or indeed desirable. The specific circumstances that would result in a full evacuation being necessary are such that it is counterproductive to prescribe a definitive full evacuation scheme. In all likelihood a phased and sector specific regime would be utilised

However, any implemented scheme will have to take account of the strong desire on the part of ticketholders to return to their parking areas and then subsequently their point of arrival (be it the car parks or drop off point).

Other considerations are as outlined on the Bronze Evacuation Manager Action Card.

The following is a sample evacuation message for relay via either PA systems or loudhailer:

“This is an announcement from the organisers. Due to unforeseen circumstances please leave the arena/stage/bar/area as quickly as possible. Please exit in the direction of (TBC) and follow the instructions of security, stewards and the police. Do not stop or divert to take personal belongings. Thank you for your co-operation”

13. BRONZE TRAFFIC MANAGER (ACTION CARD)

Responsible person – Daniel Ballard

Mobile number: 07516113931

The responsibilities of the bronze traffic manager are as follows:

- Devising incident traffic management plan
- Considering turning areas required for emergency vehicles
- Ensuring clear routes to designated RVs
- Considering emergency routes to hospital
- Ensuring that adequate signs, barriers and resources are in place (liaise with Bronze Cordons Manager)
- Maintaining contact with ELTL
- Performing other duties as directed by Festival ELTL.

You may need to delegate the following roles:

- RVP Officer – to assist in the emergency services finding the RV
- Vehicle Marshall Officer – to marshal vehicles appropriately once at the RV
- Access Route Officer – to assist in keeping access routes clear.

14. BRONZE CORDONS MANAGER (ACTION CARD)

Responsible person – Jameson Rowland (Site Manager)

Mobile number: 07413005826

Whilst the police may appoint a cordons officer, the event is well positioned to establish early cordons. This is a major advantage over many incidents as the time delay in setting up any cordon will be minimal. Again, to ease integration the event will hold a stock of blue and red tape similar to that used by the police.

The inner cordon will use red & white tape. The size of the cordon will be dictated by the nature of the incident. The inner cordon will be the service, which primarily deals with the incident, although this may be handed to the police. Event control will advise following advice from Police Silver when event staff should hand over the cordon and to which service.

The outer cordon will use blue & white tape. The cordon must be sufficiently large to deal with the incident, but not so large it cannot be contained. Having established the outer cordon control of it will be handed over to the Police, although the event maybe requested to assist in maintaining it.

Spare 2.3m v-foot barriers (pedestrian) will also be held onsite for the purposes of securing cordons and RV/FCP points.

The responsibilities of the bronze cordons manager are:

Considering the position of inner and outer cordon access points after liaising with ELTL.

Requisition of equipment to reinforce boundary as necessary.

Ensuring that all entry and exit points are appropriately resourced.

Maintaining contact with ELTL.

Performing other duties as directed by ELTL.

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15. BRONZE EVACUATION MANAGER (ACTION CARD)

Responsible person – Gareth Howlett

Mobile number: 07474 858538

This is a replicated police function. However, the need for an evacuation may be made, or indeed obvious, before a police officer is appointed and sufficient police staff available to undertake it.

The Bronze Evacuation Manager in consultation with ELTL will:

Implement the agreed evacuation strategy. In the event of a full evacuation then the event boundary will be the only perimeter event staff can enforce.

The reason for evacuation will dictate the timescale to complete the task.

Establish how many persons will require evacuation will depend on the occupancy of the affected area, which in turn is dependent on the time of day. This alone will dictate the number of staff and effort required to cause a partial evacuation and enforce a cordon.

Establish how many temporary structures or tents will need to be evacuated.

Consider if the evacuation route is sufficiently large for the numbers of people who need to pass through.

Consider opening alternative routes.

Maintaining contact with ELTL.

Performing other duties as directed by ELTL. The following will need to be considered:

Recognise that evacuation involves three key stages– 1) interpretation, 2) preparation, and 3) action – all of which impact on evacuation efficiency.

Interpretation concerns the time taken to acknowledge there is a danger.

Preparation concerns the time taken to decide on the most appropriate course of action.

Action concerns the time taken for individuals to undertake the physical evacuation.

Quality, accurate and timely information is key to a successful evacuation.

Never underestimate the seriousness of the situation. Communicate with the crowd as soon as possible to make them aware of the situation and initiate evacuation.

Communicate with the crowd and provide information about the threat or emergency, along with clear instructions about how to exit. Where possible warnings should be both visual and auditory. The use of the stage PA and loudhailers will be essential. Do not use the words “don’t panic”. It is rare for a crowd to panic. Do not hold back for fear of panic, but give clear, rational instructions.

Remember, get a few moving in the right direction and the rest will follow!

16. BRONZE MEDIC (FORWARD INCIDENT OFFICER) (ACTION CARD)

Responsible person: Martin Moseley

Mobile number: 07548159620

This is a replicated ambulance service (NHS) function. However, the need for a robust and integrated medical response may be required pending the arrival of sufficient offsite resources from the ambulance service.

The Bronze Medic will:

Appoint a Triage Officer and a Parking Officer (to facilitate ease of arrival of the ambulance service) as quickly as possible.

Instigate procedures to ensure a) the safety of themselves and the medical team b) safety of the scene (using cordons/cordon tape – consult with Cordons Manager) and c) the survivors (remove to place of safety)

Instigate communications.

Carry out an assessment of the incident using the METHANE pneumonic and convey to event control.

Instigate the triage system as soon as possible.

Commence extended treatment of patients as soon as the triage sieve is complete.

Consider the capability, availability, and suitability of types of transport.



When should you use REMOVE, REMOVE, REMOVE?

Following a report of deliberate or accidental exposure to a substance ☒

Following a report of a suspected 'acid attack' ☒

if something simply does not look or feel right ☒

Conduct a dynamic risk assessment in accordance with training
Share with emergency services colleagues at the scene to achieve a joint understanding of risk.
Consider STEP 3234: are there three or more casualties incapacitated without an obvious cause?

REMEMBER: Exposure
is not always obvious.
SIGNS CAN INCLUDE:



The presence of hazardous
materials or substances.



A trigger to awareness
includes unexpected odours,
skin irritation, dizziness.



Unexplained signs
of toxic dose or
other problems,
nausea, vomiting,
breathlessness, weakness,
disorientation,
altered mental
status.

17. BRONZE DOCTOR (FORWARD MEDICAL INCIDENT OFFICER) **(ACTION CARD)**

Responsible person – To be nominated by Event Medical Coordinator (if available)

Mobile number: TBA

This is a replicated NHS function. However, the need for a robust and integrated medical response may be required pending the arrival of sufficient offsite resources from the Ambulance Service.

The Bronze Doctor will:

Will carry out clinical treatment of patients as required and task any medical as required.

You may need to delegate the following roles:

Medial Triage Officer

Medical Casualty Clearing Officer

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18. AIDE MEMOIRE – USE OF HELICOPTERS

The use of helicopters will be at the discretion of the Ambulance Incident Commander

As a result of circumstances, the Ambulance Incident Commander may wish to employ the use of helicopters for either the conveyance of extra medical resources, manpower or specialist equipment to the scene or the evacuation of casualties.

When considering the use of air transport the following must be considered:

The nature of injury or conditions

Type of aircraft available

The location and type of incident

Viability and weather conditions

Flying time to the incident

Hazards-present and potential

Availability of suitable landing sites and receiving hospital(s)

Staff resources at the receiving hospital(s) to assist with the transfer of patients.

Consideration for the use of HM Coastguard and military helicopters should be given. Requests for such assistance should be referred to the Military – the ARCC at RAF Kinloss.

Detailed instructions of Helicopter Landing Sites are held at ambulance, ACC, and MCU points.

It is imperative that the Aeronautical Rescue Co-ordinating Centre (ARCC) at RAF Kinloss is notified of any air ambulance activity at incidents to which a military helicopter may also have been tasked in order to prevent confliction.

The use of Air Ambulances currently available to the Ambulance Service should be considered for duties as follows:

The transportation of officers, operational staff and medics to the scene

The transportation of specialist equipment/supplies to the scene

Observation platform for Ambulance Commander/Medical Commander at the scene

Transportation of casualties to Acute receiving hospitals

19. HELICOPTER LANDING POINTS

The following point will serve as the primary emergency rendezvous point between onsite medical transport and an emergency medical helicopter: TBC

If this point is unusable then a secondary location will be dynamic nominated with due regard to available ground space, land suitability, secondary hazards (e.g. overhead lines) and suitable access routes for patient transfer.

20. BOMB THREAT ACTIONS

A bomb threat maybe received in a number of ways. The event has a published telephone number, so a threat maybe received directly, although it may also be made to a third party, such as the media. If received directly the call taker should make a note of the following:

Record the call verbatim.

Ensure accuracy with the caller if the opportunity is presented.

Note any codewords used - these will be useful to the police in advising on authenticity.

Get a description of the device.

What type of device is it.

Where is it located - as exactly as possible.

Any accent the caller may have.

Any noises heard in the background.

If received in writing the document should be placed in a clear bag before reading to gain as much of the applicable information as above.

It is the decision of the responsible person for the festival to decide whether a partial or full evacuation is required, although given the size of the site full evacuation is unlikely. They may do this in consultation with the police.

If a member of staff finds a suspect device, or has their attention drawn to one, they should pass the following information to event control:

Exact location - use a familiar festival location and grid reference from the site plan if possible.

A description of the item. State why it is suspicious.

Any enquiries possible to establish ownership.

Any hazards in the area that may affect the cordon and approach, for example LPG bottles nearby.

Anything you require in order to set a cordon and/or evacuate an area.

As with a bomb threat it will be the decision of the ELTL acting under advisement from the police whether a full or partial evacuation is required.

In setting up a cordon for a suspect device, or suspect location, the following distances should be considered a minimum. They are also to be treated as an inner cordon:

Small items up to the size of a briefcase 100 meters

Large items up to the size of an average car 200 meters

Vans and HGVs 400 meters

Should a detonation have already occurred then a minimum cordon of 150 meters should be established pending advice from EOD, either obtained directly or via the police.

21. MEDIA LIAISON (ACTION CARD)

Responsible person – Christian Welburn

Mobile number: 07799 322619

Whilst the emergency services will take the lead on media liaison and press releases it is important that the event has a media liaison officer to liaise with the services media liaison officers and be in a position to provide the festival's viewpoint.

Additionally, whilst the media will want to speak with the emergency services regarding an incident, they will also want the festival viewpoint or reaction in order to "complete the picture".

The only person speaking to the media on behalf of the festival will be the ELTL or media liaison officer. If you are approached by the media you should direct them to the festival media liaison officer at the production offices. You should not make any comment yourself.

The festival media liaison officer will:

Be responsible directly to the ELTL.

Make early contact with media who attend the venue or make requests via telephone.

Liaise with the emergency services media officers.

Prepare and agree press releases with the ELTL and emergency services media officers.

Assist reasonable requests for interviews, filming or photographs. It is better to assist than leave the media to their own devices, as these may well be intrusive or even damage the operation. If it is too early to provide a press release then advise the media when and where this will be, and when interviews and pictures will be accommodated.

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22. FIRE FIGHTING 101 (ACTION CARD)

BEFORE YOU DO ANYTHING ADVISE EVENT CONTROL OF YOUR SITUATION USING THE METHANE PNEUMONIC

All fires can be very dangerous and life threatening. Your safety should always be your primary concern when attempting to fight a fire. Before deciding to fight a fire, you must be certain that:

The fire is small and not spreading. A fire can double in size within two or three minutes.

You have the proper fire extinguisher for what is burning.

The fire won't block your exit if you can't control it. A good way to ensure this is to keep the exit at your back.

You know your fire extinguisher works. Assure the pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone - not too high and not too low.

You know how to use your fire extinguisher. There's not enough time to read instructions when a fire occurs (a short user guide follows this action card).

How to Fight a Fire Safely:

Always stand with an exit at your back.

Stand several feet away from the fire, moving closer once the fire starts to diminish.

Use a sweeping motion and aim at the base of the fire.

If possible, use a "buddy system" to have someone back you up or call for help if something goes wrong.

Be sure to watch the area for a while to ensure it doesn't re-ignite.

Never Fight A Fire If:

The fire is spreading rapidly.

Only use a fire extinguisher when the fire is in its early stages. If the fire is already spreading quickly, evacuate and call event control (Use METHANE).

You don't know what is burning. Unless you know what is burning, you won't know what type of fire extinguisher to use. Even if you have an ABC extinguisher, there could be something that will explode or produce highly toxic smoke.

You don't have the proper fire extinguisher. The wrong type of extinguisher can be dangerous or life threatening.

There is too much smoke or you are at risk of inhaling smoke. Seven out of ten fire-related deaths occur from breathing poisonous gases produced by the fire.

Any sort of fire will produce some amount of carbon monoxide, the most deadly gas produced by a fire. Materials such as wool, silk, nylon and some plastics can produce other highly toxic gases such as carbon dioxide, hydrogen cyanide, or hydrogen chloride. Beware - all of these can be fatal.

23. FIRE EXTINGUISHERS 101 (ACTION CARD)

						
	Fires involving freely burning materials. For example wood, paper, textiles and other carbonaceous materials.	Fires involving flammable liquids. For example petrol and spirits. NOT ALCOHOL OR COOKING OIL.	Fires involving flammable gasses. For example propane and butane.	Fires involving flammable metals. For example magnesium and lithium.	Fires involving electrical equipment. For example photocopiers, fax machines and computers.	Fires involving cooking oil and fat. For example olive oil, maize oil, lard and butter.
Water	✓					
Foam	✓	✓				
ABC Dry Powder	✓	✓	✓		✓	
Dry Special Powder				✓		
CO2 Gas		✓			✓	
Wet Chemical	✓					✓

How to use a fire extinguisher:

P * A * S * S

Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!

24. Invacuate (ACTION CARD)

An invacuation procedure is a safety measure where individuals move to a safe area within a event site to protect themselves from external threats, such as a nearby incident or a dangerous situation. It's distinct from evacuation, which involves leaving the site/ area entirely. Invacuation is used when it's safer to remain inside the event site than to evacuate, often due to external hazards such as.

When is an invacuation used?

- **External threats:** When there's a danger outside the event, like a nearby chemical incident, a disturbance in the community.

Police or emergency service advice: When instructed to remain inside by the police or other emergency services

INVACUATE PROCEDURES

All staff are made aware of the emergency by ELTL

PA and Loudhailer messages will be used. The decision to invacuate people in any area of the site to a designated safety area (to be determined onsite with respect to the nature and location of the incident) will be taken by the ELTL in consultation with other members of the event

management team. If a major incident has been declared and responsibility for the site transferred, then the Police Silver Commander will take this decision.

The following is a sample invacuation message for relay via either PA systems or loudhailer:

“This is an announcement from the organisers. Due to an incident outside of the event it is safer to remain inside the event at this time. Please do not exit the event/car parks until all clear announcement has been made. Please follow the instructions of security, stewards and the police. Thank you for your co-operation

25. TRANSFER OF RESPONSIBILITY TO THE POLICE FORM

Incident (briefly describe the incident using METHANE):

I hereby transfer responsibility for full control of the incident as described above to the Police

Signed (for and on behalf of the event):

Name:

Time & Date:

On behalf of the Police I hereby accept full control of the incident as described above.

Signed (Senior Police Officer):

Name:

Time & Date:

ONE COPY TO BE RETAINED BY THE EVENT

ONE COPY TO BE RETAINED BY THE POLICE



26. RETURN OF RESPONSIBILITY FROM THE POLICE FORM

I hereby transfer responsibility for full control of the incident as described above and the event to:

Name:

Signed (Senior Police Officer):

Name:

Time & Date:

I hereby accept responsibility for full control of the incident as described above and the event:

Signed (for and on behalf of the event):

Name:

Time & Date:

ONE COPY TO BE RETAINED BY THE EVENT

ONE COPY TO BE RETAINED BY THE POLICE



27. EVENT CONTACT LIST

See Section 6

28. FOLDOUT SITE MAP

See Section 3

29. SHOW STOP / PAUSE PROCEDURE

Please turn to next page.



Show Stop / Pause Process

GENERAL SHOW STOP / PAUSE PROCEDURE.

THE FOLLOWING MUST BE READ AND UNDERSTOOD BY ALL RELEVANT STAFF:

Licensee

Event Controller

Production Manager

Event Safety Coordinator / Crowd Safety Manager

Head of Security

Stage Managers

House Sound Engineer(s)

Touring Sound Engineer(s)

Pit Supervisors

Only the above team members have the authority, in consultation, with the rest of the localised team, to initiate a show stop / pause at a stage or localised entertainment site. This will only be in response to a dynamic and significant situation which may be a danger to life or property and whereby consulting with the ECR in advance for a decision would be likely to cause delay in preventing / averting injury, damage, or loss.

Specific and limited team members working on site will be issued with a red show stop card. Presentation of this card is proof of this authority. The following procedures may be initiated either as a temporary measure, in order to resolve a problem, or be the initial steps in a Major Incident / Evacuation or when directed by the ECR.

Possible localised scenarios requiring a show stop: -

Extreme Weather, particularly wind but rain can also create problems.

Crowd Issues, surges, congestion/ crushing, provocation from artists etc.

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Structural Collapse.

Fire.

Off-site events (Evacuation or show stop initiated by Emergency Services)

The Stage Manager will be responsible for enacting a show stop procedure upon request from any of the management team presenting a show stop card. Event control must be informed as soon as practicable in relation to any show stop scenario. The following status codes and phrases will be used to denote states of readiness or of response to incidents:

Please note, Code Amber and Red can be used for localised incidents as well as site wide. Care will be needed to ensure the code message is directed to the relevant people.

CONDITION GREEN - No major problems but staff to remain alert and vigilant at all times to any potential problems.

CONDITION AMBER - Staff to be aware that there is potential for a critical incident and to be standing by to put into effect the operational action as outlined. Radio silence to be maintained and staff should await specific instruction.

CONDITION RED - Staff to maintain radio silence and implement the Emergency Action Plan as directed by Event Control. The authority to downgrade the alert status shall rest at all times with Event Control after consultation with relevant management team members.

It must be borne in mind that general radio messages advising of changes to the condition will not always be received by all personnel who have radios.

Condition Amber:



Event Control or the local initiator shall broadcast the following radio announcement and ensure that the relevant personnel/ stage managers have received the message: “Please Note - Condition Amber now exists – all staff to observe radio silence and await further instruction” (repeat)

Following a Condition Amber alert staff must:

Maintain radio silence

Prepare to make announcements to the public

Prepare for public evacuation

Await instruction

The following procedures will be implemented: -

The ECR will be on standby to resource, advise and support

Security supervisor/ Event Safety Advisor or members of the above management team to proceed to the location of the incident, assess the problem and report back via radio to ECR.

ECR / initiating personnel to ensure that entertainment is ready to stop and stage PA's used to make announcements (via Stage Manager)

Stewards to be on standby to remove any barriers or other obstacles from exits

All necessary roadways kept clear for emergency vehicles

Condition Red:

If the incident is sufficiently serious, the status may be raised to Condition Red. In such instances the following radio announcement shall be broadcast: “Please Note - Condition Red now exists – all staff to observe radio silence and await further instruction” (repeat)



Following a Condition Red alert:

Stage manager will stop entertainment (as per below)

Stewards, technical and medical personnel will be directed to the incident from the ECR, if safe to do so

Concessions within the incident area will be required to cease trading.

Depending on the nature of the incident concessions may be allowed to remain with their vehicles/units.

The public will be cleared from the incident area and immediate action taken to safeguard property and life (if this does not put personnel at risk) until the incident has been suitably contained. All Stewards and staff will assist in directing members of the public away from the incident as instructed by ECR. (Create sterile zone for future investigations or if it is a crime scene)

Stewards and traffic marshals will attempt to keep access routes clear for emergency vehicles and try to prevent other vehicle movement.

Should it be deemed necessary a structured handover of control of the incident area to the Police Operational Commander will take place. Depending on the nature of the incident this may be part, or all, of the site.

Standing Down from Condition Red or Amber Once an incident has been resolved,

Event Control may determine that normal operations can be resumed. At such times the following radio announcement shall be made: "All staff please note that we have reverted to Condition Green - revert to normal duties" (repeat)

Stage Manager

CODE AMBER via spontaneous local incident, radio, or phone:

Prepare to halt the artist.

Stand by and await further instructions.

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Ensure all crew are aware of the situation whilst maintaining radio silence.

CODE RED SHOW STOP / PAUSE via spontaneous local incident, message via ECR radio or phone:

Stop the performance.

Escort the artist off the stage in event of, for example a potential structural collapse, or use artist to communicate with the crowd if it is a crowd issue. Ensure the artist is clear about the message before allowing the message to be broadcast.

Check with engineer that channel is open on main vocal microphone.

When instructed make the following announcement.

“Ladies and Gentlemen. This is a safety announcement. Due to circumstances beyond our control, the show will have to be stopped. Please exit arena via the nearest exit as quickly and quietly as possible. Please do not run. Follow the instructions of the stewards” Repeat until area is clear If it is a temporary stop for excessive crowd pressure for example, one of the following messages may be more appropriate

“Ladies and Gentlemen. It has become necessary to stop the show for a few minutes. We hope to re-start again shortly. We will provide further information as soon as we can” Or

“Ladies and Gentlemen. For the safety of those near the front of the stage, please take 3 steps backwards. Thank you (Then commence counting the 3 steps slowly and repeat if necessary

House Engineer

SHOW STOP / PAUSE message received via ECR or required due to localised incident:

Take control of mixing desk from touring engineer if necessary

Await instructions from the stage manager

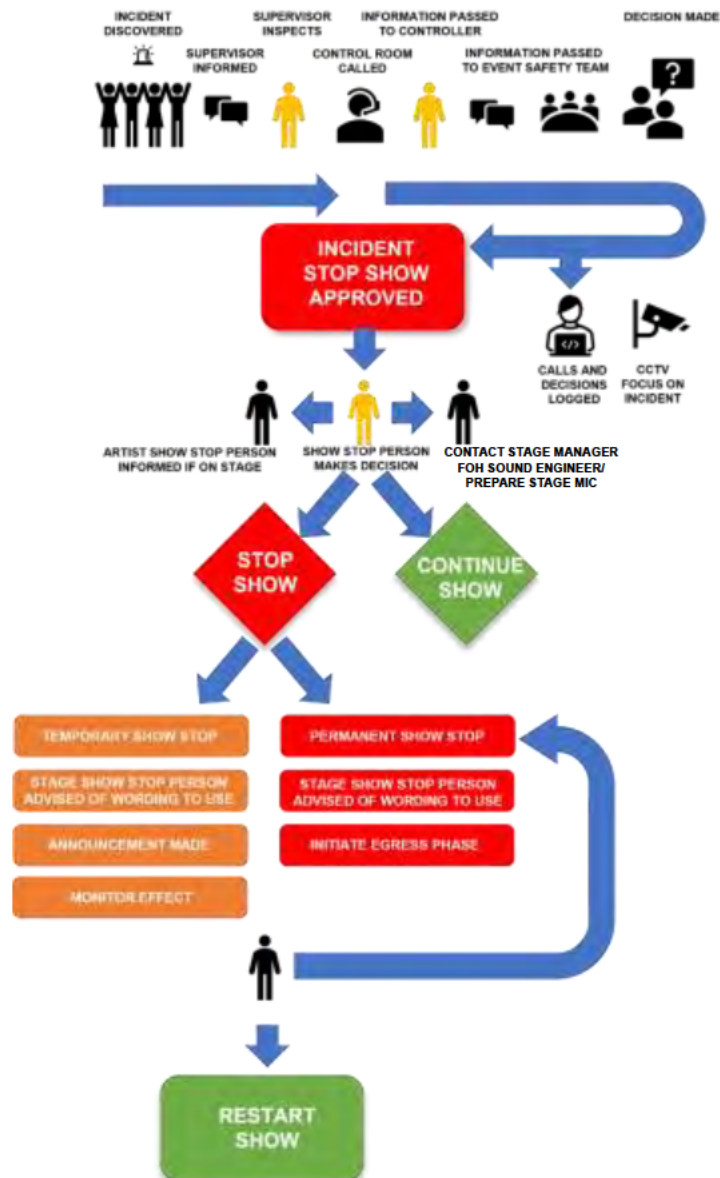
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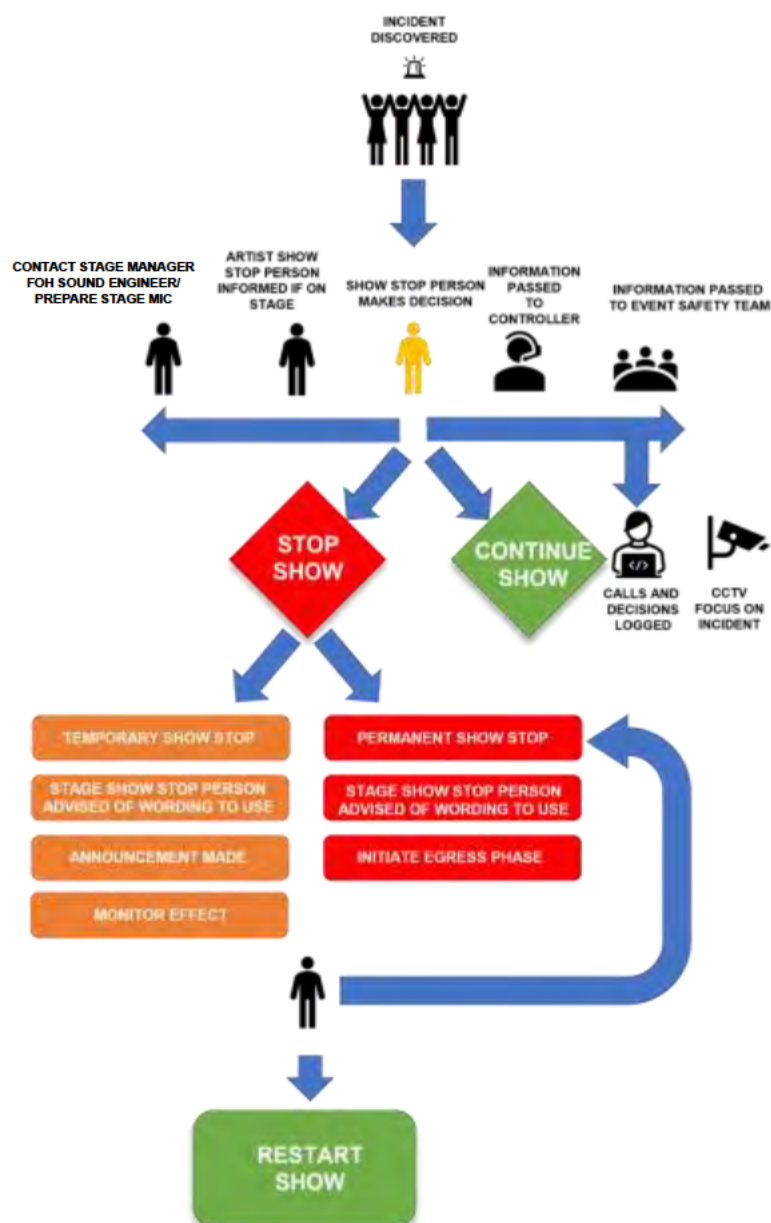
Ensure that main vocal microphone is working and available for use Once artists have left their positions on stage, fade down all channels except main vocal mic. Touring Engineer If the house engineer or stage manager advise you of a potential situation, **YOU MUST HAND OVER THE MIXING DESK TO THE HOUSE ENGINEER**

IMMEDIATELY. Remove yourself to an area of safety via the nearest exit, following directions from security or stewards.

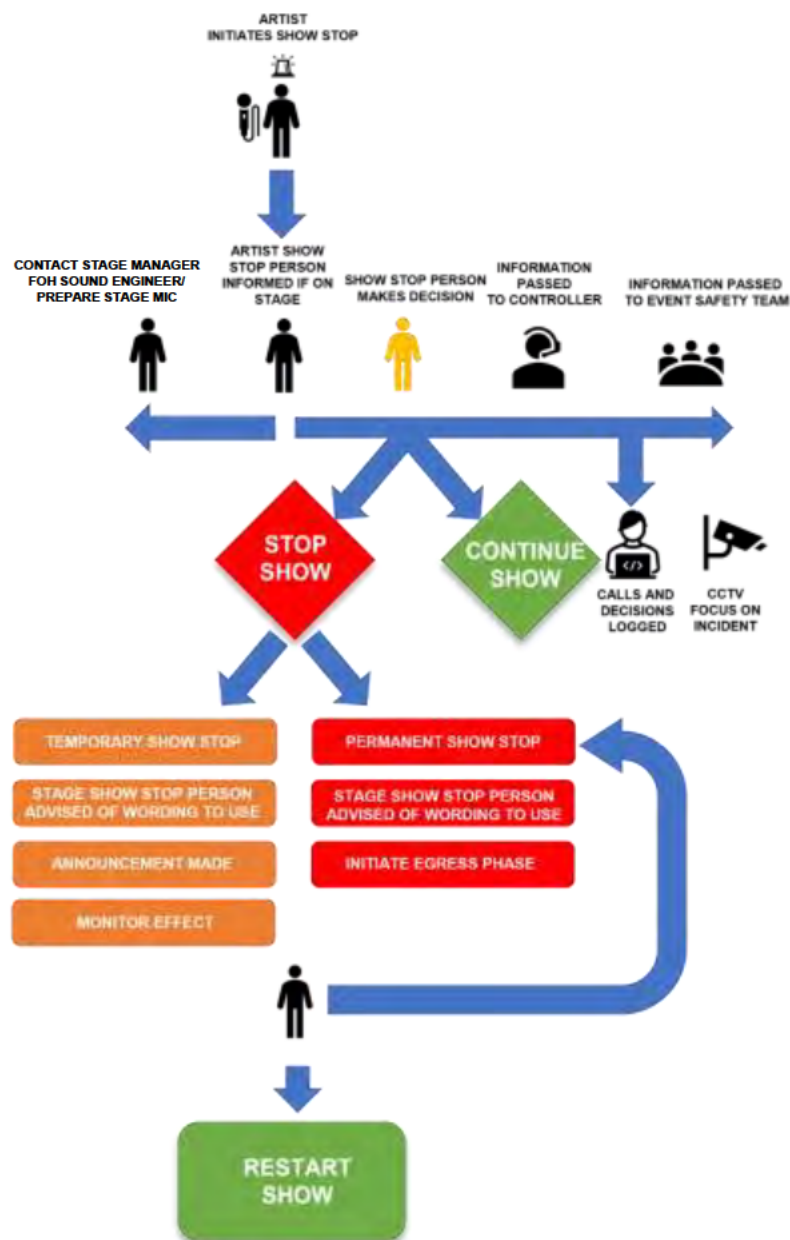
Control Room initiated show stop / pause (Controlled)



Designated Person Show stop / pause (Controlled)



Artist initiated Show stop / pause (uncontrolled)





Section 5

Medical

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



A Medical management of the event

The aim of the medical strategy is to provide suitable and sufficient medical cover based on the specific nature of the festival, reduce as far as reasonably practicable the impact of the event on the local statutory services and provide a suitably robust management approach.

Aero Fire and Rescue Service Ltd will supply medical resources for the festival.

Martin Moseley of Aero Fire and Rescue Service Ltd shall function as the Event Medical Coordinator (EMC). The EMC will be responsible for the tactical deployment of resources across the festival site according to dynamic risk assessment of the time of day, nature of entertainment and prevailing weather conditions amongst many other factors.

A detailed event medical operational plan shall be developed by Aero Fire and Rescue Service Ltd and supplied to the PLH no less than one month in advance of the event. This plan shall detail the arrangements both suppliers intend to take to ensure a coherent approach is undertaken with regards to servicing the medical requirements of the festival. The plan shall also specifically detail the individual(s) who will function as the Event Medical Coordinator(s), medical shift timings and a full schedule of onsite resources (both vehicular and human resources).

The plan will also detail information sharing arrangements in order that the requirements of RIDDOR are fulfilled.

The Purple Guide medical section (5) was revised in December 2024. “following feedback from the industry, the Medical Chapter both in the main Purple Guide and the Lite version have been reviewed and updated. Comments have been taken into account from the Event Medical Association and the National Ambulance EPRR Delivery Group. While several of the comments received expressed regret that there were no tables or templates in the last version, the review group are unanimous that no templates yet constructed have given consistent or appropriate guidance. From the user perspective, they say, they may well make the guidance *easier* to apply but they do not make it *better* - quite the reverse.”



TIER 4

Tier 4 are larger and more complex events, where more medical presentations may be expected

The presence of some of these indicates that an event may be in Tier 4:

duration one to several days

significant risk of illness or injury from activities

alcohol intoxication expected

drug intoxication expected

up to ten thousand attendees

hospital referrals likely

Cover level

Tier 4 events need a dedicated medical resource.

Provision should normally include:

a clinical lead, who should be a registered healthcare professional with pre-hospital experience

healthcare professionals, such as doctors, paramedics and nurses

first responders

ambulance(s) with suitably qualified crew

Medical Needs Assessment

All of the following factors are known to impact the number of patients who will need medical assistance at an event:

Type and size of event. The type of event is the biggest deciding factor on how many people are likely to need medical treatment. For example, rock music with moshing is very different from a classical music concert, and both are unlike a sports event.

Temperature The outside temperature may have a very significant effect on medical presentations.



Participation level. Events where attendees actively participate have higher rates than those where they are just watching sitting or standing. Seated events have much lower presentation rates than where people are standing and movement increases these further.

Length of event. Presentations are much higher the longer an event runs, increasing markedly after 6 hours. The highest rates are seen where the same audience attends on multiple days.

Public camping. Where the event has camping, the presentation rate for attendees who camp may be twice that of those who do not. Intoxication levels. Higher levels of drug and alcohol use increase demand for medical services.

Site factors. The physical site can have a major impact at some events – for example, the number of trip hazards.

B Medical risk assessment

The minimum qualification level for working unsupervised at licensed events is a nationally recognised PHEM D qualification in pre-hospital care.

In most cases, qualifications at PHEM C or below, are not considered suitable at licensed events, except when working as part of a larger team under direct supervision. However, such qualifications may be acceptable at Tier 1 Events.

Name of Event	Balloons and Tunes 2025		
Date(s) of Event	2 nd & 3 rd August 2025		
Times of Event	Saturday 12 th 12.00 noon till 23.00pm and Sunday 3 rd August 12:00 noon till 21:00pm		
Location of Event	Cutteslowe and Sunnymead Park, Elsfield Way Oxford		
Event Mangers Contact Details	Name	Extreme Events Ltd	Telephone Number 07818825332
	E-mail Address	Davidjohnrowland4@gmail.com	
Capacity (Licenced & Planned for)		9'999	

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How many attendees will be on site at any one time?		9'999		
If there is overnight camping, how many will be camping?		TBC		
As per section 5.6 of the Purple Guide, which tier level does your event fit into? <i>Please tick</i>		Tier 1		
		Tier 2		
		Tier 3		
		☒ Tier 4		
		Tier 5		
Medical Providers Contact Details	Company	Aero Fire and Rescue		
	E-mail Address	Operations@aerofireandrescue.co.uk		
	Contact Name	Martin Moseley		
Are they CQC registered?	☒ Yes	If yes, what is their CQC registration number?		
	☐ No	1-6188012290		
Medical Provision on Site	Please provide the number of resources that will be on site at your event.			
	Resource	Quantity on Site		
Personnel	A - First aider, without national qualification			
	B - First Level Responder – First Aid at Work (FAW)			
	C - Pre-Hospital Responder – CFR, FROS3, Police FALP Basic			
	D – Secondary Responder – FREC3, FROS3 Co-Responder, Police FALP Enhanced, St John Operational First Aider	4		
	E – Prehospital Provider – FREC4, St John Advanced	2		
	F – Non Registered Healthcare Professional – FREUC5, AAP, IHCD Ambulance Technician (EMT)			
	G – Registered Pre-Hospital Health Care Professional - NMC Registered Nurse (with pre-hospital experience) Doctor (Min FY2 and working towards DIMC) Advanced Nurse Practitioner, (with pre-hospital experience) Paramedic Practitioner (*APP, *SP or *IP) Doctor with BASICS qualification or *DIMC / *FIMC	3		
	H – Advanced Pre Health Care Professional – * Diploma (or Fellow) Immediate Medical Care Professional * APP - Advanced Paramedic Practitioner * SP - Supplementary Prescriber IP - Independent Prescriber			
	Resources	Number of On Site First Aid Posts	1	
		Number of On Site Ambulances	1	
	Are these ambulances able to convey patients to hospital?	☒ Yes ☐ No		
Please provide the CQC registration number of the ambulance provider who will be facilitating off site transfers to hospital from your event if it is not the same as your medical provider listed above.		1-6188012290		
Patient statistics for previous years	How many patients were seen at your event last year?			
	How many patients conveyed to hospital last year?			
	How many NHS ambulances were called last year?			
What is the process for allowing NHS ambulances through road closures / onsite event site in the response to a 999 call?				



Please list any very high/ high risks associated with the event	
Is there anything else you wish to tell us about your medical cover?	
Have you provided a full medical plan alongside this document?	See EMP, section 5
Name of the Person Completing This Form	Martin Moseley
Role of the Person Completing This Form	Operations Manager
Date Form Completed	28/4/25

D Event medical centre

The event medical centre shall be established as follows

DESIGNATION	GRID REF	LOCATION
Main medical centre	F7	Near to the ambulance station

E Medical cover at front of stage areas

Medical personnel working in the main stage (Arena) pit area shall be suitably competent and experienced in working in such environments. They shall be able to advise pit security officers on casualty handling, triage, and rapid evacuation of casualties from the pit area to a medical facility.

The pit area shall also have the following equipment to hand when medical workers are deployed in the pit:

Rescue board and cervical collars

Oxygen

Resuscitation equipment

Limb immobilisation devices

Balloons and Tunes 2025



F Clinical waste

The waste management plan identifies the main medical centre as the collection point for all clinical waste and sharps, which will include those discarded by any IV drug users. It should be highlighted that this has not been an issue during the history of the festival.

As such the medical centre will have a suitable container for sharps, marked “Bio-Hazard” and yellow bags. The medical provider will undertake final disposal in accordance with their normal procedures.

Other non-clinical waste will be collected from the medical centre in accordance with the waste management plan.

G Patterns

Any unusual patterns or apparent causal connections between accidents or instances of ill health shall be reported to the ELTL and ESC via the radio network and by way of the daily Silver Meetings.

H Medical Plan



EVENT MEDICAL PLAN

Operational
Strictly Private and Confidential

Event: Balloons and Tunes Festival – Oxford 2025

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Version History

Current Version	1.0
Previous Version	N/A
Date Implemented	April 2025
Review Date	As Required

Document Control

Date	Version	Action	Amendment	Initials
April 2025	1.0	New EMP	Initial Draft	MM

1. Event Introduction

Balloons & Tunes Festival is a 3-Day music festival

Balloons & Tunes is produced by Extreme Events, established in the provision of funfairs, refreshments, and similar events. Balloons & Tunes will provide funfair rides and food & beverages throughout each day, stunt – BMX bikes for example - and similar exhibitions in the arena during the day, children's entertainment, such as dinosaur costumes and Zoomania (animal puppets), and featuring music each evening.

The event spans 3 full days, each day having different timings and with no age limit as this is a family focused event. Onsite parking will be available at the showground. No Camping is being sold as part of the festival.

Drawing a diverse crowd, the event anticipates attendees primarily from Oxford and surrounding areas, with a capacity of 9,999 attendees, including ticket holders, staff, artists, and performers.

Aero Fire and Rescue Service Ltd has been contracted by Extreme Events to carry out services including medical management with various stakeholders throughout the event phases: Ingress, Event, and Egress.

Aero Fire and Rescue Service will be on-site from Public opening the site on until the event close.

This document's purpose is to provide a comprehensive operational plan, forming part of the full Event Safety Plan. It supplements legal and contractual obligations, with responsibility resting on individuals and organisations to fulfil their roles.

The event promoter must ensure the document's accuracy and update relevant parties of any changes. Due to the event's nature, some elements may change at the last minute, requiring dynamic assessment by event control, the Medical Manager, production, promoters, and operations managers. Where appropriate, the Event Safety Officer will ensure the relevant SAG agency body is informed. In all cases, significant changes must be recorded in the Event Log, which will be maintained as a record of activity throughout the duration of the event.

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2. Medical Provider

Aero Fire and Service UK Ltd – Medical Group are a newly established group within the established Aero Fire and Rescue Service Ltd, Aero Fire and Rescue Service Ltd are registered and regulated by the CQC (Provider ID: 1-6188012290)

We provide a wide range of event medical cover, medical training and event consultancy

We utilise a wide range of medical professionals ranging from First Responder to Doctor supported by an experienced management team and robust policies, procedures, pathways and PGDs

3. Responsible Person for Medical Provisions

Event Planning Manager: Martin Moseley (martin@aerofireandrescue.co.uk)

Medical Manager: Martin Moseley (martin@aerofireandrescue.co.uk)

The responsible persons for medical provisions are also available through the Medical on-call Manager number

4. Type of Event

One event over one weekend

Ballons and Tunes is a family friendly music event which accommodates people of all ages the festival includes a hot air balloon show, stunt events, music acts, fair ground and other ground activities.

5. Event Information

This is the Eight event Ballons and Tunes in 2025. This will be held at the following site

Cotteslowe Park, Elsfield Way, Oxford, OX2 8NP

What3Words: ///strong.rugs.drew

Event Manager: David Rowland Sr

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This event will be running over three days with varied start times

Day 1: Saturday 2nd August 2025 (12:00 – 23:00hrs)

Day 2: Sunday 3rd August 2025 (12:00 – 20:00hrs)

Access to the event site will be confirmed in the Deployment Plan

Parking will be available on site

Previous Event Intel

Not informed

Event Timings

	Day 1	Day 2
Gates Open	12:00 hrs	12:00hrs
Bars Open	12:00 hrs	12:00 hrs
Main Stage	13:00 hrs	13:00 hrs
Event Finishes	23:00 hrs	21:00hrs

6. Medical Provision

Based on the purple guide score we have agreed that this is a Tier 4 Event as it meets the following criteria

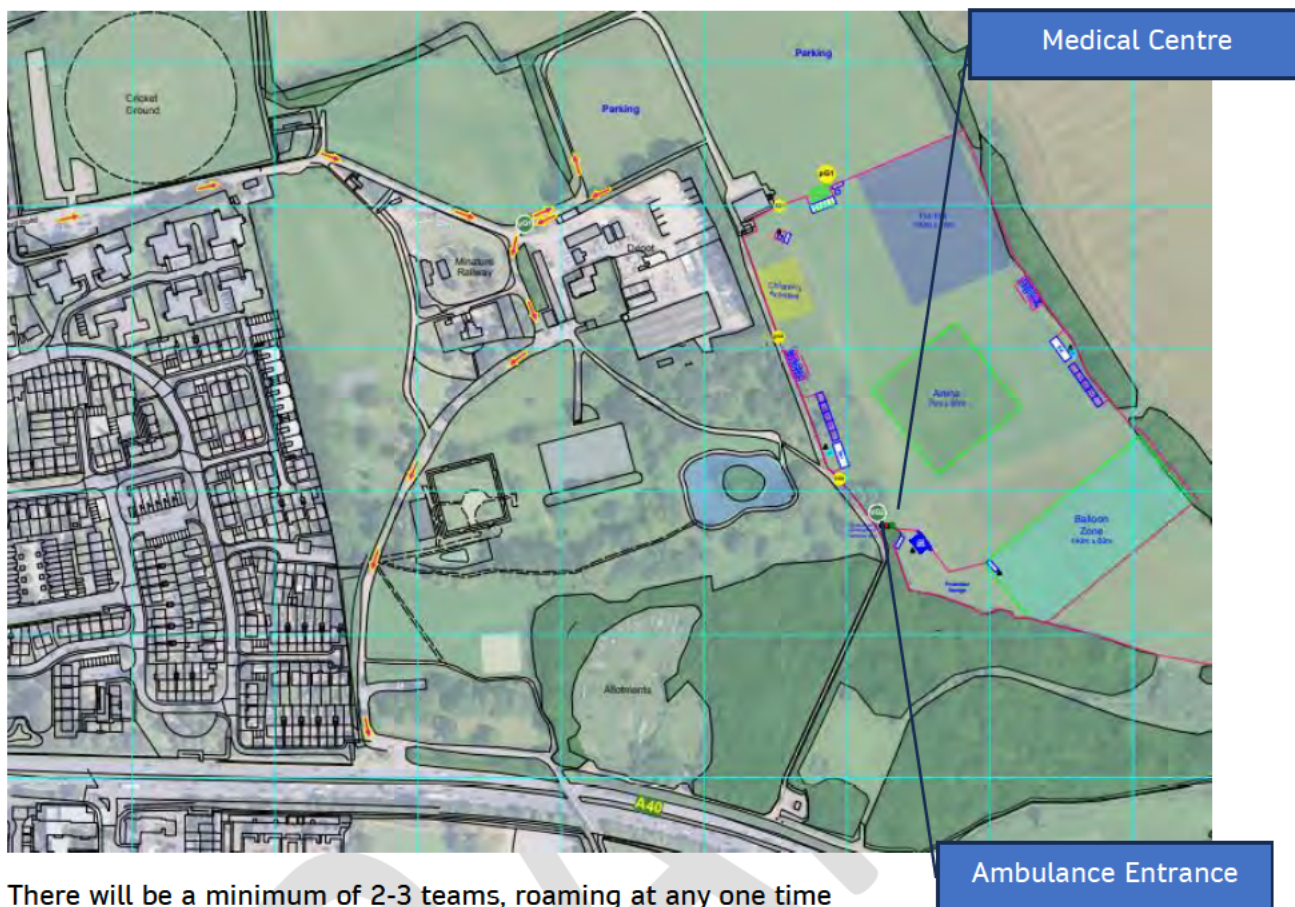
- duration one to several days
- significant risk of illness or injury from activities
- alcohol intoxication expected
- drug intoxication expected
- up to ten thousand attendees
- hospital referrals likely

Medical Provisions onsite – 12:00hrs

Medical Provisions offsite – 23:00hrs (Saturday) and 20:00hrs (Sunday)

Below is a summary of medical provisions, response team allocations will be contained in the deployment plan

	Day 1 – Saturday	Day 2 – Sunday
Expected Attendance	Up to 9999	Up to 9999
Ambulance	1 x Paramedic 1 x Emergency Care Assistant	1 x Paramedic 1 x Emergency Care Assistant
Response Vehicle	1 x Paramedic 1 x Emergency Care Assistant	1 x Paramedic 1 x Emergency Care Assistant
Medical Centre and Event Site	1 x Paramedic 4 x FREC3 Responders	1 x Paramedic 4 x FREC3 Responders
Total Staffing	9	9



There will be a minimum of 2-3 teams, roaming at any one time

Equipment Provisions

- 1 x ALS Equipped Emergency Ambulance
- 1 x ALS Equipped Rapid Response Vehicle
- 1 x Two bedded medical centre

Medication Provisions

- Both First Responder Bags will contain BLS medication
- Each Ambulance will have an ALS Modules on the vehicle

All medication packs should be signed out at the start of the shift and signed back in at the end of the shift when returned to base

All medications should be given in line with the current clinical guidelines from the JRCALC in conjunction with the relevant AFRS Patient Group Directives (PGDs).

7. Staff Welfare

Staff to purchase their own food either prior to arriving to the event or on-site.

Bottled water will be made available for staff to drink on events and a hot drink it will be provided by AFRS.

Staff will be eligible for a 20- minute break during the event and this should be taken staggered at an appropriate time depending on the dynamic of the event.

Staff camping is available on-site for staff who are on for the whole weeks. **Details TBC**

8. Infection Prevention and Control

Aero Fire and Rescue Service Ltd will be response for disposal and carriage of the clinical and sharps waste. General waste will be disposed off on site

Staff will be provided with all the routine PPE needed to treat a patient

Infectious Persons PPE will be available on the Ambulances and Medical Centre

Handwashing and Hand gel will also be available on site

9. Communication

There is no established medical command and control on the event

All response teams will have AFRS radio to talk between each other on the event for medical incidents. Allocated callsigns will include:

- Alpha 1 – Ambulance Crew 1 and Medical Centre
- Alpha 2 – Ambulance RRV
- Charlie 1 – Additional Paramedic
- Romeo 1 – Foot Response Team 1
- Romeo 2 – Foot Response Team 2

There will also be a WhatsApp team established for longer or non-urgent information to be passed

The event organiser will give us a site radio, this should be manned by the Ambulance Crew in the Medical Centre. Medical staff will be on Channel 16.

10. Recording and Reporting

All patient interaction should be done so as per the Patient Documentation Policy.

Administration packs will be available in all response bags, ambulances and medical centre.

All PRFs should be placed in a polythene envelope with the date and event reference number and returned to the office and placed in the post box for processing.

Confidential information should not be left in public view

In the event of an accident caused by something onsite an accident form should be completed and this should be given to the event organiser or submitted online and this will be forwarded to the organiser by the management team

An event summary report will be given to the organiser by the management team post event.

11. Security Incident

Medical staff should not get involved in a security incident unless security or police are on scene and the incident has been resolved.

If medical staff see an incident evolving, they should report it immediately to a member of security or police verbally or via a radio message

Security will be managed by H&A Protection Services

12. Health and Safety

Health and Safety of staff is AFRS number one priority all staff will need to wear high visibility vest due to the nature of the event.

Addition PPE like helmets, ear protection and goggles will be provided by AFRS. It is the staff members responsibility to use the PPE provided by AFRS

The event organiser will complete a Risk Assessment for the entire event and AFRS will conduct a specific risk assessment. Key themes or risks will be highlighted in the Event Deployment Plan for all staff

If staff witness a Health and Safety Concern, they should raise it with the event control room who can investigate and implement control measures or remove the risk

If an incident occurs it must be recorded on an IR1 form and this will be investigated by the management team

13. Safeguarding and Welfare

The event safety officer will be acting as the nominated safeguarding lead for the event. In the event of a safeguarding incident staff must comply with AFRS safeguarding policy and procedures.

All staff will be minimum of level 3 safeguarding trained and if they need advice this can be sought through the clinical on-call system

Safeguarding Alerts

- Urgent – Immediate ensure person is safe, call 999 and complete SA1
- Non urgent – Complete SA1

Aero Fire and Rescue Service Ltd have overall responsibility for customer welfare. First, they must be assessed medically and then once cleared the decision will be made on how to manage them. Whether that is sending home with a responsible person (e.g Family) or to monitor on-site or refer to local hospital

14. Urgent Care and Hospitals

The nearest hospitals to this location are as followed

Speciality	Address	Public Number	Distance	Additional Services
Urgent Care Centre	John Radcliffe Hospital, Headley Way, Oxford, OX3 9DU	03003047777	4.1 miles	
Emergency Department				
Major Trauma Centre				

Pre-alert numbers will be on the portal and in the vehicles/deployment plan

Patients who need further care but do not meet the criteria should be directed to other closest most appropriate care facilities as per AFRS/PRO/27 Alternative Care Pathways and these will be denoted in the deployment plan with contact number and addresses

15. Crowd Flow and Dynamics

The event is a family festival with mixed aged groups, there is alcohol consumption and no mention of drug intoxication. There is live music, stunt covers, food vendors and a fun fair

Due to the nature of the event there will be crowd surges are gatherings in key areas like queuing, pit barrier and food/bar areas.

This will be monitored and teams will deploy in key areas covering theses. Control room will be monitoring crowd flow and they can advise on key areas of concern

Medical staff will be deployed to key static areas at key points during the festivals.

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Police IC codes should be used when describing a person

IC1	White / North European
IC2	Mediterranean / South European / Hispanic
IC3	Black
IC4	Asian
IC5	Chinese / South Asian / Japanese
IC6	Arabic / North African
IC7	Unknown

16. Brief

Aero Fire and Rescue Service Ltd will provide the following functions:

- Onsite Paramedic Led Medical Centre and Ambulances with adequate resources to manage all medical incidents to be reasonably expected on the event site
- Liaise with the local NHS Statutory Services and onsite support functions to ensure adequate continuity of care is maintained
- Appropriate Management support during the event planning and during the event to ensure that the event remains operational
- Conveyable resources to transport patients to definitive care without delay
- Clinical and Operational Support accessible 24/7

17. Emergency Procedures

Emergency Procedures are outlined in the Event Organisers Event Management Plan and details will be shared in the event deployment plan.

In the event of an emergency procedure, all medical personnel should return to the medical tent for briefing and further deployment.

In the event of a Mass Casualty Incident – AFRS will take command until relieved by the NHS Statutory Services. AFRS will initiate the Major Incident Plan and establish a triage and casualty clearing area using the TST system

Depending on where the incident is, AFRS will establish triage and set up a casualty clearing area for patients to be triaged and treated in until further resources arrive.

Suspected Package

As per Event Management Plan – HOT Principles

Noxious Substances

As per Event Management Plan – Remove! Remove! Remove!

Bottle water will also be available for irrigation during an acid attack

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18. The aims of Medical Management

- To ensure that emergency aid and care is provided in all locations of the event footprint throughout the event without unnecessary delays (ideally within 5 minutes of initial call)
- To provide a high level of care which includes triage, assessment and definitive care or onward referral to secondary care, in addition to maintaining accurate confidential clinical administration. This includes at the location of injury, in a static medical centre or on-route to hospital
- Ensure timely referral and transportation to hospital for medical injuries or illness that cannot safely be managed on site
- To minimise the effect of the event on the local health economy
- Provide a joint and effective response to a major incident in conjunction with statutory emergency services and senior event staff
- Protect the health, safety and welfare of all staff employed by Aero Fire and Rescue Service Ltd

19. Methods Employed

Staff to ensure they employ a sufficient response to an incident internal or external to the event, vehicle drivers should pay extra attention for vehicle movement on site with public around

All clinical interventions are performed by trained and competent staff and no staff member should work outside of their scope of practice

The event organiser will get a summary of treatment given at the end of the event

When a Major Incident is declared the major incident policy should be followed and swift working alongside the statutory services which arrive on scene

20. Services Deployed

Aero Fire and Rescue Service Ltd hold all the relevant insurances (Public Liability, Equipment Liability, Medical Malpractice and Fully Comprehensive Vehicle Insurance)

All staff work within the operational governance and clinical governance of AFRS, staff will hold the appropriate qualifications and all healthcare professionals will be regulated by their respected regulated bodies

All staff will undergo a rigorous recruitment process with background checks, DBS Checks, Qualification Check and references

Staff will wear full AFRS branded uniform with their ID Cards present

21. During Operational Hours

There will be a nominated event planning manager for the event and a nominated experienced medical manager

The registered Paramedics on the event will oversee all aspects of clinical care being provided

All jobs normally come to us through the event control room and if there is a running call then the control room must be informed

The clinicians on the event are responsible for call 999 for the Ambulance Service or to convey patients using AFRS vehicles. If an ambulance has been called or a ambulance leaves site this must also be informed to the control room

22. Staffing Level Criteria

Below is the skills criteria for the clinical grades on this event

Registered Paramedic	A Registered Paramedic is a pre-hospital clinician that is registered with the HCPC and as no-restrictions to practice. They are trained to assess and Management a wide range of medical and trauma conditions. They are equipped with advanced life support equipment like advanced airways and cannulation. They also carry a wide range of life saving medication including Schedule 17 and 19 Medications
Emergency Care Assistant	An Emergency Care Assistant are junior prehospital clinicians that have a minimum of a FREC 4 qualification with a valid ILS certificate as well as a valid safe administration of life saving medication. They can deal with a range of emergencies and provide an initial response in addition to supporting the Paramedic. They can administer medication in line with Company PGDs and Schedule 19 of Human Medicines Regulation 2012. They will also be CERAD qualified which means they are an Emergency Response Driver.
FREC 3 Responder	Is a First Responder is a junior prehospital clinician which is FREC 3 trained and they can provide basic life support and provide the initial response also. They can administer non-parental medication in line with company PGDs

23. Logistics Required

Logistical support that is required for this event over both days include

- Fully Stocked ALS Ambulance – 1
- Fully stocked ALS RRV -1
- BLS Response Bag and Medication – 2
- ALS Response Bag and Medication– 1
- Medical Centre (BLS and ALS equipped with x2 beds) – 1
- Handheld radios with earpiece – 6
- Major Incident Box – 1



Section 6

Communication

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elfield Way Oxford



This Event Management Plan details how communication with staff, crew, visitors, and agencies will be managed at various stages of the event planning, delivery, and review.

All staff and crew will receive a mandatory induction providing information on how Health and safety will be managed – both by employer and employee – what to do in an emergency, direct them how to undertake ACT training, and other information pertinent to the event.

Section 4 details the event emergency and major incident plan.

Section 25 details communication with joint agencies.

Event radio system

Key members of the event management team shall be issued with an event radio, contact list, and instructions for radio use and providing situation reports.

Controllers will be utilised for security, steward, medical and event management radio channels as per the aforementioned event control framework. Radio controllers will be responsible for keeping logs of their radio channels.

Tests will be conducted to ensure that intelligibility is maintained throughout all parts of the festival site. Previous experience of working at the venue suggests that to maintain stable and clear communications repeaters will not be required.

The following channel allotment shall be used:

CHANNEL	DESCRIPTION	EVENT CONTROL NOTES
1	Event Control / Management	Controller
2	Site	Controller
3.	Security	Controller
4.	Stewards	Controller
5.	Traffic	
6.	Box-Office / Gates	
7.	Production	
8.	Bars	
9.	Sanitation / Waste	
10.	Caterers and Markets	
16.	Medical	Controller



The event radio system shall be supplied by a competent provider with experience of frequency and signal management.

Channel 1 (Event Control) and Channel 16 (Medical) are positioned first and last in order than these essential channels can be selected on a radio with a knob selector without having to look at the radio.

Mobile phones

Key members of the festival management team shall all carry mobile phones as a supplement and backup to the above system. In the case of an emergency or major incident, mobile phones will not be used to circumvent event control.

Full site contact lists will be held in all cabins, bars and at all vehicle and pedestrian gates through the perimeter fence line.

The event will not have a landline.

A Wi-Fi system will not be installed.

Emergency announcements

The entertainment stages have PA systems suitable for delivering emergency announcements. Elsewhere onsite security & stewarding teams have the facility to use loudhailers to convey important announcements.

Any emergency announcements will be made in plain English in accordance with the emergency & major incident plan.

Key Event Contacts

More key contacts will be added in subsequent versions of this EMP

Balloons and Tunes 2025– Contact Sheet

Licencee	David Rowland Jnr	07818825332	Davidjohnrowland4@gmail.com
Production Manager	David Rowland Snr	07779016652	
Site Manager	Jamieson Rowland	07413005826	
H&S Coordinator/ Crowd Mgr	Adam Boulz/ Sean Falkner	07366473132	Seam@askips.com
Bars	Callum McBratney	07964363602	

Balloons and Tunes 2025– Suppliers Index

Cabins			
Event Control Coordination			
Fencing/ Barriers/ Front of stage			
Fire Safety / Fire Extinguishers	Adam Boulz/ Sean Falkner	Newthorn Events	07366473132
Litter/ Refuse/ Re-cycling	Lynne Aikroyd	Newthorn Events	07500111244
Stags	Dave Mark	Clockwork Audio	07768783559
Marquees	George	Devon Marquees	07966349026
Hot air balloons	Andy Holly	Exclusive Ballooning	01453 511280
Medical/ First Aid	Callum Blagdon	Aero Fire & Rescue	07789357714
Production Wi-Fi			
Plant Hire			
Power	Andy	Ellie Power Supply	07966431888
Water	Rees	FM Water	07455786588
Radios			
Security/ Stewarding	Gareth Howlett	HA Protection Services	07474858538
Ticketing / Admissions			
Toilets		Andy Lods	
Traffic Management	Den Ballard	Newthorn Events	07516113931



Communication Solutions and Actions

The following table considers communication issues and solutions specific to the event.

	Pre Event	During Event	Emergency	Post Event
Safety Officer / Team / Inter Agency	• Meetings • Documents • Tabletop • Briefings • Site Visits • Planning • SAG	• Joint Control • Meetings • Briefings • Liaison Officers • Radio • Mealtimes • Phone (Mobile) • IT • 1-2-1	• Joint Control • Radio • Phone (mobile only) • IT • 1-2-1	• Informal (hot) debrief • Formal (cold) debrief • Multi-agency debrief • Incident reports
Staff Contractor Volunteer	• Induction • Training • Documents • Briefing • Site Visits	• Mealtimes • Briefing • Debriefing • 1-2-1 • Radio • IT • CCTV	• Briefing • Radio • 1-2-1 • IT • CCTV	• Informal (hot) debrief • Formal (cold) debrief • Multi-agency debrief
Public	• Marketing • Print • Online • Media • Social media	• PA • Screens (TBC) • Artists • Staff • Social Media • Mobile Apps (TBC)	• PA • Screens/Media • Artists/MC • Staff • Megaphones • Social Media • Mobile Apps (TBC)	• Post-event evaluation / survey • Social media

(Adapted from the Purple Guide)



Section 7

Transport Management

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Introduction

This plan has been developed to establish a framework for the proficient management of traffic and pedestrian movement in connection with the Balloons and Tunes 2025

Festival. It has been split into three constituent parts:

- Public Traffic and Footfall
- Production Traffic Management
- Emergency Service Access

It has been prepared with consideration to the successful management of Bath & West Show Ground over many years and has been informed by HSG 195 “The Event Safety Guide”, the code of practice for safety at street works and road works, the traffic signs manual, the road safety good practice guide, the traffic management contractors, Newthorn Events Ltd, and many years of experience within the live events organisation.

This plan shall be circulated to all members of the Safety Advisory Group, or similar group, for their consideration and approval. Appropriate reference should also be made to the Festival Major Incident Plan & Emergency Procedures Manual.

Risk assessments for traffic & pedestrian management are included in the festival risk assessment document and in contractor specific documentation.

This plan will be executed from day one of the build period until such time as the last production traffic has vacated the site. Specifically with regards to public traffic, this section of the plan will be implemented from Saturday 2nd August 2025 10:00am till 23:59pm, and Sunday 3rd August 2025 10:00 till 23:59pm or earlier if the car parks are unoccupied.



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TRAFFIC, TRANSPORT & PEDESTRIAN MANAGEMENT PLAN

Oxford Balloons and Tunes

2nd - 3rd August 2025

Cuttesslow Park
Elsfield Way,
Oxford OX2 8NP

Produced by Newthorn for and on behalf Rowlands Events Group

DRAFT VERSION 1.0

Document History

Document Ref.	Prepared by:
Ox_B&T_2025_v1.0	Newthorn
Date:	Notes:
8th May 2025	Draft Version 1.0 – For Discussion and Consultation Purposes.

Sections

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Introduction

This plan has been developed to establish a framework for the proficient management of traffic and pedestrian movement in connection with the Oxford Balloons & Tunes Festival. It has been split into three constituent parts:

- Public Traffic and Footfall
- Production Traffic Management
- Emergency Service Access

It has been prepared with consideration to the successful management of Cutteslow Park over several years, and has been informed by “The Purple Guide”, the code of practice for safety at street works and road works, the traffic signs manual, the road safety good practice guide, the traffic management contractors, and many years of experience within the live events organisation.

This plan shall be circulated to all members of the Safety Advisory Group, or similar group, for their consideration and approval. Appropriate reference should also be made to the Festival Event Management Plan.

Risk assessments for traffic & pedestrian management are included in the festival risk assessment document and in contractor specific documentation.

This plan will be executed from day one of the build period until such time as the last production traffic has vacated the site. Specifically with regards to public traffic, this section of the plan will be implemented from 09:00 hours on Saturday 3rd August to 22:30 on Sunday 4th August 2025, or earlier if the car parks are empty prior to this.

Summary

Oxford Balloons and Tunes Festival is an opportunity for families and local communities to enjoy a fun-packed event and listen to great live music - provided by some excellent tribute acts. The music centres on a large stage inside a big-top style tent, with food vendors and other attractions ranged outside within a secure arena. There will be a series of tethered hot-air balloons which will use their gas burners to light up the night sky in a spectacular sequence set to music. If weather and air traffic conditions permit there may be an opportunity for balloons to fly. There will be a variety of other attractions, alongside a traditional funfair.

Production traffic will start arriving for the ‘build’ to commence on Monday 28th July 2025. Public vehicles will enter through the main entrance, off the A1235 Cranes Farm Road. This leads onto a permanent tarmac car park. This leads through to grass areas which will be used for event parking. There is parking for around 3500 vehicles, using the grass areas available, with access to further hard standing areas if required. The nature of this event is that there is a steady flow of traffic throughout the day, both into and out of the event. There is no main act or event to trigger a mass entry or exit event. This is informed by Rowlands Events running equivalent events at various locations in previous years.

Layout Plan



Access will be via Harbord Road, a residential road subject to a permanent 20MPH limit. There is restricted parking - residential permit holders only - in the surrounding streets. There is a small pay and display car park, amounting to around 50 spaces. The event will open up around 2.9 hectares of available open space for parking, giving space for around 1400 vehicles.

The above map, as with all others, are intended to be viewed in electronic format and can be 'zoomed' as required.

Directional Signs



It is anticipated up to 1250 cars will attend the event at any one time, which can be accommodated within the allotted parking areas whilst retaining a buffer for contingencies.

Off site obstructions, which are not break downs, will be reported to the police to deal with in accordance with their normal operating procedures.

Signs in the car parks and as part of ticketing information will advise attendees what articles are prohibited from the event, and that anything left in vehicles is done so at the owners risk.

All traffic management marshals will be suitable trained, briefed and equipped, to include reflective vest (to minimum BS EN 471 category 2, preferably 3), torch and clothing to suit the conditions at the time.

Lighting of the routes and car parks will be as follows:

- Check lanes will be flood lit during darkness to a minimum of 200 lux.
- Road entrances will be floodlit during hours of darkness to a minimum of 100 lux. Light towers will not be within 0.5 meters of the edge of the carriageway and not more than 5.4 meters high if overhanging the carriageway. Lamps will face away from oncoming traffic.
- The pedestrian internal route crossings will be flood lit during darkness to a minimum of 20 lux.
- The remaining car park and pedestrian areas will be lit to a minimum of 5 lux.

It is not expected that any debris (mud) will be carried off the site, even in the event of foul weather. Previous events at this venue would confirm this is the case.

Parking

Most attending vehicles will be parked across the grass areas set aside for this purpose within the venue. There is parking for around 1400 vehicles which is likely to be sufficient for this event. The demography of this event is very much family orientated - this results in a higher occupancy rate than seen at other events at the venue. This tends to be family groups travelling together - experience of this event at other locations shows average occupancy rates at well over 3 per vehicle. A further factor is that event has a considerable "audience churn" - that is people stay on site for 2.5 - 3 hours and then leave. This results in a constant turnover of the parking area and thus never get to full capacity.

Public Transport

Taxis and vehicles attending solely for the purposes of dropping off or picking up (DOPU) will also be directed via the same gate. Not many DOPU cars are expected due to the demographic of the expected customers, thus with the large area available, it is easy to facilitate an area within the main car park easily accessible for this purpose.

The nearest railway station is Oxford Parkway - there are bus services passing along Banbury Road, from where it is a few minutes walk along Harbord Road into the venue and it is anticipated that pedestrians will arrive using these services.

A number of bus services use Banbury Road, including the service numbers 2, 2A S5 from Stagecoach.

Oxford traditionally has a high use of public transport and this event is expected to be no exception, with high numbers using the convenient and frequent bus services running close to the venue.

Marketing and Social media strategies will emphasise the convenience of using public transport and stress that parking spaces are limited and on a first come, first served basis.

This will also be used to highlight that local parking is for permit holders and that parking enforcement will be in the area and issuing tickets.

Exit strategy

Exit from the car parks is the same gate as entry, which is onto an internal tarmac surfaced road which leads onto the A40, at a point where it is subject to a permanent 50MPH speed limit. The road here is straight with excellent views, both for traffic emerging and for traffic on the main road.

Because of the nature of this event there is a steady churn of audience and not a single event finishing when everyone leaves. This means exit queues rarely form.

Production Traffic Management

Production traffic in this respect includes all infrastructure deliveries, maintenance and collections, service vehicles and concessions. Drivers will be given the postcode OX2 8NP which will take them to the main entrance, off the A40. This is clearly marked. An alternative will be the What3Words location of [///faded.damage.slug](#)

The first production traffic, which will be large infrastructure vehicles will start arriving on Monday 28th July 2025. The responsible person during this period will be the site manager. All production vehicles should contact the site manager and/or site office on arrival. The site manager will direct their activities on site and brief them regarding the applicable sections of the risk assessment. They will also ensure a banksman is present where necessary.

Emergency Access

It is imperative that sterile routes are maintained in case offsite emergency services are called to the venue.

On 2nd & 3rd August any emergency services attending the venue in response to an emergency, critical or major incident will follow whichever route suits them at the time, however they are likely to arrive at the main entrance and will be assisted by Event Personnel to the location of the incident.



Section 8

Working at Height

Balloons and Tunes 2025

Cotteslow and Sunnymead Park, Elsfield Way, Oxford



Falls from height are one of the main causes of workplace death and injury.

Working at height means an work in any place where if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Balloons and Tunes 2025 will ensure all work at height that they control is properly planned and organised.

Many people must work at height during the event, including riggers, lighting technicians, and set builders.

The event must comply with The Work at Height Regulations 2005.

Overarching risk assessments at section 2, and suppliers RAMS, detail how work and height will be managed at the event, which include considerations of the hierarchy of risk: avoid, prevent, and minimise.

All persons working at height will have relevant training cards recorded by the site manager and/or uploaded during the mandatory induction.

The use of stepladders is also considered in the overarching RAMS within section 2.

Section 30 consider weather conditions and where this may effect work at height, leading to a suspension of activity.



Section 9

Temporary Demountable Structures

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



The design, safe erection, use and deconstruction are important parts of event planning. This section will detail how the event will plan, build and dismantle temporary demountable structures (TDS). On completion a 'sign-off' will be signed by the constructor(s) with the event safety coordinator.

This plan will be updated here with details of TDS – principally the stages and tents - when available, to include drawings, any weight loadings, and RAMS. (This is in addition to the minimum event expectations contained in the overarching RAMS at Section 2.)

There is an expectation that suppliers will comply with the requirements set out in:

- [Institute of Structural Engineers - Temporary Demountable Structures: Guidance on Design, Procurement and use \(4th Edition\)](#)
- [MUTA – Safe Use and Operation of Temporary Demountable Fabric Structures, Revised March 2015](#)

The Construction and Design Management Regulations 2015 also apply to TDS. Please see section 3 in this regard.

Also see Section 30 regarding adverse weather and action points regarding TDS.

Audio and Light

Audio, video screens and stage lighting are supplied by more than one supplier. Their RAMS and policies for the event can be accessed in section 17

Please see LINK.

https://drive.google.com/drive/folders/1edFzvzMYDI9WFIlc76SirWCylrs9N7ZN?usp=drive_link

If your organisation does not permit access to this secure medium and you wish to view these documents, please contact lynne.aykroyd@newthorn.co.uk

Client:	Extreme Events Ltd	Event:	Balloons and Tunes
Venue:	Cuttleslow Sunnymead Park		
Assessment Carried Out By:	Dave Monk		
Project Manager:	Dave Monk		
Date:	16/04/2025	Job No:	TBC
Contact:	01752 668367 / 07768 783559		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips And Trips 331	General Public / Bar Staff may be injured if they trip over objects.	General good housekeeping is carried out. All areas well lit. No trailing leads or cables. Any cabling to be discretely run and contained wherever possible. Cable can be flown, contained in cable ramp or taped to the floor where required. Keep access areas clear, e.g. no boxes left in walkways etc.	Maintain tidy cable and equipment management throughout event.	All Staff	During build & get out
Manual Handling	Staff risk injuries or back pain from handling heavy/bulky objects, eg loading vans.	Wheeled assistance to be used whenever practical to transport equipment and other heavy items whenever possible. Employ safe lifting techniques. Asking for assistance when lifting heavy objects. Ensure staff are wearing PPE.	Continuous monitoring of safe lifting practices on site.	All staff.	During build & get out
Mechanical Lifting	Staff may receive injury whilst operating or working in the vicinity of the MEWP	All operators are fully trained and carry IPAF certification. All other staff trained in general awareness when working in the vicinity of a MEWP	Cordon off the work area whilst the MEWP is in use	All staff	During build & get out

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Electrical	General Public / Technicians & Bar Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Staff trained to spot and report any defective plugs, discolored sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Ensure a qualified NIEC electrician provides an electrical sign off. All equipment supplied by CAS is regularly PAT Tested. Ensure all electrical mains cabling in public areas are contained in cable ramp or run at a suitable distance from possible contact.	Monitor any new equipment being brought to site. Maintain awareness of any issues which may arise with existing infrastructure.	All staff,	During Event Pre Planning
Working at height 332	Falls from any height can cause bruising and fractures.	Ensure staff are aware of the Work at height Regulations 2005. Avoid work at height where it is reasonably practicable to do so; where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. Ensure all staff are ladder trained.	Appropriate equipment will be provided where necessary and staff shown how to use it safely. Maintenance of stepladders and enhanced ladder usage awareness.	All staff,	During Event Pre Planning
Noise	All staff could be affected by excessive exposure to noise from hand & power tools.	Provide earplugs as part of personnel PPE or request that personnel provide their own.	Monitor noise levels. Maintain PPE standards.	All staff.	During Event Pre Planning

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Temporary Demountable Structures	The General public, staff and performers could be affected by a structure collapse or malfunction.	Plan all methods of erection and de rigging. Ensure all riggers are suitably competent. Ensure that adequate lifting and construction methods and equipment are in place. Ensure design and construction are fit for purpose.	Ensure rigorous planning and execution of structure erection is adhered to.	All staff	During Event Pre Planning
Site Traffic Movement – Moving Plant	The General public & staff could be at risk from on site vehicle movement.	Plan access routes, vehicle unloading, operation and parking areas. Utilize Banksman for vehicle guidance. Ensure any vehicle permits are in place.	Ensure the actions identified as necessary by the risk assessment are actioned.	All staff	During Event Pre Planning
Fire	All staff & general public could be at risk and suffer fatal injuries from smoke inhalation/burns.	Work with event organizer to ascertain potential fire risks. Ensure staff are trained in the use of fire extinguishers. Ensure Fire certificates are available for any fabric or materials.	Ensure the actions identified as necessary by the fire risk assessment are actioned.	All staff & Event organizer	During Event Pre Planning
Sub Contractors	All staff & general public could be at risk.	Ensure all Sub contractors are competent for their contracted role.	On site check and "Toolbox" briefing to ensure all contractors are aware of their roles and announcement of any special conditions.	Project Manager	During Event Pre Planning
Stress	All staff could be affected by factors such as lack of job control, long hours, bullying, not knowing their role etc.	Staff to be briefed as to what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. Adhering to a "no bullying" policy. Ensure refreshment and breaks are scheduled in.	Remind staff that they can speak confidentially to manager or supervisors (on a no-blame basis!) If they are feeling unwell or ill at ease because of work. Follow guidance of Working Time regulations and Noise at Work regulations.	All staff.	During Event

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

Method Statement for Installation of Audio System

Site Details

Contractor: Clockwork Audio Systems Ltd

Customer: Extreme Events Ltd

Event: Balloons and Tunes

Site: Cutteslow Sunnymead Park
Elsfield Way, Oxford, OX2 8NP

Site manager / Main Contact: Dale Manders

Project Manager for CAS: Dave Monk

Transfer of information from client to sub-contractor

- Stage Location
- Power supply locations and Vehicular Access.
- Access/Load in Date & Times.

Attendances

Prior to any work taking place on site the client shall: -

- Ensure all venues are constructed & ready for installation to commence.
- Welfare facilities shall be made available to the sub-contractor.

Work activity

Pre-start checks: The pre-start checks must cover the following areas: -

Working at height; structural stability; ground conditions;
Application of manufacturer's technical data; suspension of work
during adverse weather conditions (strong winds, heavy rain etc.); proximity hazards and welfare facilities.

Description of the contract:

To supply and install large format PA system and associated equipment onto a temporary trailer stage for the provision of entertainment.

Sequence of work and method of erection:

- All equipment is to be delivered to site in a number of vehicles and directed to the correct location. Banksman will guide the vehicles to the correct delivery & unloading point.
- Personnel will unload all equipment into the venue and place all units in approximate position as per the system design on and around the stage area.
- All control equipment is to be housed on stage and in the Front of House control position approximately 20m in front of the stage.
- The main PA speaker system is to be flown from the stage truss structure (PA wings) using appropriate rigging hardware as per the manufacturer's instructions and recommendations
- A pair of Manual chain hoists are to be employed to lift the PA speakers into position.



- Once in position, steel wire safety bonds are to be fitted and the weight removed from the chain hoists.
- The PA speakers are to be wired as they are lifted into position.
- All other items such as subwoofers, monitor speakers etc are to be floor mounted
- Cabling to the front of house control position is to be contained within heavy duty cable ramp ran in a straight line from the from the stage to the FOH control position.
- Once installed, the system will be tested and maximum volume levels can be agreed and set with the appropriate authorities. Once set, these levels will be constantly monitored and controlled.

Personnel:

Project Manager, (Dave Monk) will identify himself to the site management on arrival at site.

Training: All operatives will be fully trained.

Health and safety management and control measures:

Personal protective equipment: All operatives will wear the following: - safety gloves and safety footwear and high visibility vests.

All operatives and erectors will comply with any other specific site requirements.

Site rules:

All operatives and erectors will be informed of (via a site induction / toolbox talk) and expected to comply with the contractor's site rules.

Specific site hazards: Any specific site hazards must be identified and dealt with prior to fixing operations commencing on site.

Access to the work area: The provision of safe means of access to the work area is the responsibility of the contractor / client.

Work at heights: The contractor / client must provide and maintain relevant methods of access.

Welfare facilities: The contractor / client must provide access to welfare facilities. The subcontractor will make a first aid box available.

Amendments and additional information

Amendments to the method statement: Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to it being enforced.

Communicate method statement: Communicate to all relevant parties (via a toolbox talk) and ensure it is signed by all personnel.

The method statement was prepared by: D. Monk.

Date: 12/02/2025.

Method Statement for Installation of Stage Lighting System

Site Details

Contractor: Clockwork Audio Systems Ltd

Customer: Extreme Events Ltd

Event: Balloons and Tunes

Site: Cutteslow Sunnymead Park, Elsfield Way,
Oxford, OX2 8NP

Site manager / Main Contact: Dale Manders

Project Manager for CAS: Dave Monk

Transfer of information from client to sub-contractor

- Stage location
- Power supply locations and Vehicular Access.
- Access/Load in Date & Times.

Attendances

Prior to any work taking place on site the client shall: -

- Ensure all venues are constructed & ready for installation to commence.
- Welfare facilities shall be made available to the sub-contractor.

Work activity

Pre-start checks: The pre-start checks must cover the following areas: -

Working at height; structural stability; ground conditions;
Application of manufacturer's technical data; suspension of work
during adverse weather conditions (strong winds, heavy rain etc.); proximity hazards and welfare facilities.

Description of the contract:

To supply and install a lighting system on a temporary trailer stage for the provision of entertainment.

Sequence of work and method of erection:

- All equipment is to be delivered to site in a number of vehicles and directed to the correct location. Banksman will guide the vehicles to the correct delivery & unloading point.
- Lighting personnel will unload all lighting equipment and place the lighting equipment in its approximate position on the stage.
- All lighting equipment will be manually assessed for its weight, centre of gravity and proximity of handles.
- The correct number of personnel will then lift the equipment utilising safe lifting techniques and ladders at various heights to place the equipment into its correct position.
- All lighting equipment will then be cabled and secured into position.

- Power distribution will then be attached to the power supply presented by the organisers and all relevant power feeds will be run to their positions around the stage.
- All power distribution will contain relevant circuit breakers for protection.
- All static cables will be run discretely, taped down or run in cable ramp.
- Cables for the front of house position will be run the same cable ramp as audio cabling
- The lighting system will then be tested for operation.

Personnel:

Project Manager, (Dave Monk) will identify himself to the site management on arrival at site.

Training: All operatives will be fully trained.

Health and safety management and control measures:

Personal protective equipment: All operatives will wear the following: - safety gloves and safety footwear and high visibility vests.

All operatives and erectors will comply with any other specific site requirements.

Site rules:

All operatives and erectors will be informed of (via a site induction / toolbox talk) and expected to comply with the contractor's site rules.

Specific site hazards: Any specific site hazards must be identified and dealt with prior to fixing operations commencing on site.

Access to the work area: The provision of safe means of access to the work area is the responsibility of the contractor / client.

Work at heights: The contractor / client must provide and maintain relevant methods of access.

Welfare facilities: The contractor / client must provide access to welfare facilities. The subcontractor will make a first aid box available.

Amendments and additional information

Amendments to the method statement: Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to it being enforced.

Communicate method statement: Communicate to all relevant parties (via a toolbox talk) and ensure it is signed by all personnel.

The method statement was prepared by: D. Monk.

Date: 12/02/2025.

Method Statement for Installation of Power Distribution Equipment

Site Details

Contractor: Clockwork Audio Systems Ltd

Customer: Extreme Events Ltd

Event: Balloons and Tunes

Site: Cutteslow Sunnymead Park, Elsfield Way,
Oxford, OX2 8NP

Site manager / Main Contact: Dale Manders

Project Manager for CAS: Dave Monk

Transfer of information from client to sub-contractor

- Stage Location
- Power supply (Generator) location and Vehicular Access.
- Access/Load in Date & Times.

Attendances

Prior to any work taking place on site the client shall: -

- Ensure all venues are constructed & ready for installation to commence.
- Welfare facilities shall be made available to the sub-contractor.

Work activity

Pre-start checks: The pre-start checks must cover the following areas: -

Working at height; structural stability; ground conditions;
Application of manufacturer's technical data; suspension of work
during adverse weather conditions (strong winds, heavy rain etc.); proximity hazards and welfare
facilities.

Description of the contract:

To supply and install mains power distribution onto a trailer stage for the provision of
entertainment. **N.B.** A Generator is to be supplied by the organiser to a specification agreed
between the two parties prior to arrival on site.

Sequence of work and method of installation:

- All equipment is to be delivered to site in a number of vehicles and directed to the correct location. Banksman will guide the vehicles to the correct delivery & unloading point.
- Personnel will unload all equipment and place the equipment in its approximate position.
- All lighting will be cabled.
- Power distribution will then be attached to the power supply presented by the organisers and all relevant power feeds will be run to their positions.
- All power distribution will contain relevant circuit breakers for protection.
- All static cables will be run discretely, taped down or run in cable ramp as required.
- Mains power supplies will be terminated, connected & tested prior to hand over to client.



Personnel:

Project Manager, (Dave Monk) will identify himself to the site management on arrival at site.

Training: All operatives will be fully trained.

Health and safety management and control measures:

Personal protective equipment: All operatives will wear the following: - safety gloves and safety footwear and high visibility vests.

All operatives and erectors will comply with any other specific site requirements.

Site rules:

All operatives and erectors will be informed of (via a site induction / toolbox talk) and expected to comply with the contractor's site rules.

Specific site hazards: Any specific site hazards must be identified and dealt with prior to fixing operations commencing on site.

Access to the work area: The provision of safe means of access to the work area is the responsibility of the contractor / client.

Work at heights: The contractor / client must provide and maintain relevant methods of access.

Welfare facilities: The contractor / client must provide access to welfare facilities. The subcontractor will make a first aid box available.

Amendments and additional information

Amendments to the method statement: Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to it being enforced.

Communicate method statement: Communicate to all relevant parties (via a toolbox talk) and ensure it is signed by all personnel.

The method statement was prepared by: D. Monk.

Date: 12/02/2025



Section 10

Fire Safety

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



1. FIRE SAFETY OVERVIEW

A Introduction

This fire safety management strategy has been developed to assist in the creation and maintenance of a fire safe environment at the festival. Implicit in its' development is an acknowledgement of Balloons and Tunes 2025 responsibilities under the Regulatory Reform (Fire Safety) Order 2005, the Health & Safety at Work Etc. Act 1974 and similar and related legislation.

This strategy forms an appendix to the overall event management plan for the festival and should be considered in context.

To avoid unnecessary duplication of material appropriate reference should also be made to the festival's emergency planning (Section 4).

B Details

NAME AND ADDRESS OF PREMISES	Cotteslowe and Sunnymead Park, Elsfield Way, Oxford
USE OF PREMISES	Two stages, two day festival. Incorporating one children's entertainment area, with small outdoor stage and one stage music area, funfair, exhibitions, food and bars.
RESPONSIBLE PERSON	David Rowland, Extreme Events Ltd - PLH
DATE OF RISK ASSESSMENT:	11/4/25
REVIEW PROCEDURES:	Continual throughout preproduction PAS 79 assessment re- conducted during build PAS 79 re-assessment to be conducted prior to public admittance Dynamic assessment throughout festival
NAME AND DETAILS OF THE PERSON WHO CARRIED OUT THE ASSESSMENT:	Adam Bolt and Sean Faulkner

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C Management system

PLANNING	Extreme Events Ltd as PLH has established the strategic policy for the management of the event. A primary objective of this strategic policy (as contained with the festival EMP) is in ensuring public safety. Accordingly, the PLH has commissioned this Fire Safety Management Strategy (FSMS) to assist with the creation and maintenance of a fire safe environment for all ticket holders, staff etc. throughout the festival by reducing the risk to life and the risk of personal injury. Public safety considerations are integrated through all elements of physical site design and the choice of management systems implemented at Chill's and Thrill's. This FSMS shall be supplied to all senior management personnel so that it may form part of area and team specific onsite briefings. A clear framework has been set for the review and completion of the fire risk assessment. The PLH has engaged and shall retain competent advice throughout the festival and its' preproduction. To facilitate a systematic approach to fire safety this FSMS has been developed in reference to various suitable sources of guidance including the event safety guide (Purple Guide), BS 9999: 2008, PAS 911: 2007, PAS 79: 2007 as well as the HMSO series of publications 'Fire Safety Risk Assessment'.
ORGANISATION	David Rowland JNR as PLH is the RESPONSIBLE PERSON for the festival site. They and the Principal Designer and Constructor shall ensure that the festival

	complies with its duties under relevant legislation by implementing a robust management structure and providing sufficient resources to enable this strategy to be implemented. Due to the nature of the festival, it is necessary and desirable from a tactical standpoint to delegate and devolve operational authority to localised managers such as those outlined in the EMP as well as individual bar managers. These persons are all classified as DUTY HOLDERS under the RRFSo. Their responsibility is to ensure that the significant findings of the respective RRFSo assessment are implemented within their area of responsibility, and to ensure that all personnel under their control are briefed as to the emergency procedures and their own specific responsibilities. They are also responsible for communicating pro-actively with event control over the effectiveness of the fire safety measures implemented. The PLH and his senior management team shall foster a positive safety culture. All festival personnel shall be reminded that they have an active role in the creation and maintenance of a site free from undue risks to the health, safety & welfare of attendees and workers alike. The PLH has engaged event safety coordinators who shall work with him in monitoring the effectiveness of existing control measures in relation to fire safety and to provide assistance to the other responsible persons outlined above.
CONTROL	The Principal Designer and Constructor, David Rowland JNR for Extreme Events Ltd, will be responsible for ensuring that all physical safety features and life safety equipment deemed necessary by this FSMS is installed properly throughout the site. It is acknowledged that often fire risks are greatest during the construction phase of a project and therefore the Principal Designer and Constructor and the Site Manager shall ensure that adequate precautions are in place. Area/venue/stage and bar managers shall be responsible for checking that such equipment is in place and operational and if not reporting this to event control so that it can be rectified prior to public admittance to the festival site.

	The PLH and ESCs will liaise closely with the above parties to ensure that such 'physical' safety features are appropriately applied. Pre-opening briefings will be conducted for all onsite personnel to ensure that they are familiar with their area of operations including means of escape, location of firefighting equipment and specific emergency procedures An event control facility will be operated ensuring that there is an appropriate framework for reporting on the adequacy of fire safety arrangements throughout the festival.
MONITORING	ROUTINE INSPECTIONS The PLH and his appointed ESCs will continuously visit areas of the festival site and communicate with localised managers to ensure that this FSMS is being effectively implemented. FIRE INCIDENT LOG A log will be maintained onsite to ensure that lessons are learnt and remedial action taken.
REVIEW	This adequacy and effectiveness of this FSMS will be continually reviewed considering new information throughout the festival's preproduction and indeed during the event itself.

D General description of the festival site

The Cutteslowe and Sunnymead festival site is a dispersed outdoor event site encompassing area/ fairground field and car park field with multiple exits.

Please make reference to the Balloons and Tunes Site Plan for more information

The Balloons and Tunes festival site is a dispersed outdoor event site encompassing arena / fairground field and car park field with multiple exits. The total occupancy of the festival shall be 9'999 at any one time, as dictated by the licence. This expected capacity as opposed to a reflection of the total available ground space and festival exit widths, which would be far in excess of this figure. Given the open-air nature of the festival site as a whole, the scale of the ground space available and the numbers of people involved the likelihood of a full site evacuation being necessary (or



desirable) is low. In essence the open-air scale of the site ensures that once occupants are clear of the effected structure or area places of safety are plentiful.

The total occupancy of the festival shall not exceed 9'999 at any one time. This occupancy is the licensed overall site capacity and based on a management capacity but also a reflection of the total available ground space and festival exits.

Given the open-air nature of the festival site as a whole, the scale of the ground space available, and the numbers of people involved the likelihood of a full site evacuation being necessary (or desirable) is low. In essence the open-air scale of the site ensures that once occupants are clear of the affected structure or area places of safety are plentiful.

OCCUPANCY BASED ON AVAILABLE PUBLIC SPACE ONLY

Arena*– 30'000sq.m. Occupancy based on 9'999 = 3sq.m per person

Total maximum occupancy: 9'999 persons.

EVACUATION TIMES

Venue	Arena
Risk Rating	Normal
Escape Time	5 – 10 minutes
Available Public Area	30'000
Occupancy at 0.5sq m. pp	60'000
Agreed Capacity for Event	9'999
Occupancy, capacity 9'999/30'000sq. m. pp	3
Total width of exits for 5-minute evacuation. PG1 discounted.	EG1: 7m x 65ppm x 5mins = 2275 persons EG2: 7m x 65ppm x 5mins = 2275 persons EG3: 7m x 65ppm x 5mins = 2275 persons
Total width of exits for 10-minute evacuation. PG1 discounted.	EG1: 7m x 65ppm x 10mins = 4550 persons EG2: 7m x 65ppm x 10mins = 4550 persons EG3: 7m x 65ppm x 10mins = 4550persons



REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

(To be read in conjunction with Event Generic Risk Assessment and site specific / dynamic additions, and also the festival induction)

Responsible person (e.g. employer) or person having control of the premises:

David Rowland (Employed by Extreme Events Ltd as Premises License Holder)

Address of premises: Balloons and Tunes 2025

Cuttleslowe and Sunnymead Park, Elsfield Way, Oxford

Person(s) consulted: Festival Management and members of the SAG (or similar body)

Assessor(s): Adam Boulton and Sean Faulkner

Date of risk assessment: 11th April 2025

Date of previous risk assessment: - N/A

Suggested date for review*: 28th July 2025

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

*This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no

Balloons and Tunes 2025

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longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

1. THE PREMISES

1.1 Number of floors: See event site plan and individual venue plans

1.2 Approximate floor area: See individual venue plans

1.3 Brief details of construction: 2 stages, stunt arena, Balloon arena, small marquees and fairground rides

1.4 Use of premises: Public Park Area

2. THE OCCUPANTS

2.1 Approximate maximum number: 9,999

2.2 Approximate number of employees at any one time: Variable

2.3 Maximum number of members of public at any one time: Variable

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants:

3.2 Disabled occupants: See disabled pass breakdown. Proportionate to demographic

3.3 Occupants in remote areas and lone workers:

3.4 Young persons: See ticket breakdown.

3.5 Others:

4. FIRE LOSS HISTORY



5. OTHER RELEVANT INFORMATION

This is an open-air event site designed according to the principles of relevant guidance such as The Purple Guide and on the basis of a robust risk assessment approach.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005 is the primary piece of legislation with respect to fire safety. Other pertinent legislation includes The Health and Safety etc at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 (as amended) and the Dangerous Substances and Explosives Atmospheres Regulations 2002 (DSEAR).

6.2 The above legislation is enforced by: Oxfordshire Fire and Rescue

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

None

6.4 The legislation to which 6.3 makes reference is enforced by:

N/A

6.5 Comments:

None additional

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin?

Yes



7.2 More specifically:

Fixed installation periodically inspected and tested? See below

Portable appliance testing carried out? Yes

Suitable policy regarding use of personal electrical appliances? Yes

Suitable limitation of limitation of trailing leads and adapters? Yes

7.3 Comments and hazards observed:

Site wide power is provided by way of a variety of temporary electrical installations installed and to be signed off in compliance with BS 7909: 2008. As part of the sign off process tests on circuitry are performed in accordance with the stipulations of the standard.

Traders and caterers are instructed as a condition of trading that PAT testing and the testing of gas appliances must be 'in date'. Such persons are generally very experienced in trading in festival conditions and many have been attending the festival over multiple years.

Generators will have self-contained diesel tanks. Some may have bunded fuel tanks to avoid risks of refueling. No petrol generators are permitted

* In so far as is reasonably practicable.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes

8.2 More specifically:

Smoking prohibited in arena.

Smoking is prohibited in all areas that are wholly or substantially enclosed as per the stipulations of the smoke free (premises and enforcement) regulations.

Smoking prohibited in appropriate areas. Yes

Suitable arrangements for those who wish to smoke Yes



8.3 Comments and hazards observed:

No smoking signage to go up on all wholly or substantially enclosed structures. Stage / production / bar managers to be responsible for the erection of signage in their own production areas as the responsible persons. These persons and security personnel will monitor and intervene to prevent smoking.

Not smoking in public wholly or substantially enclosed areas, which included traders, caterers and backstage areas is covered in the site induction, which every member of staff will have viewed.

9. ARSON

9.1 Does basic security against outsiders appear reasonable? ** Yes

9.2 Is there an absence of unnecessary fire load in close proximity to
Yes
the premises or available for ignition by outsiders?

9.3 Comments on hazards observed:

The build-up of combustible material, particularly cardboard, to the rear of concessions and some backstage areas is recognised. Control measures include a twice-daily check by festival H&S, regular checks by the waste collectors and a reminder within the induction for all personnel to monitor this and request clearance via event control if necessary.

** Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.



10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as is practicable?

Yes

10.2 If portable heaters are used:

Is the use of the more hazardous type (e.g. radiant
bar fires or LPG appliances) avoided? N/A

Are suitable measures taken to minimize the hazard
of ignition of combustible materials? N/A

10.3 Are fixed heating installations subject to regular maintenance?

N/A

10.4 Comments and hazards observed:

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking?

Yes

11.2 More specifically:

Filters changed and ductwork cleaned regularly? No ductwork due to temporary nature of construction.

Suitable extinguishing appliances available? Yes

11.3 Comments and hazards observed:

This is a pre-event build assessment based on the Event Management Plan. Checks on compliance with trading conditions will be conducted throughout the event.

12. LIGHTING

12.1 Does the venue(s) have a lightning protection system?

Yes



12.2 Comments and deficiencies observed:

All production stages will be earthed in accordance with the recommendations of BS 7909:2008. All substantial tented venues will have redundancy lighting for fire exits.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes

Avoidance of unnecessary accumulation of combustible materials or waste? Yes

Appropriate storage of hazardous materials? Yes

Avoidance of inappropriate storage of combustible materials? Yes

13.3 Comments and hazards observed

Also see point 9.3 in this regard

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes

14.2 Is there satisfactory control over works carried out in the venue(s) by outside contractors (including “hot work” permits)? Yes

14.3 If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits? N/A



14.4 Comments:

No 'hot-work' takes place on site.

All contractors are required to send risk assessments and method statements (RAMS) to the event safety team at least two weeks prior to the event. These are reviewed and placed with the Event Management Plan. It is the responsibility of the site manager and stage managers to monitor contractors work. On completion a responsible person for the contractor will sign off the work as compliant with the submitted RAMS. This sign off will be held with the EMP held by the event safety team (this maybe in electronic form).

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a Yes
risk assessment been carried out, as required by the
Dangerous Substances and Explosive Atmospheres
Regulations 2002?

15.2 Comments:

During this pre-event assessment the only materials known to fall within DSEAR are cleaning materials, bar gases, and LPG. The use of these is covered elsewhere. RAMS for the use of any special effects on stages will be reviewed and recorded with the EMP. A further review of this section will take place at the event.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:

No Pyrotechnics are planned.

16.2 Comments and deficiencies observed:



17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes

17.2 More specifically:

Adequate design of escape routes?	Yes
Adequate provision of exits?	Yes
Exits easily and immediately openable where necessary?	Yes
Fire exits open in direction of escape where necessary?	Yes
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
Satisfactory means for securing exits?	Yes
Reasonable distances of travel:	
• Where there is a single direction of travel?	Yes
• Where there are alternative means of escape?	Yes
Suitable protection of escape routes?	Yes
Suitable fire precautions for all inner rooms?	Yes
Escape routes unobstructed?	Yes

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes

17.4 Comments and deficiencies observed:

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard?***	N/A
reasonable limitation of linings that might promote fire spread?	Yes

18.2 As far as can reasonably be ascertained, fire dampers

Balloons and Tunes 2025



are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?***, **** N/A

18.3 Comments and deficiencies observed:

It is mandatory for all stages and traders to use material that are fire retardant or treated.

Certification is required and is checked prior to trading by the festival H&S team.

Records are held with the contractors documentation with the EMP held by the H&S team.

*** Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

****A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided?*****
Yes

Emergency exit lighting systems in place. Redundancy lighting is checked against a generator failure during the festival lighting check after dark on the Thursday evening prior to the festival opening.

19.2 Comments and deficiencies observed:

Site lighting is by way of independently powered diesel generators., with redundancy measures in case of failure.

***** Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.



20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes

20.2 Comments and deficiencies observed:

Checked by festival fire safety officer before public are permitted entry to the venue and recorded on the event log, held with the H&S EMP copy.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided?*****

Manual fire detection is employed and means of giving warning is via shouted
Yes

warnings, radio communications, PA announcements and via loudhailer and alarms on fire extinguisher boxes

21.2 Automatic fire detection provided? No

21.3 Extent of automatic fire detection generally appropriate for the occupancy
N/A

and fire risk?

The systems of means of giving warning and fire detection are suitable and appropriate for the nature of the premises and its different constituent elements.

21.4 Remote transmission of alarm signals? No

21.5 Comments and deficiencies observed:

The 'show stop' procedure is contained within the EMP. It is very clear and does not vary between venues. The number of persons that can implement a 'show stop' is limited, is contained within the EMP and is within the job descriptions of those responsible.

***** Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.



22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers?

Yes

22.2 Hose reels provided?

No

22.3 Are all fire extinguishing appliances readily accessible?

Yes

22.4 Comments and deficiencies observed:

A table of fire fighting equipment (FFE) placed across the event site is contained within the fire section of the EMP.

FFE is available from day one of the build and is placed as required as the build develops.

Provision is checked by the festival fire safety officer.

All staff will receive some information regarding the use of FFE as part of the mandatory festival induction.

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS*****

23.1 Type of system: Being an open-air event site there are no automatic fire extinguishing systems

23.2 Comments:

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT*****

24.1 Type of fixed system: There are no fixed systems.

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc. N/A

24.4 Comments:

*****Relevant to life safety and this risk assessment (as opposed purely to property protection).



25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by*****:

Extreme Events Ltd – Licensee,

David Rowland - Principle Designer and Contractor (PD & PC)

Adam Bolt or Shaun Faulkner – Event Health & Safety Co-ordinator

Stage Managers and Department Heads

25.2 Competent person(s) appointed to assist in undertaking the preventive
Yes

and protective measures (i.e. relevant general fire precautions)?

Comments:

Festival Safety Coordinator

25.3 Is there a suitable record of the fire safety arrangements? Yes

Comments:

25.4 Appropriate fire procedures in place? Yes

More specifically:

Are procedures in the event of fire appropriate and
Plan See Emergency

properly documented?

Are there suitable arrangements for summoning the
fire and rescue service? Yes

Are there suitable arrangements to meet the fire and
rescue service on arrival and provide relevant
information, including that relating to hazards to
fire-fighters? Yes



Are there suitable arrangements for ensuring that the premises have been evacuated? Yes

Is there a suitable fire assembly point(s)? Yes

Are there adequate procedures for evacuation of any disabled people who are likely to be present? Yes

Comments:

25.5 Persons nominated and trained to use fire extinguishing appliances? Yes

Comments:

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? Yes

Comments:

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)? Yes

Comments:

25.8 Routine in-house inspections of fire precautions (e.g. in Yes

the course of health and safety inspections)?

Comments: Continual and dynamic assessment

***** This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.



26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction?
Yes

Comments: All staff receive an induction on matters affecting safety

At the festival either prior to or on arrival, and before commencing any work.

26.2 Are all staff given adequate periodic “refresher training” at suitable intervals?
Partial

Comments: SIA and individual training.

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?	Yes
The fire safety measures in the building?	Yes
Action in the event of fire?	Yes
Action on hearing the fire alarm signal?	Yes
Method of operation of manual call points?	N/A
Location and use of fire extinguishers?	Yes
Means for summoning the fire and rescue service?	Yes
Identity of persons nominated to assist with evacuation?	Yes
Identity of persons nominated to use fire extinguishing appliances?	Yes

Comments:

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? Yes

Comments: SIA and identified individuals

26.5 Are fire drills carried out at appropriate intervals? No

Comments: Due to the nature of the premise and production fire drills are not possible

26.6 When the employees of another employer work in the premises:
Yes



Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?

Is it ensured that the employees are provided with adequate instructions and information? Yes

Comments:

Evacuation procedures are within the Emergency Plan, Section 4 of the EMP.

Also see earlier sections of this assessment regarding hot works (none expected), induction for all staff and training assessment or provision.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises?
Yes

Comments and deficiencies observed:

27.2 Weekly testing and periodic servicing of fire detection and alarm system?
N/A

Comments and deficiencies observed:

27.3 Monthly and annual testing routines for emergency escape lighting?
N/A

Comments and deficiencies observed:

27.4 Annual maintenance of fire extinguishing appliances?
Yes

Comments and deficiencies observed:



27.5 Periodic inspection of external escape staircases and gangways?

Yes

Comments and deficiencies observed:

27.6 Six-monthly inspection and annual testing of rising mains?

N/A

Comments and deficiencies observed:

27.7 Weekly and monthly testing, six monthly inspection and annual testing of
N/A

fire-fighting lifts?

Comments and deficiencies observed:

27.8 Weekly testing and periodic inspection of sprinkler installations?
N/A

Comments:

27.9 Routine checks of final exit doors and/or security fastenings?
Yes

Comments:

27.10 Annual inspection and test of lightning protection system?
N/A

Comments:

27.11 Other relevant inspections or tests:

Comments:



Public address systems are known to be working as they are the same as used by artists. Responsible person: Venue sound engineer.

Radios are tested at the time of issue. Responsible person: Site manager.

Loud hailers are held by security. Responsible person: Gareth Howlett

28. RECORDS

28.1 Appropriate records of:

Fire drills?	N/A
Fire training?	Yes
Fire alarm tests?	Yes
Emergency escape lighting tests?	Yes
Maintenance and testing of other fire protection systems?	N/A

28.2 Comments:

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk



Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Medium

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as

to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Moderate harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Tolerable

Comments:

Balloons and Tunes 2025



A suitable risk-based control plan should involve effort and urgency that is proportional to risk.

The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Tolerable



Definition of priorities (where applicable):

	Priority	Action by whom	Date action to be taken
Emergency exit signage systems in Place	High	Electrician	28 th July 2025
No smoking signs in place	High	Site	28 th July 2025
All fire extinguishers in positions	High	Site	28 th July 2025
All stakes lagged.	High	Site	31 st July 2025
FFE provided as per schedule	High	Site	As elements installed
Training assessment	High	Promoter	1 st August 2025
Site wide lighting check	High	All	31 st August 2025
Staff induction	High	All	Prior to or on arrival
Maintenance of records	Medium	HSC	Ongoing

Please refer to the Crowd Management Plan at Section 13 regards evacuation considerations for the venue.



Arena evacuation encompasses outdoor stages and calculations can be found in section 13 – Crowd Management.

* Capacity by exit width is calculated by 200 persons for first 1.05 metres then a further 15

persons per 75mm

Source: Fire Safety Risk Assessments at Open Air Events and Venues.



Fire Fighting Equipment

Location	Water	Powder	CO2	Foam	Blanket
Main stage			2		
Main stage left	1		1		
Main stage right	1		1		
Mains Stage FOH			1		
Site office/ ECC	1	1	1		1
Box Office	1		1		
Generators		3			
Stage 2			1		
Stage 2 left	1		1		
Stage 2 FOH			1		
Main bar	1		1		
Car Parks	2	2	2		
Bar 2	1		1		
Medical Centre	1		1		

Traders will have their own FFE, including wet chemical as necessary.



Section 11

Electrical and Lighting

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



The event risk assessment at section 2 and the emergency plans at section 4 cover foreseeable hazards associated with the electrical and lighting installations.

Equipment will be appropriately weatherproofed and isolated from the public. For example, generators will be situated in a fenced area.

Cabling will be routed in a manner that will avoid (or minimise) trip hazards and mechanical damage throughout the site. Where necessary cable ramps, and accessible cable ramps, will be installed. These will be routinely checked.

Generators will be located with due consideration to:

- power infrastructure with a little cabling as possible

- enable refueling

- prevent excessive noise

- consider potential adjacent fire risks

All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work. More specific guidance is provided by the following documents:

British Standards (BS) 7671: Requirements for electrical installations (also known as the 'IET Wiring Regulations'). This is the most widely used UK standard for fixed electrical installations

BS 7909: Code of practice for temporary electrical systems for entertainment and related purposes

BS (EN) 62305: Protection against lightning

BS 5266 part 1: Emergency lighting. Code of practice for the emergency lighting of premises

BS 5266 part 2: Emergency lighting. Code of practice for electrical low-mounted way-guidance systems for emergency use

BS ISO 3864-1:2011 Graphical symbols. Safety colours and safety signs - Design principles for safety signs and safety markings [HSE's guidance \(L64\) on Safety Signs and Signals](#)

Health and Safety Executive's (HSE) guidance note [GS50](#) Electrical safety at places of entertainment - for smaller venues



HSE's guidance note [HSG107](#) Maintaining portable and transportable electrical equipment

PLASA Lightning guidance for outdoor events

The Institution of Engineering and Technology (IET) Code of Practice for in-service inspection and testing of electrical equipment

IET Temporary Power Systems: A guide to the application of BS 7671 and BS 7909 for temporary events IET Practitioner's Guide to Temporary Power Systems

HSE's booklet [HSR25](#) Memorandum of guidance on the Electricity at Work Regulations 1989

HSE booklet [INDG247](#) Electrical safety for entertainers

[Sports Grounds Safety Authority](#) Guide to Safety at Sports Grounds– Sixth Edition (known as The Green Guide)

Avoidance of danger from overhead electric power lines ([HSE Publication GS6](#))

Avoiding danger from underground services ([HSE Publications HSG47](#))

The Event electricians are Ellis Power Supply and the senior person responsible is Andy Goddard

.

Overhead or underground electricity supply cables belonging to an electricity supply company may cross the site, or its access roads. These and other utilities are covered in the event RAMS at section 2, and where applicable feature on a hazard map site plan.

Firefighting provision for generators and electrical installations are listed in Section 10.

All portable electrical equipment will be PAT tested, as referred to in the RAMS at section 2.

All parts of the venue to which people have access will be provided with normal and emergency lighting, capable of giving sufficient light for people to leave safely, as reflected by the risk assessment.

For exit gates, etc., the average lighting level will be a minimum of 20 lux and likely higher. For other areas the minimum should be 5 lux.



Section 12

Barriers and Fencing

Balloons and Tunes 2025

Cutteslowe and Sunnymead Park, Elsfield Way Oxford



- Barriers and fences at the event serve several purposes. They will be used to:
- provide physical security and mark the boundary of the venue. This will be Heras fence.
- shield hazards. This will be either Heras fence or pedestrian barrier as necessary.
- aid the management of event attendees and influence their behaviour
- define routes, for example at bars and entrances.
- remove sight lines. This will be scrimmed Heras fence at stage left and right.
- prevent the audience climbing on top of temporary structures
- relieve and prevent the build-up of audience pressure. 2 stages will be ped barrier or similar. Barrier will be installed using triangles.
- Stunt Arena, Ped barrier will be installed using triangles (inner), followed by a 5-meter gap, followed by further Ped barrier to the (outer)

Crowd dynamics are considered in section 13.



Section 13

Crowd Management

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Park Oxford



1. INTRODUCTION

The Crowd Management Plan (CMP) is an overview of the strategies and tactics that will be implemented by Balloons and Tunes 2025 to plan and deliver a safe event which achieves the objectives of the Licensing Act 2003; namely:-

prevention of crime and disorder

public safety

prevention of public nuisance and

protection of children from harm.

The CMP will detail the event's general strategy with regard to crowd dynamics and measures to control and manage crowds during site ingress, egress and during the event in both normal and emergency operating conditions. At the same time, it should be understood that the whole event management plan can be considered a part of the crowd management plan, as all sections contribute to the management of crowds.

2. SAFETY ADVISORY GROUP

Balloons and Tunes 2025 shall liaise with the Safety Advisory Group in regards Crowd Management, which shall include representatives from:

Police

Fire & Rescue Service

Ambulance Service

Council

A specialist in the application of crowd management theory and practice at events

Key event personnel.

The PLH, Extreme Events Ltd, acts as the main overseer on crowd safety planning, supported by independent Crowd Management Consultant / Health and Safety Lead, Adam Bolt or Sean Faulkner and the Event Site Design Manager, David Rowland.



3. STRATEGY

The overall strategy of the event is to ensure that sufficient space and flow capacity is provided for all members of the public throughout ingress, circulation (within and during the event) and egress phases.

Describe event space and exits. The event space has a number of areas with activities such as, Balloons, Stunt arena, Children's stage, Main stage, Family entertainment Arena and Funfair. There is 1 pedestrian gate Grid Ref: C6. Pedestrian gates will be used as exits. In addition, there is also an Emergency gate to a safe space Grid Ref: F7. A maximum safe capacity shall be calculated, and this then managed by security and stewarding, or other access control mechanisms. The occupancy of each area will also be estimated or measured by competent person(s)

The Balloons and Tunes 2025 risk assessment, based on many years of experience at various venues and is that the crowds can for the most part, safely and effectively self-regulate their own numbers, flows and densities at the principal entertainment locations and pedestrian thoroughfares. Direct crowd management intervention will only be implemented where a specific risk has been identified through various methods of observation – first hand - or where there is a risk of entrapment, a build-up of potentially hazardous crowd densities or crowd dynamics.

Balloons and Tunes 2025 will provide sufficient information to the public to navigate the site in a safe and effective manner either via pre-event information, and onsite wayfinding, via signage or human resource.

All music venues will be risk assessed and equipped with appropriate front of house barrier(s). Space shall be sufficient behind these barriers for security and medical personnel to operate effectively.

4. CROWD MANAGEMENT MEASURES

The key elements for predicting and managing crowd behaviour are:

The site design.

Information to the public.

Command, Control and Communication.

Programming, although competitive programming is now questionably effective.

Direct crowd management measures.

Balloons and Tunes 2025



Whilst the effectiveness of competitive programming is in question, Balloons and Tunes 2025

has variable programming, which will spread attendees across the multiple stages.

Programming is available on the Balloons and Tunes 2025 Website.

Later in this plan, international standards of occupancy and flow have been used to determine venue capacity and sufficiency of routes and exits.

INGRESS PHASE

The ingress phase is the period of public arrival at the event site, which will be considered as two hours before gates opening: Saturday 2nd August at 12:00 (noon) and Sunday 3rd August at 12:00 (noon)

The arrival marquee comprises up to 5 entry lanes preceded by a 'Disney' queuing system. There is a separate accessibility lane and exit lane.

Sufficient ticket / wrist-banding exchange and search lanes are provided to enable the waiting public to be processed in reasonable time. Ticket scanning data will be used to monitor/ manage occupancy levels.

CIRCULATION PHASE DURING THE EVENT

Consideration has been given to all aspects of site design, including the location of stages, bars, concessions, toilets, medical / welfare, and other features and facilities.

Information on crowd movement, behaviour, density, dynamics, and ground conditions will be provided to the Event Control Room by the Crowd Manager, suitably qualified persons.

EGRESS PHASE

Balloons and Tunes 2025



All entertainment areas will be planned to facilitate safe public departure and dispersal. This shall include provision of sufficient exit width (partially determining capacity), suitable ground conditions, lighting, and wayfinding.

The arrival marquee will be reconfigured each evening by removing barriers and tables to facilitate egress over the whole width of the marquee.

5. CAPACITY AND CROWD MOVEMENT

CAPACITY RESULTANT FROM AN EMERGENCY EVACUATION SITUATION

Occupancy of the arena calculated by available area alone is not an issue, as the occupancy has been informed by the available exits from the arena and neighbouring streets.

Please see site pages TBC of the plans shows emergency planning

OCCUPANCY BASED ON AVAILABLE PUBLIC SPACE ONLY

Arena*– 30'00 sq.m. Occupancy based on 0.5 person per sq.m = 60'000

Total maximum occupancy: 9'999 persons.

* Public available space with infrastructure removed.

Occupancy will actually be derived from available exit widths, as public space capacity alone far exceeds the ability to evacuate within accepted time limits. However, it would also not be desirable to fill the whole of the arena to an average of 2 persons per square meter.

OCCUPANCY BASED ON AVAILABLE

Capacity by exit width could be calculated at 109 persons per meter per minute (Source: Fire Safety Risk Assessments at Open Air Events and Venues). However, the event industry tends to use the lower academic supported flow rate of 82 person per metre per minute, before any other reduction due to weather, terrain etc.

The normal open-air risk time for evacuation is between 5 and ten minutes.

Capacity by exit width for a 10-minute evacuation $21 \times 82\text{ppm} \times 10\text{mins} = 17'220\text{persons}$.

This capacity is calculated using optimal conditions. Factors that may reduce this figure, arising out of the venue being a green field site, must now be considered:



Types of surfaces.

- Levels of surfaces.
- Weather.

Demographic of patrons, for example, family groups, friend groups, infirmity.

Potential level of intoxication.

The number of combinations of influencing factors renders it not possible to take all into account. The factors above are considered the main factors, which are considered to adjust the flow rate as shown in the table below:

Reduction Influences %	Afternoon	Evening	Night	Wet Weather *
Surface – Grass	2	2	2	2
Surface - Track / Path	1	1	1	1
Inclement weather	0	0	0	3
Surface Level	?	?	?	?
Lighting conditions	0	0	1	0
Family Group	2	2	2	2
Elderly	2	2	2	2
Friend Groups	1	1	1	1
Levels on intoxication	0	1	3	0
Reduction %	27	28	29	17
Flow rate	60	59	58	68

The table above suggests that as day progresses toward evening factors such as intoxication levels reduce the flow rate.

Weather can affect flow rate in a number of ways: conditions underfoot, the wearing of additional clothing, and potentially less visibility.

OTHER SALIENT POINTS:

There are arguments that suggest discounting the whole of the main entrance is dipropionate. However, these are not detailed and explored within this document as it believed the capacities as they are currently presented will suffice.



CROWD CIRCULATION UNDER NORMAL CONDITIONS

Under normal crowd circulation conditions popular published flow rates are viewed as too high, considering differing walking speeds, uncertainty of route, terrain, indecision resulting in an abrupt about-turn, etc. Therefore, a flow rate of 65 persons per minute is utilised.

Various methods of observation and counts will be used during this year's event to develop.

Under normal crowd circulation conditions popular published flow rates are viewed as too high, considering differing walking speeds, uncertainty of route, terrain, indecision resulting in an abrupt about-turn, etc. Therefore, a flow rate of 65 persons per minute is utilised.

The break down for the above is

EG1: 7m x 65ppm x 10mins = 4550 Persons

EG2: 7m x 65ppm x 10mins= 4550 Persons

EG3: 7m x 65 x 10mims= 4550persons

PG1 has been discounted.



Section 14

Special Effects

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford

There are no special effects known for Balloons and Tunes 2025. Once artist plans are finalised it is possible some special effects will be added, but these will only be standard stage effects in common use. This section will be updated in due course.



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Section 15

Amusements

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



There will be a number of fairground rides in the fairground area as detailed in the site plan :

Documentation for these, including ADIPS will be added to suppliers' documentation folder, which when available can be viewed via this link:

https://drive.google.com/drive/folders/1mZWxd1hrSPGzgw5s2AgV5cB1umpco4wK?usp=drive_link

The rides are considered in the construction phase plan of the principal designer and contractor.

The amusements are situated in the Funfair area, which has it's own area manager, and in turns falls under the festival management structure.

A competent ride controller, who is a member of the Showman's Guild, will supervise the rides

Cross reference:

Section 3 – Venue and site design

Section 4 – Emergency Planning

Section 11 - Electrical

Section 13 – Crowd Management

Section 30 – Weather

There is no amusements involving water.



Section 16

Waste Management

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Overall approach

The event will have an active litter and waste team to minimise environmental pollution and public nuisance arising from the waste produced by the event.

The litter and waste team shall operate site wide but particular focus will be made on the following areas:

Entrances and exits. Entrances to the event will be unlikely dumping areas as they are staffed during opening hours each day. However, dumping at the end of the event is more likely. This will be managed by the provision of suitable containers at regular intervals throughout the arena and other areas, decreasing likely need to dispose of waste on the way out. However, large receptacles will be positioned on the final exit points.

Arenas and stages produce waste both backstage and from the audience. The backstage areas will have suitable waste receptacles, and the arenas will have bins in areas where they do not present an obstruction, and litter pickers after each performance.

Sanitary areas. The use of paper towels is minimised by the use of hygienic gels. However, there will be nappies, sanitary towels, and some paper towels to be considered with the provision of handwashing facilities. Suitable receptacles will be provided in appropriate locations to collect these.

First Aid areas will generate an amount of clinical waste. Omega Medical will be responsible for collecting this at their first aid base.

Catering areas will generate a lot of food waste and cardboard. Receptacles will be provided for this, and regular "sweeps" made for cardboard and plastic, which present a fire hazard.



Means of collection

Various means of collection will be utilised in the waste management operation at the event:

In areas where there is a high flow of pedestrians, such as in arenas, outdoor eating areas etc. litter pickers will patrol regularly.

The terrain does not lend itself to sweeper vehicles, and even if it did the times of day when one could be used without causing unacceptable risk would be so limited that it is not viable.

However, other specialist vehicles, such as vacuum pumps, will be used for Polyjohns, toilet blocks and showers. Access is available for these vehicles throughout the event, even in bad weather. The collection schedule will be devised in order that vehicles are not traveling through areas of high use at inappropriate times. Banksmen will be deployed when moving through public and backstage areas.

Other vehicles, such as pick-ups or open trailers, will be used to empty receptacles and collect sacks from litter pickers. The same methodology will be used as for specialist vehicles. The risk of manual handling injury - for example by lifting metal drums - will be reduced by lining the receptacles with collection bags. Therefore, only the bag will be emptying or replacing.

Once removed to a central collection point the contractor will then arrange for removal offsite to the appropriate final disposal, recycling centre or sewerage for example.

Recycling

Extreme Events Ltd is committed to recycling. Final disposal of waste will be undertaken by BIFFA.

Health & safety

For the purposes of the Health & Safety at Work etc. Act 1974 Extreme Events Ltd acknowledge their definition as a waste producer. A Waste producer must ensure that there is a safe means access to and from the waste storage area for the event,



which is identified on the site plan. They must also comply with the detail of this plan to ensure the correct use, handling, transport, and storage of waste.

Relevant legislation

Extreme Events Ltd and their contractors shall use this methodology to comply with the following legislation:

The Environmental Protection Act 1990,

The Environment Act 1995.

The Controlled Waste Regulations 1992, as amended 1993.

Waste Management Licensing Regulations 1994, as amended.

Special Waste Regulations 1996, as amended 2001.

Waste leaving the site will only be carried by a registered waste carrier to a site with an appropriate waste management license. Extreme Events Ltd shall ensure legally that this is the case.



Section 17

Noise

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



06 – NOISE MANAGEMENT PLAN

Noise will be monitored by the AV provider (Clockwork Audio) and the event manager. It will be monitored from set distances. The Event Manager will ensure that finish times are adhered to.

Clockwork Audio will actively monitor noise when live music / PA systems are in use. They design the audio system to ensure there is absolute minimum noise spill out of the festival site and monitor this at regular intervals.

The location of Balloons and Tunes 2025 is in an established event space. The PA array will be designed to put sound into the audience rather than the 'point and shoot' stacks of PA that throw sound everywhere.

The Noise Council has published guidelines for environmental noise control for concerts, which is detailed in its Code of Practice (The Noise Council. Code of Practice on Environmental Noise Control at Concerts 1995).

The Code of Practice for concerts and outdoor events sets recommended noise limits for events that are held between 9am and 11pm.

The music noise level, or MNL, is the average noise level from music over a 15-minute period. The units of measurement for the MNLs are LAeq dB at 1 m from the facade of noise sensitive premises.

Noise levels are calculated on a max SPL of 93dBA at the FOH position, resulting in a possible maximum noise level of sub 55 dB LAeq, 15min at the first residential property, which is not viewed as being an issue.

The stages have adequate systems for the type of bands that will be performing.

It is not foreseen that local residents might class any acts performing as offensive or inappropriate.

Clockwork Audio will periodically take sound checks from Front of House, and record noise levels. They shall also visit the below properties at 7pm and 9pm and record noise levels, should the event be audible.

- Holt Weer Close, Priors Forge, Sparsey Place, Pennywell Drive, Templar Road, Harbord Road, and Hayward Road.

Extreme Events Ltd. will set up a hotline telephone number for noise complaints. The number will be shared with local residents.



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Method Statement for Installation of Audio System

Site Details

Contractor: Clockwork Audio Systems Ltd

Customer: Extreme Events Ltd

Event: Balloons and Tunes

Site: Cutteslow Sunnymead Park
Elsfield Way, Oxford, OX2 8NP

Site manager / Main Contact: Dale Manders

Project Manager for CAS: Dave Monk

Transfer of information from client to sub-contractor

- Stage Location
- Power supply locations and Vehicular Access.
- Access/Load in Date & Times.

Attendances

Prior to any work taking place on site the client shall: -

- Ensure all venues are constructed & ready for installation to commence.
- Welfare facilities shall be made available to the sub-contractor.

Work activity

Pre-start checks: The pre-start checks must cover the following areas: -

Working at height; structural stability; ground conditions;
Application of manufacturer's technical data; suspension of work
during adverse weather conditions (strong winds, heavy rain etc.); proximity hazards and welfare facilities.

Description of the contract:

To supply and install large format PA system and associated equipment onto a temporary trailer stage for the provision of entertainment.

Sequence of work and method of erection:

- All equipment is to be delivered to site in a number of vehicles and directed to the correct location. Banksman will guide the vehicles to the correct delivery & unloading point.
- Personnel will unload all equipment into the venue and place all units in approximate position as per the system design on and around the stage area.
- All control equipment is to be housed on stage and in the Front of House control position approximately 20m in front of the stage.
- The main PA speaker system is to be flown from the stage truss structure (PA wings) using appropriate rigging hardware as per the manufacturer's instructions and recommendations
- A pair of Manual chain hoists are to be employed to lift the PA speakers into position.



- Once in position, steel wire safety bonds are to be fitted and the weight removed from the chain hoists.
- The PA speakers are to be wired as they are lifted into position.
- All other items such as subwoofers, monitor speakers etc are to be floor mounted
- Cabling to the front of house control position is to be contained within heavy duty cable ramp ran in a straight line from the from the stage to the FOH control position.
- Once installed, the system will be tested and maximum volume levels can be agreed and set with the appropriate authorities. Once set, these levels will be constantly monitored and controlled.

Personnel:

Project Manager, (Dave Monk) will identify himself to the site management on arrival at site.

Training: All operatives will be fully trained.

Health and safety management and control measures:

Personal protective equipment: All operatives will wear the following: - safety gloves and safety footwear and high visibility vests.

All operatives and erectors will comply with any other specific site requirements.

Site rules:

All operatives and erectors will be informed of (via a site induction / toolbox talk) and expected to comply with the contractor's site rules.

Specific site hazards: Any specific site hazards must be identified and dealt with prior to fixing operations commencing on site.

Access to the work area: The provision of safe means of access to the work area is the responsibility of the contractor / client.

Work at heights: The contractor / client must provide and maintain relevant methods of access.

Welfare facilities: The contractor / client must provide access to welfare facilities. The subcontractor will make a first aid box available.

Amendments and additional information

Amendments to the method statement: Should any part of this method statement require amendment or alteration, this must be notified for agreement by all relevant parties prior to it being enforced.

Communicate method statement: Communicate to all relevant parties (via a toolbox talk) and ensure it is signed by all personnel.

The method statement was prepared by: D. Monk.

Date: 12/02/2025.



i. Noise Management Plan

i. i Introduction

This plan has been put together by the management of Balloons and Tunes2025. The main objectives are to reduce the acoustic impact of the event on residents, members of the public and provide a safe working environment for the event personnel.

Balloons and Tunes event is a 2-day event involving a wide range of performers and other entertainment. The event will be held on 2nd and 3rd August 2025. The performance area(s) are listed below.

i.ii Stages

Main Stage: Music Genre: Live Music

2nd 13:00 to 22:00 and 3rd 13:00 to 20:00

Kids Stage: Music Genre: Live Music

2nd 13:00 to 22:00 and 3rd 13:00 to 20:00

Absolute final cut off time of 22:00 (Sat) 20:00 (Sun) for both stages, as per the premises license for Live and Recorded Music.

i.iii Noise policy – Off site environmental impact

Establishing an effective noise management plan is a key step in establishing a positive relationship between Balloons and Tunes, the council and the local residents. The event is committed to ensuring music and other noise associated with the event does not have an adverse environmental effect, nor does it cause nuisance or disturbance to local residents.

Consultation with local residents in the immediate vicinity has taken place to advise them of the event proposal and to ensure that they are aware of the proposed entertainment schedule. Due care and attention shall be given to the local residents during the planning of the festival, including location of stages and sound systems etc. The Balloons and Tunes event organisers are committed to preventing pollution of the environment through compliance with legislation and the continual improvement of our environmental performance via monitoring and checking. It is our aim to work with stakeholders and interested groups to find agreeable solutions to noise pollution.

i.iv Noise policy for off-site noise.

The policy of the Balloons and Tunes is set out in the bullet points below. The event shall:

1. Ensure that the event complies with all mandatory limits set by the licensing conditions. Including an absolute cut off time of 22:00 (Sat) 20:00 (Sun)

2. Adopt the general policy contained in the Noise Council CoP on Environmental Noise Control at Concerts i.e. MNL <65dB(A) over a 15 minute period at the nearest noise sensitive premises.
3. Regulated entertainment involving either the playing of amplified or live music, shall not occur on more than three days in any calendar year.
4. Adhere to any reasonable maximum music noise levels and operating hours set by the council. This will include:
 - The noise emitted from any regulated entertainment involving either the playing of amplified or live music or both concurrently shall not exceed 65dBA LAeq 15 minutes assessed at any residential property at any time as mandated by the premises license.
 - Maximum levels for Leq 15 minutes 63hz and 125hz, octave bands shall not exceed 70dB assessed at any residential property at any time as mandated by the premises license.
5. Consult and communicate with neighbours and other stakeholders about potential noise emissions in a clear and timely manner.
6. Take account of the potential for off-site noise emissions when setting out the location and orientation of stages, sound systems and other noise sources.
7. Ensure that all bands, engineers, traders and others are aware of the Event noise policy.
8. Work with the Council to establish any noise sensitive premises at which measurements will be taken.
9. Engage competent persons to monitor on and off-site noise levels.
10. Provide a robust and reliable mechanism to ensure any measured breaches are noted and immediate action taken to reduce the noise at source
11. Provide and publicise a noise hotline telephone number
12. Respond to noise complaints upon receipt without delay
13. Provide the authority details about noise complaints and any actions taken
14. Keep detailed information about off-site noise emissions and any complaints and to provide a Post event de-brief with a detailed record of noise levels to ENC
15. Attend regular meetings with the council on or off site as required

i.v Noise Sensitive Premises/Exclusions

The Event and council have identified the following locations as potentially sensitive to noise from the event site:

Properties located on, Holt Weer Close, Priors Forge, Sparsey Place, Pennywell Drive, Templar Road, Harbord Road, and Hayward Road

The Balloons and Tunes representatives will be visiting houses in this area to introduce the team and to provide contact details for the event in case of any issues.

(Details of the noise sensitive locations and the monitoring points can be found in Appendix B & G of the noise management plan)

If complaints are received by the event staff, council or the police, the offsite monitoring officers will attend the location of the complaint and take readings to ascertain no noise limits have been breached. Complaints will be recorded and reported as required. A full debrief will be submitted to the authority after the event including this information.

i.vi Noise control Measures

In addition to the noise policy being heavily enforced by the event team, the following preventative measures and points will also be taken into account to ensure that there is minimal impact on the local community.

i.vii Sound Prevention

There are many natural and physical factors that can help influence sound direction and impact and these have been strongly considered by the Balloons and Tunes noise management specialist. The geographical location of the event site is such that it falls naturally hidden from the residence by trees and shrubbery which enables natural sound prevention. Coupled with this, the Balloons and Tunes team will be positioning vehicles and structures where possible, behind the sound equipment to heavily deaden or remove sound passing behind the sound systems that are used. Cabinet orientation and dispersion characteristics will be optimised to effectively reduce noise levels off site. The use of cardioid system alignment as well as directivity lobing will be in effect where possible.

i.viii Arena layout and stage orientation

All sound equipment has been positioned so as the sound direction is generally facing away from houses where possible. This initial preventative measure will ensure that the majority of sound is not facing towards sensitive premises and should therefore help to minimise disruption.

i.ix Noise monitoring systems

Two qualified offsite monitors will be patrolling the area outside of the event and regularly visiting noise sensitive locations to ensure that sound levels do not increase beyond the agreed levels. Noise sensitive locations will be agreed with the licensing authority. The two patrolling offsite monitoring officers will provide information and be in constant contact via dedicated radio channels with the stage. This feedback will be the basis on which the event will maintain noise limits and stay within the restrictions outlined.

A class 2 sound level meter will be used which has A and C weighting and meets IEC 61672 standards.

i.xi Noise management team

The noise monitoring team will comprise 2 persons, an onsite noise management specialist and a roving measurement collection engineer. If there is a complaint both will attend for safety reasons. Site security personnel will be briefed to look for and report noise related issues in conjunction with their other duties. No additional sound systems will be authorised on site and will be confiscated on their discovery.

i.xii Communication

A headset/earpiece communication method will be installed at each stage control enabling direct communication with sound control engineers. There will also be a designated hotline number provided to local residents in case of query or complaint. The direct numbers of the organisers will also be provided to these residents and sensitive locations.

i.xiii Scheduling of stages

The organisers will schedule the stages in accordance with the licensing conditions and leave sufficient headroom to permit the last performances to end prior to the curfew. No stage will be allowed to run past their scheduled finish time. This will be enforced by the production staff for each stage.

i.xiv Venue opening hours

The event will be open to the general public from, Saturday 12pm – 11pm and Sunday 12pm – 8pm.

i.xv Licensing conditions

The organisers of the Balloons and Tunes take the licensing conditions and stipulated noise levels very seriously and understand them as mandatory and will undertake great effort to ensure that it is achieved. This includes 22:00 (Sat) 20:00 (Sun) as the absolute latest time that licensable activity can occur.

i.xvi Determination of Music Noise Level (MNL) limits

The MNL shall be agreed between the Balloons and Tunes and the council prior to the event taking place and will be mostly related to the existing guidance as noted above.

i.xvii System Design & Installation

The loudspeaker system will be designed to have least impact and dispersion of sound and will be erected by a professional team of experienced personnel under the guidance of the sound management consultant. The system shall be designed with heavy consideration to directivity of the loudspeaker arrays.

Only qualified personnel shall undertake the installation of loudspeaker systems.

i.xviii Event Sound Control Office

The resident hotline will be located in the Site Office which will be manned by personnel at all times throughout the event. The Site Office will have direct communication to the Balloons and Tunes at all times via radio and mobile telephone and will be briefed on any event that occurs relating to sound so as it can be noted in the Event Journal for reflection after the event. The resident hotline and the Balloons and Tunes event organisers phones are mobile phones and run on the EE and O2 Networks. Coverage has been checked at the location and voicemails will also be set in the rare instance that a call is missed.

i.xix Propagation Tests

At a time agreed by the parties, Balloons and Tunes shall conduct a propagation test. During this test offsite noise measurements will be made by Balloons and Tunes, accompanied by officers from the authority if reasonably practicable. The propagation test shall consist of typical program music for each attraction, transmitted from each system in turn for a period of 1 minute at a level equivalent to the level set out in the event license and measured at the reference location for that system.

A further test shall be conducted with all systems operating concurrently. Offsite measurements shall be taken at this time at the agreed monitoring locations.

The offsite measurements will be related to the sound levels set at the control positions during the test and an attenuation figure will be calculated. From this figure a maximum level for the control position shall be set for the duration of the event.

The MNL (Music Noise Level) limit set at the console shall in any case not exceed 98dBLAeq(15 min) and the maximum sound pressure level at any point in the audience shall not exceed 115dB, which is the maximum safe prolonged noise exposure for audiences.

i.xx Briefing of sound personnel

All sound operators shall be briefed prior to the event by the organisers to ensure that license conditions are met at all times.

i.xxi Maintenance of Records

Records shall be kept of all noise measurements taken during the event. Balloons and Tunes will make these available for inspection by the licensing authority during or after the event as required.

i.xxii Public information

The organisers will post a letter to residents through as many doors as they can providing them their direct contact numbers and a resident noise management hotline should there be any need of complaint.

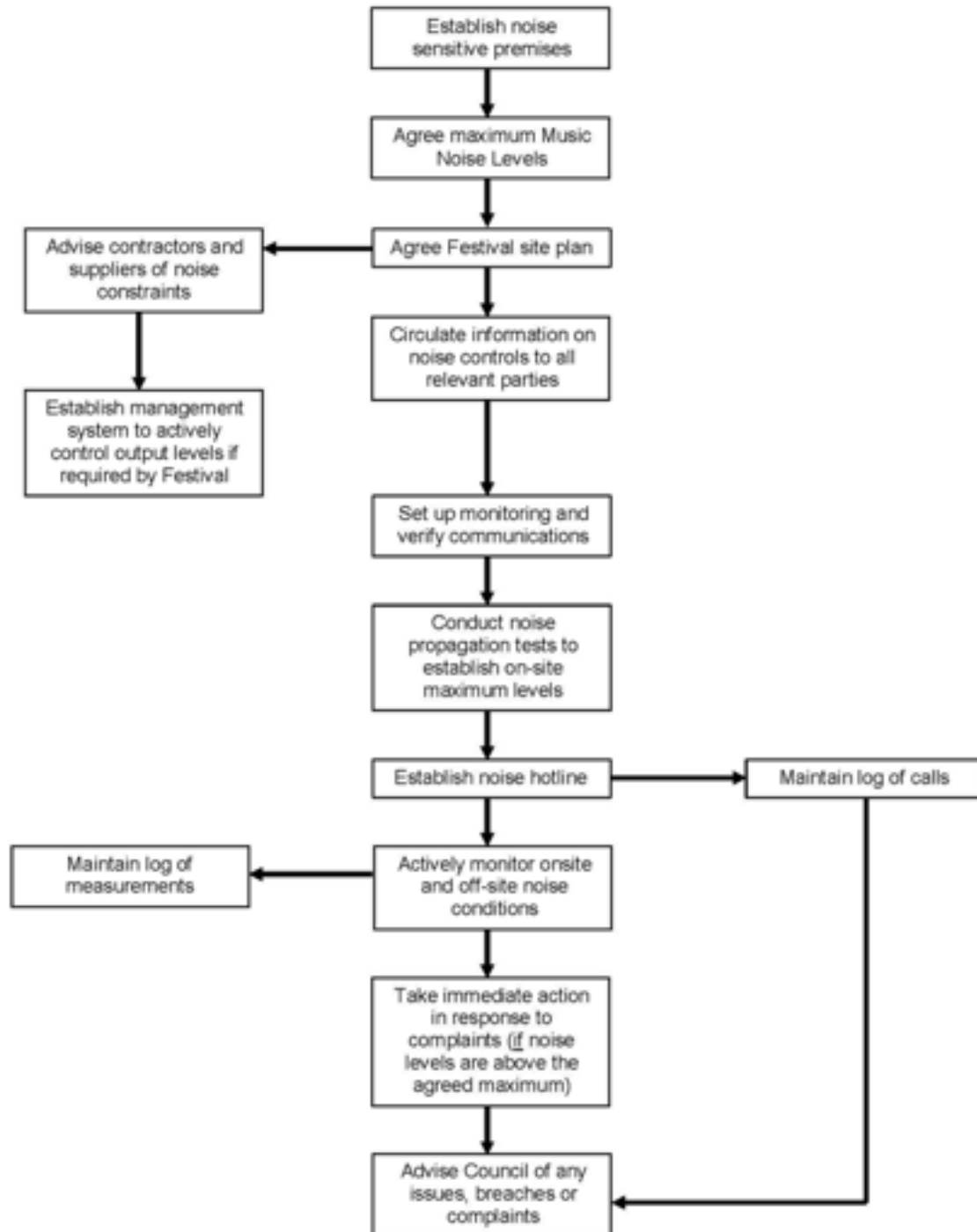
i.xxiii Communication with Sound Operators

All sound operators will have direct access to the Site Office at all times. This will be mainly through the use of direct radios with ear pieces but face to face contact and mobile telephones may also be used.

A review of the sound levels and procedures shall be undertaken by Balloons and Tunes and the (Authority ,if desired) following the event to ensure that all parties are satisfied with the noise levels.

Further preventative measures will be amended within future plans as required and future noise levels will be decided.

The flow chart below sets out the principal steps



Workplace Noise

Balloons and Tunes recognises the potential for harm arising from sound systems and other high noise sources which may be present on site. It is the intention of the event organisers to take all reasonable steps to ensure that workers, contractors and the public are not exposed to excessive noise levels and to promote hazard awareness. The Event recognises and understands its duties under the Control of Noise at Work Regulations 2005, and shall seek to implement the guidance given in HSG260 Sound Advice – Control of noise at work in music and entertainment.

The Event shall set up concert sound systems in such a way as to prevent extreme proximity to speaker systems and shall establish hearing protection zones in areas where exposure is liable to be above the Upper Exposure Action Value as defined in the Regulations. These areas will be made known in advance to staff and shall be signed using the appropriate statutory signage.

Suitable hearing protection will be made available to all staff working in such areas (stages, stage pit areas etc.), and reasonable steps taken to ensure the proper and consistent use of hearing protection.

Persons at risk include:

- Anyone working on a live stage / marquee etc.
- Anyone working in the arena
- Anyone working at a Front of House control position
- Pit stewards, security and others in the immediate vicinity
- Medical and welfare staff
- Bar staff and others working in venues with medium to large sound systems

The Event is determined to do all it can to minimise noise exposure and protect people from the hazards – whilst still providing the kind of show our ticket holders expect. Below are our commitments and what we require from others:

Balloons and Tunes Event will develop and promote a practical noise awareness policy and conduct a detailed Noise Risk Assessment. Competent persons will be engaged to carry out noise measurements in high risk areas to establish personal exposure levels (a mix of handheld meters and dosimeters may be used).

The Event shall ensure key workplace managers are aware of the risks, and will do all they can to effectively implement the policy:

ii.i Stage Managers will:

- Promote awareness of the noise hazard within the stage area i.e. talk to people about noise hazards, and make sure everyone is aware of the policy.
- Plan the layout of the area to minimise un-necessary noise exposure of staff
- Make sure artistes are aware of the plans and discuss ways of keeping stage monitoring levels to the target level.
- Ensure proper arrangements are in place for warning signs and the dispensing of Hearing protection.

- Liaise with the Production Office and Event Safety Co-ordinator to obtain resources they may need to comply with the event policy.
- Stage Managers have a vital role in enforcing the use of hearing protection in designated areas. This also goes for stage pits, where everyone in the pit MUST wear hearing protection – including stewards, medics, press, guests etc.

ii.ii Event Contractors

- Contractors will be reminded they have legal duties to assess the noise risks to their own staff and make arrangements to avoid harm. Therefore it is up to each employer to:
- Ensure that staff come to the Event fully aware of the noise hazard they may face
- Carry out a “suitable and sufficient” Noise Risk Assessment
- Supply their own staff with suitable hearing protection.
- Make ongoing arrangements for hearing tests for their own staff
- For PA companies in particular we are looking for active partnership in delivering a safer and more pleasant place to work.

ii.iii Risk Assessment

The Balloons and Tunes Event organisers shall ensure that a comprehensive risk assessment is conducted and recorded. Controls outlined within the event noise risk assessment shall include and outline:

- Identify jobs or locations where people are at risk
- Avoiding work in the loudest environments if possible and avoid work positions immediately next to speakers
- Avoid excessive exposure time
- Position speakers away from places such as bars where staff have to work and communicate
- Provide a quiet rest area
- Promote the use of In-Ear Monitors
- Fly speakers to increase separation distances
- Ensure staff have access to suitable hearing protection
- Ensure staff are advised on noise hazards and control plans

ii.iv Our framework for noise management

- All concert stages, stage pits and access ramps will be designated as High Noise areas and will be clearly signed as Hearing Protection zones
- All staff working within Hearing Protection Zones will be required to wear appropriate hearing protection during of operation of concert sound systems
- The sound systems shall be operated by competent professionals who are aware of the dangers excessive loud noise can cause.
- Crew catering and rest areas shall be provided away from the principal noise sources
- Effectiveness of hearing protection use, signage and other warning mechanisms will be monitored by the H&S officer on site.

ii.v Resident Contacts

All residents listed in the exclusion reports will have been personally contacted and provided with the personal phone number of one the noise team as well as the site office phone which number. Additional Flyers with these details will be placed through letterboxes of all local residents leading up to the event.

The direct contact and hotline will be held with David Rowland Jnr 07818 825332

ii.vi Complaints Procedure

Should a resident make a complaint, then the external sound team will visit them personally and take 5 min LAeq measurements from their location. Should it be determined that the levels have been or are in breach of the code regarding these events, then a further 10 min LAeq measurement will be undertaken while the sound team contacts Balloons and Tunes or the Site Office immediately to adjust the sound levels. Further readings will then be taken to ensure that a breach is not occurring and the Balloons and Tunes will ensure that the reason this has occurred has been determined and extra precautions established where necessary to prevent it occurring again.

ii.vii Post Completion Report

A post completion report will be drawn up and submitted 4 weeks after the event which will detail noise monitoring readings as well as details of any additional problems or concerns that arose during the event. Residential contacts and complaints will also be included in this report

ii.viii Noise Policy - Night Time (Post 22:30)

The code of practice regarding Noise Management will be adopted and adhered to throughout the event, and will ensure that levels are not breached at the identified Noise Receptors. Additional money has been spent on baffles and other sound prevention techniques to ensure that this is achieved.

The Event will be adhering to the noise restrictions that have been agreed with the Council. These should be 65dBLAeq until 10pm and as set by the council post 10pm at the council's 3 chosen nearest noise facades. These readings will be taken from the closest receptors agreed with the council as identified in Appendix 7

As the code states; 3.42. "Although no precise guidance is available the following may be found helpful (Ref 8)" A level up to 70dB in either of the 63Hz and 125Hz octave frequency band is satisfactory; a level of 80dB or more in those frequency bands causes significant disturbance.

This is obviously advisory information as dB is a relative scale and with no mention of weighting, time LAeq 5 minutes/15 minutes or distance being given it is impossible to adhere to an unspecified restriction. Our concession to lower these frequencies in addition to reaching the required off site volume limits at the given measuring points is added to reduce the risk of complaints and to indicate our total compliance with the code.

We will of course be reducing the volume to a sufficient level to adhere to the off-site monitoring in any case and the event team will have total control of each system which will allow the event to

remain compliant of the license conditions and remove any frequencies below 160Hz which cause particular vibration or annoyance in residential areas.

iii. Noise Direction Overview

Balloons and Tunes Event Noise Reduction Plan Insulation and Absorption

The site will have as much directivity of sound system as possible and dispersion characteristics that suit the site. On top of this vehicles and structures will be used where possible with 5m gaps between to absorb the 63hz standing waves or at least reduce the intensity of these waves.

The event is currently exploring the options of different structures in order to reduce the offsite noise. There are three possible models that could be used. The noise restrictions off site will be met under any circumstances. As well as this the compression ratio of the overall output of each system will be increased to give the impression of louder levels where necessary. The frequencies of 63Hz and 125Hz will be reduced by 6dB to reduce the offsite risk of complaints wherever possible.

iv. Event Site Noise Monitoring Action Plan

CHANGE DATES BELOW

Action Required	Who by	Due Date	Action Completed
Sound Monitoring undertaken by Operations Manager		31/07/25	
Ensure residents have all received communication from Balloons and Tunes all have complaint number for the event		31/07/25	
Regulated entertainment involving either the playing of amplified or live music, shall not occur on more than three days in any calendar year.		31/07/25	
Adhere to any reasonable maximum music noise levels and operating hours set by the council. This will include: - The noise emitted from any regulated entertainment involving either the playing of amplified or live music or both concurrently shall not exceed 65dBA LAeq 15 minutes assessed at any residential property at any time as mandated by the premises license. - Maximum levels for Leq 15 minutes in the 63hz and 125hz, octave bands shall not exceed 70dB assessed at any residential property at any time as mandated by the premises license.		31/07/25	
A class 2 sound level meter will be used which has A and C weighting and meets IEC 61672 standards.		31/07/25	

Sound Level Check at 11:00 - Ascertain maximum music noise level that can prevail at the mixing desk to ensure the specified noise levels cannot exceed the maximum noise level set by the council when measured over a 15 minute period. - Liaise with PA providers to ensure all speakers are aligned and orientated to minimise noise disturbance - Any changed in plans made on the day relating to noise issues must be noted in the event log.		31/07/25	
No Music from Stage Before 12:00 Noon (Only Sound Check after 11:00 Allowed)		31/07/25	
Hourly Checks for 5 minutes on show day from 11:00 – 22:00		31/07/25	
If levels are noted to be approaching maximum levels (above continue monitoring for a further 10 minutes.		31/07/25	
Sound Checks for 4 locations at the perimeter of the park		31/07/25	
If a breach of the boundary level is observed: - Event Gold & Silver informed and volume corrected - Staff remember to remain in location of the brach and take a second reading within 10 minutes to confirm volume levels have been adjusted. - Any monitoring locations identified as problematic with higher levels observed more often, more frequent levels should be taken and noted in the monitoring form.		31/07/25	
Any monitoring locations identified as problematic with higher levels observed more often, more frequent levels should be taken and noted in the monitoring form.		31/07/25	
Ensure that licensable activity ceases at 22:00 with the absolute cut off at 22:30 should the event be delayed.		31/07/25	
If a complaint received: - Always be professional and respectful - Ask for name, address and contact number - Begin or add information to register of complaints - Advise that their complaint will be investigated - Re-contact complainant to let them know what action has been taken. - Monitoring to be carried out at the address of the complainant and if a breach is observed (65dBA over a 5 minute period) then action is taken to reduce noise and monitoring is continued for a further 10 minutes		31/07/25	

Submit post event report to local authority which notes:		31/07/25	
- Complaints received and action taken. - Monitoring results collected on the day. - Details of any breaches of the noise levels specified in Table 1 and action taken. - Any recommendations for future events.			

v. Site Plan



vi. Noise Monitoring Record Example Sheet

[illegible]

vii. Sound management process notice

David Monk is the appointed sound Manager for the Balloons and Tunes Event 2025. Off-site Sound levels will be monitored in real-time, during running times to ensure they remain within the limits set by the council. The event has strict noise guidelines under the license conditions and these will be enforced at all times. David has worked for two manufacturers who are directly responsible for particularly high safety in public areas such as stadiums and train stations, in both of these types of venue EN54 compliance and public safety are of utmost importance. David has designed, implemented and commissioned these types of venue alongside an installer. In this capacity noise management and in particular interoperability and networking of the sound environment is paramount. David will be supplying WiFi controlled digital signal processors to each of the systems on site which will govern their maximum noise level. This means that at any given point the Balloons and Tunes will have overall control of the noise levels on site from anywhere within a few minutes.

When action needs to be taken, the following strategy will be used. A timeframe of 20 minutes will be adopted between each step.

Stage 1 - Request to turn down

Assistance will be provided by the noise team.

Stage 2 - Warning

Person responsible for non-cooperation will be identified and the event organisers informed.

Stage 3 - Intervention

1. Physical intervention. The sound system will be turned down by the Balloons and Tunes or physical disconnection of sound system elements if required.

2. Disciplinary action.

3. Close of Stage

Venues such as cafes that have permission to operate background music **MUST** ensure that noise cannot be heard more than 10m from the source in any direction. This is a check that will be performed regularly.

It is important that at all times when the venue is open, there is a competent person on duty. Please be aware of venue operating times and post a copy of the venue closure schedule in a prominent position.

viii. Residents letter example

Resident's address

Balloons and Tunes events ANNOUNCEMENTS

We are getting extremely excited about bringing Balloons and Tunes to Cutteslowe Park, On: 2nd and 3rd August 2025

2025 after running these events safely and successfully previously across the country.

As always, we have an array of music including tribute and original artists.

Throughout the day a host of artists will be performing with people being able to relax, whilst tasting the delights of fantastic food available on-site.

Live music & recorded music performances will be on the main stage between 13:00 to 22:00 on Saturday 2nd August and 13:00 to 20:00 on Sunday 3rd August (TBC)

Any other recorded music is only ambient background music which should not be heard outside of the event site. All music will be under the strict control of an impartial sound officer who will be liaising with the Council directly.

The site will be open to the public from: Saturday 2nd August 12:00 to 11pm and Sunday 3rd August 12:00 to 8pm

If you have any concerns whatsoever – please contact Balloons and Tunes on 07818 825332 throughout the weekend. If you wish to come and say hello before the event – we will be on-site on Thursday to answer any question or concerns you may have!

Kindest regards,

Managing Director

ix. Licensing Conditions (Noise)

1. Regulated entertainment involving either the playing of amplified or live music, shall not occur on more than three days in any calendar year and no later than 21:30 hours.
2. The Music Noise Level emitted from any regulated entertainment involving either the playing of amplified or live music or both concurrently shall not exceed 65dBA L_{Aeq,15 minutes} assessed at any

residential property at any time. In addition, the Music Noise Level $L_{eq,15 \text{ minutes}}$ in the 63Hz and 125Hz octave bands shall not exceed 70dB assessed at any residential property at any time.

3. A noise management plan shall be submitted to the local planning authority 28 days before any day on which regulated entertainment involving the playing of recorded music or live music is to be played for approval by the Licensing Authority. The plan shall set out how the risk of public nuisance will be managed and how compliance with the Music Noise Levels contained in conditions on this licence shall be achieved. Such regulated entertainment shall only occur in accordance with the approved noise management plan.



Section 18

Sanitation

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



Toilet facilities

Oxford Balloons and Tunes 2025 will provide suitable and sufficient sanitary and welfare facilities for workers and customers at the event.

Separate facilities will be provided for those handling food and beverages, in addition to the usual separate facilities for production and artists.

Whilst health and safety law does not prescribe numbers and types of toilets and wash facilities for use by an audience, the event will supply adequate toilet and washing facilities at the ratio recommended in the Purple Guide, recognising it is important in the prevention of health risks. Lack of sufficient provision may also result in crowd disorder.

Similarly sufficient facilities will also be supplied for those with accessible needs.

The table below is the current recommendation for provision stated in the Purple Guide.

	Female Toilets	Male Toilets	Urinals	Accessible Toilets for disabled & wheelchair
For Events with a gate time of less than 6 hours duration	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 250	1 per 40

Given the nature of the event and the anticipated levels of fluid consumption these figures consider an event with opening hours over 6 hours with alcohol and food served in quantity. On assessing the number of toilets required for the event, a 50:50 female male split has been assumed.

Female toilets: 67

Male toilets: 13

Urinals: 50 (will be in blocks)

Accessible: 4 (two in each block)



The location Grid Ref: E6 & D8, access - both for patrons and servicing - type, lighting and signage have all been considered in relation to the specific requirements of the festival.

All lighting levels in the area of any toilets will be a minimum of 100 lux for general toilets and 200 lux for accessible toilets, which is recommended by the Chartered Institute of Building Services. Where necessary individual units will be lit. Toilet areas will be lit from 30 minutes prior to sunset or earlier if weather conditions dictate.

Hand washing facilities

All polyjohns are equipped with hand washing facilities and / or Hygiene Gel (as warm water is not generally available). Where this is not available the new recommendation in the Purple Guide of one wash basin for every ten Portaloo's – in these circumstances – regardless of gel provision is acknowledged. Hand washing facilities are required for trading lines, so where possible these will be co-located. Where paper towels are provided, they will be regularly collected for disposal and restocked.

(Given the location hand wash facilities will be self-contained units with foot-pumps to generate water flow.)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) assessments will be available for all products used for cleaning and deodorising. If a known risk is presented, then suitable warning notices will be supplied.

Shower facilities

No showers will be required or provided for the event.



Disposal of sanitary towels and nappies

Suitable marked containers shall be provided at each toilet block for the disposal of sanitary products. These will be regularly emptied by the licensed contractor.

Toilet servicing and sewage disposal

Due to the length of the festival, it is necessary that all sanitary facilities are regularly emptied removed offsite and disposed of. Care has been taken to ensure that tankers can access the various facilities around the site even in the case of bad weather and poor ground conditions.

Toilet servicing timetables and routes shall be established in consultation with the toilet servicing contractor.

All relevant and applicable provisions will be taken with regards to compliance with environmental protection and waste carriage/disposal legislation.



Section 19

Campsites

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford

There will be no camping at this event



Section 20 and 22 Information, Welfare, and Safeguarding

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



INFORMATION

The event website provides a wealth of information for customers.

In due course this will be updated.

The website address is <https://balloonsandtunesuk.com>

The entrance to the festival will also serve as an information point during the event.

WELFARE & SAFEGUARDING

(Including lost and found Children, Young people and Vulnerable adults)

Extreme Events Ltd will provide welfare facilities for the event. The welfare staff are separate from the medical provision and will not be dressed in welfare apparel.

Safeguarding Statement:

Balloons and Tunes 2025 believes that abuse of any kind is unacceptable. We recognise our responsibility to safeguard all children, young people and vulnerable adults in line with national legislation and local policy. Safeguarding is a priority, and we recognise our duty of care to protect and maintain the safety of all children, young people and vulnerable adults who attend the event.

Balloons and Tunes 2025 has developed this policy to support all those attending, working and performing at the event to put into practice the organization's commitment to safeguarding. This policy establishes the roles and responsibility of all Balloons and Tunes 2025 staff in relation to the protection of children, young people and vulnerable adults with whom they may have contact with, during the event.

A child is any individual under the age of 16.

A young person is any individual between the ages of 16 and 18.

A vulnerable adult that requires safeguarding is considered to be an individual over the age of 18 who has need of care and support, is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. Care Act 2014, by reason of mental health, learning, physical, any other disability or situation, is unable to take care of themselves, or, to protect themselves from significant harm or exploitation.

Balloons and Tunes 2025 is committed to reviewing this policy and its good practice annually.



The Purpose of the Safeguarding Policy:

To provide protection for the children, young people and vulnerable adults across the Balloons and Tunes 2025 event.

- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of harm.

This policy applies to all staff, volunteers and artists and anyone working on behalf of The event we will endeavour to safeguard children, young people and vulnerable adults by:

- Valuing, listening to and respecting them
- Adopting appropriate guidelines for the safety and wellbeing of children, young adults and vulnerable adults through procedures and a code of conduct for staff and volunteers
- Sharing relevant information about child and adult protection and good practice with children, young people, vulnerable adults, parents, carers, and staff.
- Sharing relevant information about concerns with agencies who need to know and involving the individual and other relevant parties appropriately adhering at all times to the Balloons and Tunes 2025 Confidentiality Policy and to the boundaries of the Data Protection Act 1998 and GDPR.
- Providing effective management for staff through supervision and support

Safeguarding Principles:

- The safeguarding of children, young people and vulnerable adults attending Balloons and Tunes 2025 and using the premises and services which are part of the event is one of the main priorities for the organisation
 - Balloons and Tunes 2025 is committed to working with everyone to ensure that every child, young person, and vulnerable adult receives the appropriate care and support needed to safely attend and enjoy the event.

Balloons and Tunes 2025 staff will at all times behave in a way that reflects the principles, ethos and values of the organisation in line with the Balloons and Tunes 2025 code of conduct.

Balloons and Tunes 2025 operates a medical and welfare team which will be in place for the duration of the event.

Balloons and Tunes 2025



1. The Welfare team is comprised of suitably trained and briefed individuals who have proven experience of working with all age groups including children, young people and/or vulnerable adults with care and support needs.
3. The Welfare team lead will be contactable throughout the duration of the event if required.

Safeguarding and Welfare:

At Balloons and Tunes 2025 we define **Safeguarding** as having a duty of care to look after those who may be more vulnerable within the Balloons and Tunes 2025 community or who are involved in a situation where they are at immediate risk of significant harm or may pose a significant risk to others.

At Balloons and Tunes 2025 we define **Welfare** as providing information and support to a person who is not at immediate risk of significant harm and who is not presenting an immediate risk to others. We provide this information and support in order to enable the person to help themselves.

Reporting and Monitoring Procedures:

- If any Balloons and Tunes 2025 staff member or artist has a concern or awareness of any issue relating to the safety, care and welfare of a child, young person or vulnerable adult who may be at the event, it is their duty to inform the welfare team.
- All instances of suspected abuse or neglect must be reported to the Welfare team immediately. If significant harm has occurred, is imminent or severe, the Welfare team Lead will make contact with the appropriate external authority (i.e. Police or the Multi-Agency Safeguarding Hub or Care Direct) immediately. The event organisers will also be kept informed of any such incidents.
- All information shared with and received in confidence by the Welfare team Lead, or any member of the team will be recorded in writing on the relevant Safeguarding forms. (See Appendix C for generic reporting form). The information recorded will include the date and time of any issue notified, full details of the issue and details of any other individuals who may have knowledge of the concern. The full name and role of the team member will be noted, and the method of communication and details of the actions requested and/or taken will also be recorded.

Where a Balloons and Tunes 2025 member of staff or artist is suspected of acting inappropriately towards a child, young person, or vulnerable adult, outside of the



guidelines and boundaries of their role the Safeguarding Lead should immediately be informed. The Safeguarding Lead alongside Balloons and Tunes 2025 Operational Lead will consider the appropriate action to be taken based on the concern and evidence presented. The staff member or volunteer will immediately be suspended from duty as a precautionary action and without prejudice.

Appropriate/Inappropriate Physical Contact:

Physical contact with others is an important way of providing reassurance in addition to displaying appropriate affection and respect. Physical contact can be an essential form of communication.

Every individual has the right to personal space and should feel able to say 'no' to any offered physical contact.

Staff and Artists are encouraged to communicate with those who are attending and taking part in the event, however, with regards to physical contact with children, young adults and/or vulnerable adults, they are required to consider the boundaries of appropriate/inappropriate touch and, to avoid engaging in, encouraging, presenting or displaying physical contact which may be misinterpreted, or which is not welcomed by the child, young person or vulnerable adult.

Staff and artists should consider whether the type of contact that they are having with an individual is appropriate to their age, ability and/or situation. For example, a member of staff who may be supporting a specific children's/young person's activity should consider whether letting an individual sit on their lap whilst taking part in an activity is appropriate. For example, allowing a young primary aged child to sit on your lap in order to support them with an activity or to engage them with storytelling may be appropriate, however, allowing a young person to do so is not.

If the child, young person, or vulnerable adult initiates inappropriate contact i.e., full bodily hugs, staff, and artists can change it to a more acceptable form whilst continuing to show appropriate affection and respect. For example, an arm around the shoulders, hand on the arm or a high five is more acceptable than a hug or a kiss.

Staff and artists should be aware of and sensitive to the response of the individual. Be aware of any signs of discomfort or unease and adjust your actions (and theirs if necessary) as appropriate. If you have concerns about the way that an individual may physically relate to you or others, please alert your Team Leader and the Safeguarding Lead.



Lost/missing or found child, young person, or vulnerable adult.

The aim is to re-unite the lost or found person with their parent/carer/guardian/friend as quickly as possible with due regard for the suitability and fitness of the parent/carer/guardian/friend.

The medical will co-ordinate this service at all times while the public are on site. The code word to be used for a lost/missing or found child, young person or vulnerable adult will be 'Disney'.

Missing/Lost Person Guidelines:

The following steps should be taken if any member of staff or artist is notified of a child, young person or vulnerable adult **missing** on site:

Notify Event Control (via your Team leader) **and** the medical team member on duty and immediately give the following details over the radio: '**Priority Call...lost Disney**', age, clothing and description and where last seen.

Take down contact details of Parent/Carer/Guardian/friend. **Note:** these details shouldn't be given over the radio

Event Control to notify all radio users of description of missing person to include age, physical description, clothing, where last seen.

Parent/Carer/Guardian/Friend to remain at location where the missing/lost person was last seen, for 10 minutes with team member. If more than one parent/carer/guardian/friend is present, then one of the two parent/carer/guardians or friends should be taken to the medical area immediately.

Welfare team to confirm and record details using the appropriate Lost/Found form and update Event Control. (See Appendix B for LOST/FOUND form).

Welfare team will give instruction and guidance to Event Control with regards to searching of the immediate area.

Welfare team member will notify Event Control to ensure a search is being carried out across the site by all stewards, Security, medical and staff with radios.

Immediate contact with Event Control must be made upon the person being confirmed as found.



Once found, the Welfare team member where appropriate will meet the missing person and reunite with parent/guardian/carer/friend. This will take place in the Welfare tent. It is important that the parent/carer/guardian or friend is suitably fit and able to take back responsibility for the lost/found person.

A **found** missing/lost person will be brought to the Welfare area by 2 members of staff wherever possible.

If a missing/lost person is deemed **high risk** (at immediate risk of significant harm) by the Welfare lead or the on-duty Welfare team, or remains missing after 30 minutes, then the Police will be notified immediately by using 999. The festival organisers will also be advised and updated.

If there are any concerns regarding Safeguarding of any 'found' lost/missing person, then the Police or the MASH/Care Direct will be advised of those concerns as soon as possible.

Found Person Guidelines:

As children, young people, and vulnerable adults, enter the site with their parent, carer, friend or guardian, they will be offered a wristband on which the parent/carer/guardian/friend's mobile telephone number can be written using indelible marker pens.

The following steps should be taken if a member of staff, artist or volunteer becomes aware of a child, young adult or vulnerable adult found on site i.e., an individual has **lost** their parent, carer, or guardian/friend.

Notify your team leader immediately who will inform Event Control.

If onsite staff, artist, or volunteer, find a child, young person under 16 or vulnerable adult, then 2 members of staff (at least one of whom will ideally have an SIA license) will escort the found child, young person or vulnerable adult to the Welfare area where they will be met by a member of the Welfare team.

Event Control will notify the Welfare.

Welfare team will meet the team member and found person at the Welfare area.

Welfare member will facilitate the reuniting of found person with parent/carer/friend/guardian and will take details of the child, young person, or vulnerable adult by completing the Lost/found form. (See Appendix B for LOST/FOUND form).

Welfare Leader will determine whether any safeguarding issues need to be addressed with other agencies.



Confidentiality:

Children, young people, vulnerable adults, and anyone requiring the support of the Welfare team can have the confidence that any information concerning them will be treated with confidentiality and respect.

The work of Balloons and Tunes 2025 Welfare team is carried out in accordance with the Data Protection Act 2018.

All personal information concerning any individual receiving support from the Welfare team is confidential. All information shared will be received in confidence and will not be shared outside of the immediate operational Welfare or Balloons and Tunes 2025 Operations Leads without the prior and explicit agreement of the Welfare team Lead.

Such confidential information will not be shared with any third or external party without prior consent of the individual whom it concerns, except in circumstances which may require the immediate safeguarding of an individual from risk of significant harm or other situation.

All personal information recorded as part of Welfare team support will be confidentially destroyed after 12 months following the festival, unless required for the purposes of immediate safeguarding or, in the unlikely event of ongoing concerns requiring the involvement of third and external parties.

Anti-Discrimination and Valuing Diversity:

Balloons and Tunes 2025 is committed to valuing diversity within society, to challenging all forms of discrimination and to taking positive action to ensure that staff, artists, volunteers and users of the service have equal opportunities in participation and access to the event.

Balloons and Tunes 2025 has legal responsibilities not to discriminate on grounds of disability, race and gender.

However, beyond this legal responsibility Balloons and Tunes 2025 will oppose discrimination on the grounds of race, nationality, ethnic origin, class, gender, marital status, sexual orientation, age, disability, caring responsibilities, political affiliation, or religious belief/faith.



Responding to a person wanting to talk about abuse:

General Points

- Show acceptance of what the child/young person/vulnerable adult says, (however unlikely the story may sound)
- From the onset, don't promise confidentiality. Tell the person you may need to let someone else know if you feel they or someone else may be in danger or future danger.
- Keep calm
- Look at them directly
- Be aware that they may have been threatened
- Reassure them you will help and ask open questions like... 'Who, What, Where, When, Why and How'.
- Don't directly question them about the abuse. Don't asking leading questions like "Did they touch you?"

Repeat back what they have said to you to make sure you have understood them correctly.

Helpful things you may say or show:

- I believe you (or showing acceptance of what they have said)
- Thank you for telling me

It's not your fault.

We as a team will help you.

Don't Say:

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Never push for information, if they decide not to tell you after all, then accept that and let them know that you are always ready to listen. Always write down what has been said or happened especially if they stopped talking about a situation that you find worrying.



- Never make false promises
- Never make statements such as “I am shocked” or “don’t tell anyone else”

Concluding:

- Again, reassure them that they were right to tell you and show acceptance.
- Let them know what you are going to do next and that you will let them know what happens (your safeguarding officer might have to consider referring to Social Services or the Police to prevent them returning home if you consider them to be at serious risk of further abuse)
- Immediately contact your Team Leader. If they cannot be contacted, speak to Welfare.
- All suspicions, observations and investigations should be kept confidential and only shared with those who need to know. (Incident forms are available).

Contact after the Event:

Staff, artists, and Volunteers are not permitted to maintain contact with a child, young person or vulnerable adult after the event.

Balloons and Tunes 2025 do not take responsibility for any such contact. Please remember that this is not only in order to ensure the safety and well-being of the child, young person and/or vulnerable adult but also yourself.

Care Direct 0345 155 1007 Out of hours: 0345 600 0388 (Safeguarding Adults)

Violence against Women and Girls

The security company is encouraged to engage in 'active bystander' training. Details can be found here:

<https://www.activebystander.co.uk>

Roaming security patrols already check isolated areas of the venue for unauthorised entry.

Toilets are already illuminated as required under Health & Safety guidance.

Balloons and Tunes 2025

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Please see the Alcohol Management Plan within section 21 regarding spiking considerations (testing and drinks covers).

Appendix B: Lost/Found Person form:

Lost/Found Child, Young Person or Vulnerable Adult form
for members of the public, staff, or artists.

Event name	
Date	
Note: Details for records only, not to be announced over the PA.	

Part 1 – Lost/missing child, young person or vulnerable adult

Personal information – child/young person/vulnerable adult			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		☐ Spectator ☐ Participant	
		☐ Other:	
Any other information			

Contact details – parent/carer/guardian/friend



Name	
Contact number(s)	
Address	
Email	

Incident details			
Time and place child/young person/vulnerable adult last seen		Time event staff informed	
Action(s) taken and when	☐ Event security informed, at ____:____		☐ Police informed, at ____:____
	☐ Other (details and time)		

Part 2 – Found child/young person/vulnerable adult

Personal information – child/young person/vulnerable adult			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		☐ Spectator ☐ Participant	
		☐ Other:	



Has the found person any special medical requirements?	⇒ <i>Check for medical tags</i>
Any other relevant information	

Incident and collection details			
Time found		Location	
Name of security/steward with found person.			
Time child handed over to Welfare team			
Details of adult handing the child over	Name		
	Contact number		
	Role		
Time that event control was informed			Time child reunited
Any other information			
Details of parent/carer/guardian/friend collecting found person.	Name		
	Relationship to child/young person/vulnerable adult		
	Contact number(s)		
	Address		
	Signature	X	



Declaration	
☐ Parent/carer/guardian/friend's ID document(s) checked	
Member of Welfare team handing over child	
Staff member's signature	X



Section 21

Food, Drink & Water

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



FOOD AND MARKETS

A Overall markets management

Extreme Events Ltd will undertake the coordination and management of all public food outlets on the festival site.

Extreme Events Ltd will undertake the coordination and management of all trade outlets on the festival site.

B Catering (Public)

Extreme Events Ltd, Chanel Manders shall prepare and disseminate a terms & conditions document on behalf of the festival. They will also collate all the pertinent health, safety & food safety documentation from prospective traders prior to them being booked. The objective of this pre-qualification stage is to ensure that only businesses that are already registered under the Food Hygiene (England) Regulations 2006 shall be permitted to provide food and drink at BDF and that traders are competent to maintain the required standards whilst on the festival site.

C Trade

Extreme Events Ltd Chanel Manders shall prepare and disseminate a terms & conditions document on behalf of the festival. They shall ensure that all traders are aware of the items that are prohibited by the festival and its premises license.

D Markets manifest

The detailed markets manifest below shall be periodically updated. The most up-to-date version is available via this LINK:

https://drive.google.com/drive/folders/1TXtx-wolw6vEEBkqthpsgZb-FluSK98F?usp=drive_link



Please refer to section 40 regards provision of water



ALCOHOL MANAGEMENT PLAN

Introduction

This Operations Plan addresses the public bar operations that will be built, managed and overseen by David Rowland and Callum McBrayne as DPS & Carousel Bars SW Ltd as the bar provider and operator at the Balloons and Tunes 2025. No alcohol will be served prior to 12:00 noon Saturday 2nd August nor after 22:30pm or before 12:00 noon Sunday 3rd August nor after 20:30pm.

This plan will be updated at regular intervals and its version number changed incrementally to ensure document control.

Bars Managed

All bars for the event will be managed by Callum McBrayne and Carousel Bars SW Ltd, under the direction of David Rowland, on behalf of the Balloons and Tunes 2025, with Callum McBrayne as DPS, and alongside their contractors and partners.

The bars are clearly identified on the site plan.

Payments will be made by card & cash at this event.

AGE VERIFICATION POLICY

The Balloons and Tunes 2025 is a family event.

It will operate Challenge 25 across all bars.

All staff will be briefed regarding the ramifications of any party serving alcohol to an under-18.

The ONLY accepted proof of age documents are:

Passport

UK Photocard Driving Licence

British Military ID card - with date of birth

Only original documents will be accepted, any images on Mobile Phones or Apps will not be deemed as an acceptable form of ID.



All working bar staff will be fully briefed regarding the above, and other key licensing objectives for the event. Post briefing, all staff will sign an “Authorisation to Sell Alcohol” document. This document will be available on the bar during the shift, countersigned by the Bar Manager and retained for 12 months post-event.

Instances where staff challenge a customer for ID and ID is produced will be recorded. This will be available for review from the bar’s office during the event.

Post-event, the data will be held for 12 months.

Instances where staff challenge a customer for ID and ID is not produced will be fully noted in the Refusals Register. The register will record every refusal for failure to produce ID, and all refusals made for any other reason.

Instances where staff challenge a customer for ID and ID is not produced will be referred to security so the customer’s accompanying parent or guardian can be identified, and any appropriate safeguarding action can be taken.

Other grounds for refusal

Staff will not serve any customer found to be excessively intoxicated or any customer who behaves in an aggressive, rude, or otherwise threatening manner towards any member of staff.

Where appropriate / necessary, these customers will be then referred to Security or Welfare to follow up.

All bar ops paperwork will be made available to the relevant parties, post-event.

Designated Premises Supervisor – Callum McBrayne.

Personal License holder: EXE - 002254 issued by Exeter City Council.

For Balloons and Tunes 2025.

Bar Management

The bar will be run by Callum McBrayne under Carousel Bars SW Ltd.

Each bar will be managed by a Premises License Holder (PLH)



Designated Carousel Bars SW Ltd Management, PLHs and Supervisors will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act 2003 and any relevant licensing conditions are always adhered to.

At the start of the event, all bar managers will receive a briefing from the DPS and Southwest Bars providing an overview of the event and the operation of the bars - see Appendix 1. Bar Managers are responsible for briefing all the bar staff before the start of their shift.

Staff

Bar crew and other senior management, aside from the DPS, are recruited by Carousel Bars SW Ltd, either directly or via local, reputable agencies.

Trained Bar staff are predominantly provided by Carousel Bars SW Ltd; they receive site specific briefings on-site. Further agency providers may be engaged to ensure resilience in provision.

No person under 18 years of age will be permitted to work for Carousel Bars SW Ltd at this event in any capacity.

Equipment

All equipment owned and provided by Carousel Bars SW Ltd is maintained in a safe condition and maintenance records are kept in accordance with the Provision and Use of Work Equipment Regulations (1998). The use of all equipment has been the subject of risk assessment in accordance with The Management of Health and Safety at Work Regulations (1999). All employees have been trained in the use of the equipment, as applicable, and have been assessed as being competent in its operation.

All equipment owned and provided by any external contractors will be subject to the same standards and signed off accordingly once installation is complete.

Staff Welfare

To ensure the wellbeing of staff, regular breaks will be given during every shift. Free drinking water will be provided for staff at all bars.



First aid will be readily available and other welfare provisions such as free ear plugs will be provided.

At each major bar there will be suitable and sufficient numbers of toilets and hand wash / sanitiser stations available.

Drinking water

Drinking water will be freely available at all bars.

Drink and Drugs Policy

All staff, crew, management and other partners are expected to be fit to work and to convey a professional image throughout. To this end, the consumption of alcohol or illicit substances is prohibited whilst on shift – including during any breaks. Staff are welcome to consume alcohol on site once their shift has finished, providing they purchase it accordingly from the bars, have their own supply (in accommodation for example), and are fit for their next shift.

Managers should take responsibility for the welfare of their staff and must undertake to provide a trusting, confidential and supportive relationship.

Consumption of alcohol while on shift is considered to be theft and will be dealt with accordingly (if taken from Carousel Bars SW Ltd stock).

Disciplinary action will be taken against any employee who uses, stores, or supplies illicit drugs at the event. Carousel Bars SW Ltd may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.



Bars Security Policy / Right to Search

As a condition of employment, all staff consent to being searched at the beginning and end of their shift, their breaks and at random throughout the course of the event.

Staff agree to declare any cash they have on their person or in their possession at the start of their shift and to update this throughout the course of the day if any changes occur to the total amount.

Random searches may take place throughout the event. Records will be kept ensuring profiling or any other judgement is not occurring.

If a staff member is suspected of theft, intoxication or violation of any other condition of employment, they may be subject to a search.

Any staff member who refuses a search in any of the circumstances detailed above, will be dismissed from site – providing all parties involved are found not to be at fault when requesting the search take place.

Accessibility

The major bars onsite will have a low-level bar counter for wheelchair access and this will be clearly signed and indicated on customer-facing site maps.

First Aid

First aid is readily available at this event. Bar managers will hold event radios, to enable them to promptly request medical assistance as / when it is required via event control.

Fire and Emergencies

Balloons and Tunes 2025

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In the event of a fire or another emergency, the preservation of life takes priority.

If a bar needs to be evacuated for any reason, bar managers will lead staff to a safe location and conduct a roll call to ensure all are present and accounted for (see staff induction in EMP).

All staff to remain vigilant for fire hazards and other potential issues throughout the event, this detail will form part of their briefing.

All crew to be trained in use of basic fire-fighting equipment.

Bar event managers will include basic threat mitigation instructions in the bar manager's briefing.

Protecting the Public

Members of the public are forbidden access to the working/staff areas of the event bars throughout the festival.

Access to the rear of the bars will be prevented by the use of fencing and closed marquee walls. Bar security will ensure that only correctly accredited staff are given access.

In the event that a member of the public is creating a nuisance or offering verbal or physical assault, the bar security staff are to be contacted for assistance.

Spiking

The Balloons and Tunes 2025 and Carousel Bars SW Ltd acknowledge that while genuine spiking is still rare, there is a growing perception that it is a problem at events and nightlife venues. To this end, we have developed a Spiking Policy and incorporated it into our bar operations. Information regarding the practice of spiking, signs, how to prevent it and what to



do if it occurs has been incorporated into our daily Bar Managers Briefing (please see Appendix 1), which is subsequently cascaded to all Bar Staff in the general briefing (please see Appendix 2). The policy covers how to prevent spiking, the main risks, how to spot if someone has been spiked and what to do in the unfortunate event that a spiking does occur with regards to the victim and the suspect / perpetrator.

HA Protection Services security will liaise with the police to ensure viability of the kits. They will also agree a testing plan.

Cup covers shall also be available on request.



The Balloons and Tunes 2025 and Carousel Bars SW LTD Commitment to Safe Spaces

In line with the event's commitment to the provision of safe spaces for all on site, there is information within the management and staff briefings on schemes in operation at Balloons and Tunes 2025: 'Ask for Angela' and 'Ask for Clive'. In addition to which, all bar managers are made aware of the nearest first aid, medical and welfare points and how to radio for assistance when needed. These policies are conveyed to our audiences via the usage of signage across the site.

Accident Reporting

Accidents & Incidents will be reported accordingly, and records will be held centrally on site and made available for inspection on request. All reasonable attempts to remedy an issue or hazard will be undertaken and feedback will be encouraged post-event from all parties to avoid any repeat / continuation. A full risk assessment regarding bar operations is submitted to the event by Carousel Bars SW Ltd. Other activities are provided by suppliers and or the event risk assessments,

Waste Control & Sustainability

The Balloons and Tunes 2025 and Carousel Bars SW Ltd are committed to delivering the event in the most sustainable manner possible. Southwest Bars work alongside event management, and other involved parties to ensure that the minimum possible impact on the site and surroundings. Measures taken at Balloons and Tunes 2025 may include, but are not limited to:

Operating and promoting a cup-return & refund system.

Operating a robust system of rubbish separation and following the event's recycling plan.

Using local suppliers where possible.

Ensuring that all drinks are served in non-virgin PET cups or in cans.

Using hired, multi-person transport to bring in staff on a daily basis, limiting the carbon footprint of our operation.



Site Sign Off

Before Carousel Bars SW Ltd leaves, the site once an event has finished, they will conduct a sign off / debrief with the site and / or event management where necessary.



APPENDIX 1: Bar Managers and Staff Briefing

A full briefing document will be produced jointly by Balloons and Tunes 2025 and Carousel Bars SW Ltd Bars, the content of which is summarised here:

Briefing from Balloons and Tunes 2025:

- Describe event and audience number
- Overview of timings
- Overview of festival management team and communications structure
- Who is PLH
- What to report, who you report to and how
- Radio-holders and confirm use, call signs and radio channels for bar managers
- Bar timings and last orders
- Challenge 25 - acceptable forms of ID and DOB confirmation
- Ask for Angela / Ask for Clive awareness
- Security team in place
- Refusals register and how to report
- Duties to refuse service to overly intoxicated
- Spiking awareness, what to look out for
- Access to first aid
- Water availability
- Personal hygiene
- Accessibility awareness
- Location and use of FFE



Briefing from Carousel Bars SW Ltd Management will include:

- Team structure
- Clothing to wear/issued with
- Shift patterns and signing in/out
- Opening and closing process
- Cups - recording/swapping process
- Welfare
- Searches and storing of personal items
- How to make drinks
- Cash handling and use of card machines
- How to raise issues/concerns
- No phones, smoking, drinking, drug use during shift
- Drinks tokens
- Refunds
- Cleaning schedule
- End of day



APPENDIX 2: REFUSALS REGISTER

B

EVENT:

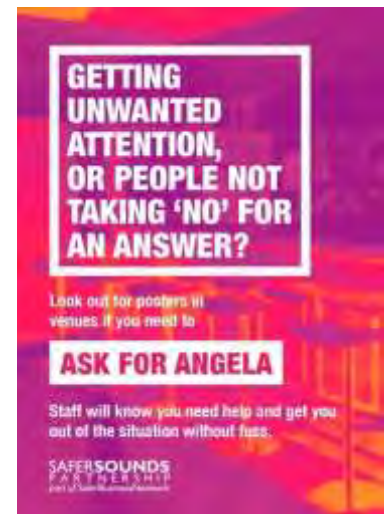
DATE:

TIME	STAFF NAME	REASON FOR REFSUAL	DESCRIPTION

PLH Print

PLH Sign.....

APPENDIX 3 - Sample Safe Spaces and Safe-Guarding Signage





Section 23

Animal Welfare

Balloons and Tunes 2025

Cotteslow and Sunnymead Park, Elsfield Way, Oxford

We intend to, at allocated time slots have animal petting sessions.

This will be outsourced to an external company Mad for Animals.

Once this has been finalised you can access more information.



Please see LINK:

https://drive.google.com/drive/folders/1dLE_ocJ0YoBvHrqzyEFnyr_smAkU_pgH?usp=drive_link



Section 24

Fireworks

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



As in previous years there will be a fireworks display at the conclusion of Saturday night's main stage program. The firing zone will be detailed in the site plan. The exact location will be wind dependent. The firework contractor, Anytime Fireworks, will be required to conduct on-site dynamic assessments with regards to prevailing weather conditions and will liaise effectively throughout the set up and display with event control and the ESCs.

When available all pertinent safety & risk documentation concerned with the firework display will be added to this section

The area around the firing zone will be closed, if necessary, until such time as the all clear is given. This is to ensure the 'fallout zone' remains sterile.

Please see LINK:

https://drive.google.com/drive/folders/1EjWfaSKWVD51BxorDeKM1r1UcjJqJKcB?usp=drive_link

Anytime Fireworks – Standard Operating Procedures

Table of Contents

1. Introduction
2. Company Structure and Roles
3. Planning and Coordination
4. Fireworks Storage and Handling
5. Transportation of Fireworks
6. Display Setup and Execution
7. Safety Protocols
8. Post-Display Procedures
9. Emergency Procedures
10. Training and Competency
11. Incident Reporting and Investigation
12. Review and Continuous Improvement

1. Introduction

This SOP document provides a comprehensive guide for the management and operation of Anytime Fireworks, a fireworks display company. It outlines the procedures to ensure safe, efficient, and compliant execution of fireworks displays.

2. Company Structure and Roles

2.1 Management

- Proprietor: Oversees overall operations, strategic planning, and compliance, manages day-to-day activities, including logistics, staffing, and coordination.

2.2 Safety Personnel

- Safety Officer: Ensures compliance with safety regulations, conducts risk assessments, and oversees incident investigations.

2.3 Display Team

- Senior Pyrotechnician: Plans and directs the fireworks display.
- Pyrotechnician: Handle fireworks setup, firing, and takedown.
- Pyrotechnician Assistants: Provide support during setup and execution.

3. Planning and Coordination

3.1 Initial Planning

- Conduct a site risk assessment and obtain necessary permissions.
- Develop a display plan, including the selection of fireworks, layout, and timing.
- Coordinate with local authorities, including fire departments and law enforcement.

3.2 Coordination Meetings

- Hold planning meetings with all staff to review the display plan and safety procedures.
- Confirm roles and responsibilities.

4. Fireworks Storage and Handling

4.1 Storage

- Store fireworks in a secure, approved location compliant with local regulations.
- Maintain an inventory of all fireworks and related materials.

4.2 Handling

- Use appropriate personal protective equipment (PPE) when handling fireworks.
- Follow manufacturer guidelines for handling and storage.

5. Transportation of Fireworks

5.1 Preparation

- Package fireworks securely to prevent movement and damage during transport.
- Label all packages with appropriate hazard warnings.

5.2 Transportation

- Use appropriate vehicles for transporting fireworks.
- Ensure the driver is trained and aware of emergency procedures.

6. Display Setup and Execution

6.1 Site Setup

- Mark safety zones and secure areas to prevent unauthorized access.
- Set up fireworks according to the display plan, ensuring stability and proper orientation.

6.2 Execution

- Conduct a final safety check before the display begins.
- Execute the display following the planned sequence and timing.

7. Safety Protocols

7.1 General Safety

- Always enforce the use of PPE.
- Conduct regular safety drills and briefings.

7.2 Fire Safety

- Have fire extinguishers and water sources readily available.
- Train staff on the use of firefighting equipment.

8. Post-Display Procedures

8.1 Takedown

- Allow time for fireworks to cool before handling.

- Collect and dispose of all debris and unused fireworks properly.

8.2 Site Inspection

- Conduct a thorough site inspection to ensure no hazards remain.
- Restore the site to its original condition.

9. Emergency Procedures

9.1 Immediate Response

- Stop the display if an emergency occurs.
- Evacuate the area if necessary.

9.2 Communication

- Notify emergency services immediately.
- Provide clear and concise information about the incident.

10. Training and Competency

10.1 Initial Training

- Provide comprehensive training for all new employees on safety protocols, handling procedures, and emergency response.

10.2 Ongoing Training

- Conduct regular refresher training sessions.
- Update training materials as necessary to reflect changes in regulations or procedures.

11. Incident Reporting and Investigation

11.1 Reporting

- Report all incidents, accidents, and near-misses immediately to the Safety Officer.
- Complete an Incident Report Form with detailed information.

11.2 Investigation

- Conduct a thorough investigation to determine the cause of the incident.
- Implement corrective actions to prevent recurrence.

12. Review and Continuous Improvement

12.1 Regular Review

- Review this SOP annually or following any significant incident.
- Update procedures based on feedback and changes in regulations.

12.2 Continuous Improvement

- Encourage feedback from employees and clientele.

- Implement improvements to enhance safety, efficiency, and compliance.

Approval and Review

This SOP is approved by Allan Vincent of Proprietor of Anytime Fireworks and will be reviewed annually or following any significant incident or change in relevant legislation.

Company Profile – Anytime Fireworks

Anytime Fireworks is a family run fireworks company from Weymouth, Dorset with over 30 years' experience in creating breathtaking and spectacular firework displays for events and celebrations with a personal touch.

With a passion for pyrotechnics and a dedication to delivering unforgettable experiences, we specialize in crafting custom-designed shows that light up the sky and leave audiences in awe.

We also offer a wide range of high-quality retail firework products for sale to the public and we can build and tailor make a firework solution for any event needs ensuring the best variety and value for money is achieved.

For inquiries, bookings, or to learn more about our services, please contact us at:

[REDACTED]

[REDACTED]

[REDACTED]



Section 25

Safety Advisory Group

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



The Purple Guide is currently developing a chapter on Primary Authority, which will be considered in due course. Should we adopt this approach it will not circumvent the Safety Advisor Group (SAG) process but may simplify it.

Whilst this chapter in the Purple Guide is aimed at members of Safety Advisory Groups, it is also useful for the event to show that these elements have been considered and progressed.

While SAGs are advisory and have no legal status, they are considered good practice.

SAGs should be consulted in sufficient time to allow them to meet, review the information supplied and for their recommendations to be implemented. By submitting the license application and EMP five months ahead of the event this is achieved.

Balloons and Tunes 2025 accepts the Purple Guide suggested terms of reference for the SAG from the event perspective:

- To advise the local authority in order to ensure high standards of health and safety.
- To promote the principles of sensible risk management in safety and welfare planning.
- To advise the local authority with regard to forming appropriate contingency and emergency arrangements.
- To advise the local authority in respect of relevant legislation and guidance referred to.
- To encourage arrangements to be made to minimise disruption to local communities.
- To consider the implications of significant incidents and events relevant to the event.
- To consider the implications of significant incidents and events relevant to the surrounding areas and facilities.
- To receive reports relevant to debriefs, visits and/or inspections of the event.
- To consider the event in the context of other events that may be happening at the same time and any potential cumulative or combined impact.

(Ref. Purple Guide, Section 25, updated 09.02.22)



Section 26

Crime and Disorder

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



In Advance

The festival website warns of the risks in buying re-sold tickets online, deferring to the approved festival outlets.

Tickets shall contain a variety of security measures to minimise the likelihood of forgery. Any persons arriving without tickets shall be directed to leave.

Terms & Conditions of Sale

- Tickets cannot be exchanged, refunded, or returned after purchase.
- The right of admission is reserved.
- Management reserves the right to alter or in the event of adverse weather conditions to curtail or cancel the performance.
- Lost or Stolen tickets will not be replaced.
- Animals are not permitted on site.
- Strictly no glass allowed on site.
- Strictly no fireworks or fire lanterns allowed on site.
- Strobe lighting may be used at the festival.
- Management reserves the right to add, withdraw or substitute artists, and to vary the advertised programme if necessary.
- In the event of a cancellation, you will either be refunded the face value of tickets or tickets would be valid for rescheduled dates. Cutteslowe and Sunnymead Park Balloons and Tunes 2025 shall not be liable for any costs or expenses incurred including, but not limited to, accommodation or transport costs.
- Under 18's will not be served alcohol and those who appear under 25 will be challenged and refused if proof of age cannot be produced.
- Anti-social behaviour will not be tolerated, and persons deemed to be carrying out illegal and/or offensive activities are likely to be ejected without refund.
- Persons who have gained access to the festival site without a valid ticket or permission or have gained access by fraudulent means, may be searched, and will be evicted.
- Extreme Events Ltd will not be responsible for any loss or damage to personal belongings.
- No generators and no unauthorised sound systems on site.
- Gates will close for entry and re-entry at 21:00pm on Saturday 2nd August and 19:00pm Sunday 3rd August 2025.
- Festivalgoers should be aware that Cutteslowe and Sunnymead Park Balloons and Tunes 2025 takes place in an outdoor, location. Being primarily on grass the landscape can be difficult to traverse.
- As a condition of sale, all ticket holders' consent to being photographed, filmed, or recorded for festival promotion.



- The festival reserves the right to amend entry requirements and policies as required by Government or Public Health England relating to Covid-19, or similar virus, which remains a potential issue.
- No drones or lanterns will be permitted at the event.

Festivalgoers should be aware that Cutteslowe and Sunnymead Balloons and Tunes 2025 takes place in an outdoor, location. Being primarily on grass the landscape can be difficult to traverse.

As a condition of sale, all ticket holders' consent to being photographed, filmed or recorded for festival promotion.

The festival reserves the right to amend entry requirements and policies as required by Government or Public Health England relating to Covid-19, or similar virus, which remains a potential issue.

Wristbands

On entry to the Balloons and Tunes 2025 site ticket holders shall exchange their tickets for wristbands. Tickets being presented at the gates shall be checked for validity and the appropriate wristband shall be issued. This process shall take place at the perimeter pedestrian gates and will be managed by Extreme Events Ltd.

Wristbands will be of printed vinyl or wove cloth type, with differing colours being utilised to show various categories of on-site access. Under 18's wristband will be issued. An accreditation pass list will be circulated in advance of the event to all gates.

Role of the Police

No request is made of the police in terms of requisition duty. However, police officers and support staff are welcome to attend as a part of their patrols or other duties.

Security

Please turn to next page.



On next pages will need to be:

Security company general plan

Security company search plan

Security company drugs policy

Security company ejection policy

Security company eviction policy

Security company staff schedule



OXFORD - BALLOONS & TUNES FESTIVAL

OPERATIONAL AND CROWD SAFETY MANAGEMENT PLAN

Gareth Howlett – Managing Director

H&A PROTECTION SERVICES LTD Altys Farm, Altys Lane, Ormskirk

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It contains confidential information and may not be distributed, reproduced to any third party
without prior authorization from H&A Protection Services.

Document Control & Version Updates.

Version	Author	Date	Rationale / Change summary
1	Danny Cashen	01/05/2025	First draft
2	Emily Fitton	06/05/2025	Grammar updated

It is the responsibility of the reader to ensure that they are working from the most current version.

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1. Introduction

Balloons & Tunes Festival is a 2-Day Family festival set to take place at Cutteslowe Sunnymead Park, Elsfield Way, Oxford, OX28NP

Balloons & Tunes is produced by Extreme Events, established in the provision of funfairs, refreshments, and similar events. Balloons & Tunes will provide funfair rides and food & beverages throughout each day, stunt – BMX bikes for example - and similar exhibitions in the arena during the day, children's entertainment, such as dinosaur costumes and Zoomania (animal puppets), and featuring music each evening.

The event spans 2 days, each day having different timings and with no age limit as this is a family focused event. Onsite parking will be available at the showground.

Drawing a diverse crowd, the event anticipates attendees primarily from Arundel and surrounding areas, With a capacity of 9,999 attendees, including ticket holders, staff, artists, and performers.

H&A Protection Services LTD has been contracted by Extreme Events to carry out services including but not limited to crowd safety and security, coordinating with various stakeholders throughout the event phases: Ingress, Event, and Egress. H&A Protection Services LTD will be on-site from Public opening the site on Friday 13th June at 1600 hours until the derig completes on Sunday 15th June 2025 maintaining 24-hour protection.

This document's purpose is to provide a comprehensive operational plan, forming part of the full Event Safety Plan. It supplements legal and contractual obligations, with responsibility resting on individuals and organisations to fulfil their roles.

The event promoter must ensure the document's accuracy and update relevant parties of any changes. Due to the event's nature, some elements may change at the last minute, requiring dynamic assessment by event control, the Head of Security, production, promoters, and operations managers. Where appropriate, the Event Safety Officer will ensure the relevant SAG agency body is informed. In all cases, significant changes must be recorded in the Event Log, which will be maintained as a record of activity throughout the duration of the event.

1.2 Event Overview

At Balloons and Tunes, they specialise in delivering high-quality events across the UK, distinguished by meticulous planning and expertise. Their festivals showcase a vibrant mix of attractions, including spectacular Hot Air Balloon Shows, featuring stunning and unique Night Glow performances, exciting funfair rides, and a diverse lineup of live music.

In addition to these main highlights, they offer a variety of family-friendly attractions, such as thrilling stunt shows, interactive dinosaur experiences, and appearances by beloved special characters.

Their Hot Air Balloon events are proudly presented in collaboration with **Exclusive Ballooning Events**, a renowned leader in balloon marketing established in 1999. You may recognise their acclaimed **SkySafari®** tour events, which have been hosted as far afield as Newbury, Bristol, and the prestigious **Lord Mayor's Hot Air Balloon Regatta**.

1.3 Audience Profile

Ticket data shows many attendees will come from Arundel and surrounding local areas. We will ensure there is enough Car parking space available at the showground to accommodate the volume of traffic and attendees on the show days. There are also local public transport routes available for anyone not wanting to travel to the site by vehicle. As the showground is only a short distance from public transport link stops.

1.4 Key Dates

Element	Date
Build Start Date	28th Of July 2025
Event Day	2nd - 3rd Of August
Breakdown end date	6th Of August 2025

1.5 Event Opening Times

The approximate opening times for that event are follows.

Arena	Day 1	Day 2
Gate Open	1600 hrs	1200hrs
Bars Open	1600 hrs	1200 hrs
Catering Concessions Open	1600 hrs	1200 hrs
Main Stage	1700 hrs	1300 hrs
Event Finishes	2300 hrs	2300 hrs

1.6 Key Security Personnel

Name	Role	Contact Number
Gareth Howlett	Security Director	
Emily Fitton	Head of Security	
Danny Cashen	Deputy Head Of Security	

2. Statement of Intent

This Statement of Intent sets out the duties and areas of responsibility agreed by H&A Protection Services LTD (The Contractor) and Extreme Events (The Organizers and Promoters)

H&A Protection Services LTD have agreed to carry out Security and Crowd Management, specifically Gates, Arena, Pit, Back of House, Search, Enhanced Search and Response Teams, therefore a definition of Crowd Management is as follows:

- The Systematic planning for and the supervision of orderly movement and or assembly of people.
- Crowd Management involves the assessment of people handling capabilities of a space, prior to its use.
- Evaluation of projected levels of occupancy, adequacy of means of ingress and egress, processing procedures such as tickets collection and expected types of group behaviour.

In addition to crowd management, H&A Protection Services LTD has agreed to take on all security roles as required by the Private Security Industries Act 2001, and all members of staff conducting security duties will be trained to the relevant required standards and hold a valid Door Supervisors License.

In addition to SIA Door Supervisors, H&A Protection Services LTD will provide Event Stewards who will perform stewarding duties, including directional assistance, information giving, and pit work on stage when required.

All staff members deployed by H&A Protection Services are fully screened and vetted to British Standards, BS7858 and have completed ACT training, ACT Awareness e-learning is a new counter-terrorism CT awareness product designed for all UK based organisations and individuals. It provides nationally accredited, corporate CT guidance to help industry better understand and mitigate against current terrorist methodology.

3. Methodology Demonstrating Event Requirements

It has been agreed that H&A Protection Services LTD will be the lead contractor of the event for Security and Crowd Safety Management in conjunction with the Health & Safety Manager from the Event.

for this operation these include:

- Crowd Management
- Stage access
- Stage areas
- Bars
- Gates
- Entrances
- Externals

In these roles H&A Protection Services LTD are required to provide sufficient numbers of staff (as per the staffing levels provided in the quote and deployment plan). This will be based on a site survey, assessing the levels of risk through risk assessments, and liaising with the production, promotor, local authorities and using our previous experience and artist profiling knowledge.

H&A Protection Services LTD would like to make clear the areas of this event that security is NOT responsible for:

- The integrity of structures
- Health and safety issues regarding anything/one other than the company and their staff
- Car Park Management
- Traffic Management
- Car Park ticketing or Cash collection

The terms of reference for this event management plan are as follows:

- The Health and Safety at Work Act 1974
- Private Security Industry Act 2001
- The Event Safety Guide 1999
- BSi Standard BS8406
- Licensing Act 2003

4. Health and Safety Statement

H&A Protection Services LTD is a limited company, and all its employees and subcontractors will respect all aspects of the Health and Safety at Work Act 1974, as well as current best practice and other relevant legislation, to ensure the safety and well-being of all those involved in the event.

For a more in depth and specific Health and Safety policy for this event please find attached in Appendix A in this document

5. Safety Information

H&A Protection Services LTD acknowledges that any event of any size does create a potential for an incident to occur. Although through a risk assessment the likelihood is low, H&A Protection Services LTD will manage the safety of all persons at the event with the utmost responsibility.

Site surveys will be conducted by Event Directors, their Production Company, and Management of H&A Protection Services LTD and will be completed in accordance with The Event Safety Guide 1999.

A fully qualified Event Safety Officer will be employed by H&A Protection Services for this event and will be on site throughout the whole event, as well as a dedicated Crowd Safety Manager and safeguarding lead.

H&A Protection Services LTD have agreed the levels of staff and the roles required to carry out their duties for 4,999 persons attending.

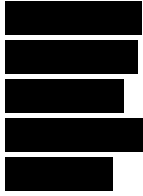
A full event deployment can be found in Appendix C.

6. Company Information

Since the rebranding of our company in 2016 we have stood by our core values and principles of providing a quality assured service to all clients new and old. H&A Protection services LTD has a diverse and knowledgeable management team with years of experience in security, event and financial industries. Combined we have over 40 years knowledge within all sectors of the security industry. H&A Protection Services staff undergo regular personal and professional development to ensure their knowledge progression through such courses as University, Leadership Schemes and Upskilling

6.1 Contact us

H&A Protection Services LTD



Company Registration No: 10408776

Contact Details:

Helen Hogsflesh – Compliance Manager - (Off Site Security Gold Command)



0800 689 4352 option 0

Gareth Howlett – Company Director - (Onsite Security Silver Command)



07934491552

Emily Fitton – Head of Events & Festivals (Onsite Security Bronze Command)



07309721057

Danny Cashen - Operations Manager of Festivals & Events



H&A Head Office



0800 689 4352

6.1 Company Profile

H&A Protection Services is a fully integrated security company, providing comprehensive support across the security and entertainment industries.

Our **Head Office** is based in **Ormskirk, Lancashire**, and we operate **nationwide**, delivering high-quality security solutions to some of the UK's largest and most prestigious events and festivals.

Our Services

We supply:

- **SIA-Licensed Door Supervisors**
- **Event Stewards**
- **Specialist Detection Dogs** (Drugs, Pyrotechnics, and Explosives)
- **CCTV Operators & Event Control Personnel**

Our Expertise

Our **management team** includes **five Level 4 Spectator Safety Officers**, ensuring the highest standards of crowd management and safety.

We provide **event staffing** for **six football clubs** across the Northwest, regularly deploying **80+ Level 2 or higher Spectator Safety Stewards**

Our **events team** is actively involved in venues across the Northwest, including:

- **Blackpool Tower Ballroom**, delivering security for high-profile events.
- **King George's Hall, Blackburn**, as part of our ongoing corporate contract with **Blackburn with Darwen Council**.

With extensive industry expertise and a commitment to excellence, H&A Protection Services continues to set the standard for safety and security at major events across the UK.

6.2 Mission Statement

H&A Protection Services LTD strives for excellence to ensure our clients are fully satisfied with the specific services that they require whether it's one static guard or a full festival or event deployment.

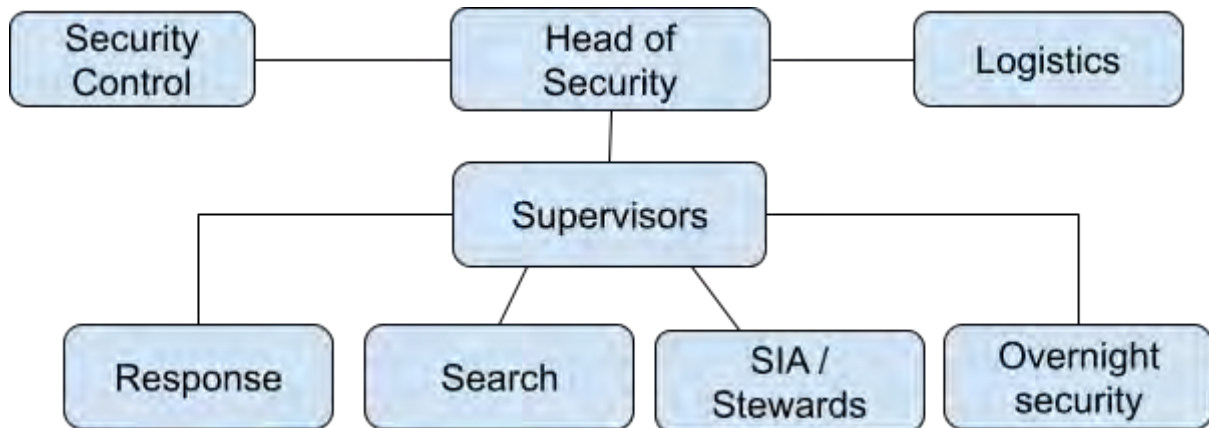
We are becoming a large and trusted company within the security industry with the intention of growing our already large client base. We will achieve this through our dedicated handpicked security officers, training and exceptional customer services principles and practices.

As a business we focus on clients' requirements, employee's welfare and providing the highest professional, quality service.

7. Event Security Management Structure

Our management team structure is briefly documented below. We will utilise our experienced event managers, supervisors, SIA licenced door supervisors, event stewards.

Our core team will consist of the key positions below.



The purpose of the event security management structure is to enable the security team to coordinate the event.

7.1 Management Co-Ordinators (Head of Security)

- Overall responsibility for the security and crowd management of the event
- Liaise with emergency services on the ground
- Coordinate in an emergency (all communication with emergency services will go through the Save the Rave & Lookalike Festival Event Control)
- Liaise with Event Safety Officer
- Implement crowd management systems
- Observe and supervise all persons employed by H&A Protection Services LTD
- Deploy resources to maximum effect

7.2 Security Control Room

- Supervise all security radio communication
- Keep an accurate log
- Maintain all radio equipment and ensure safe return
- Update other control team members of the security messages
- Update the Crowd Management Coordinator (Head of security) accordingly

7.3 Supervisors

- To supervise dedicated areas on site
- Coordinate an emergency, within their area
- Control crowd density and divert pressure to additional areas

8. Incident Reporting & Shared Awareness

Effective incident reporting and shared awareness are critical components of a strong security and risk management framework. A well-defined incident reporting process ensures that security threats, system failures, or policy violations are documented and addressed in a timely manner. Employees will be trained to recognize and report incidents promptly, using standardized reporting channels to minimize response time and mitigate potential damage.

Shared awareness plays a key role in fostering a proactive security culture. By disseminating relevant incident information across teams, organizations can improve collective understanding of emerging threats and prevent similar occurrences. This can be achieved through regular security briefings, threat intelligence sharing, and collaboration with industry peers. A transparent and structured approach to incident reporting and awareness enhances an organization's ability to respond effectively to security challenges.

9. Staff Training and Qualification

H&A Protection Services LTD audits and improves all training programmes on a regular basis to ensure compliance with national legislation, guidelines from the Health and Safety Executive (HSE), and industry best practices. This is accomplished through the following training programmes.

9.1 Stewarding

All stewards undergo basic in-house steward training by the relevantly qualified staff, stewards also are enrolled onto the NVQ Level 2 Spectator Course or equivalent to NVQ which gives them a Highfield accredited qualification in spectator safety. Some of the modules include:

- Preparing for spectator events
- Assisting with the movement of spectators
- Dealing with crowd issues at events
- Managing and resolving conflicts
- Dealing with incidents at spectator events
- Supporting the work of the team and organisation
- ACT Counter Terrorism eLearning

9.2 SIA Door Licence

All H&A Protection Services LTD security staff hold a valid SIA DS Licence, as of October 2021 there are new requirements to upskill when renewing a SIA DS Licence or gaining a new Licence. The Level 2 Award for Door Supervisors in the Private Security Industry is the official SIA approved security qualification. Modules include

- Emergency First Aid at Work
- Principles of working in the private security industry
- Principles of working as a Door Supervisor in the private security industry
- Application of conflict management in the private security industry
- Application of physical intervention skills in the private security industry
- Act awareness eLearning
- Act security eLearning

9.3 Event Supervisors

After a minimum of 12 months service to H&A Protection Services and in possession of a valid SIA Door Supervisor Licence, a member of staff can be considered to step up to the position of Event Supervisor. Every supervisor goes through in-house supervisor training which include:

- Advanced crowd management techniques
- Advanced customer services skills
- Briefing challenges
- Continuous mentoring

9.4 Additional Training

In addition to our standard company training, we have invested in several staff members gaining the following qualifications:

- Crowd Management and psychology
- Major Incident Response
- Front of barrier (Pit) Training
- Conflict Resolution
- Level 3 Spectator Safety
- Level 4 Spectator Safety
- Project Griffin Training
- Counter Terrorism Training
- ACT Awareness and Security

10. Licensing

Objectives

The purpose of this document and the plans contained below is to detail how H&A Protection Services LTD intends to handle the event in accordance with the Licensing Act 2003's goals. While adhering to the highest health, safety, and welfare requirements for everyone on the event site. The processes and management systems in this plan were created to ensure that the event was run in accordance with the four objectives listed in the event's licence.

10.1 The Prevention of Crime and Disorder

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder. Due to the profile of the audience attending, we believe crime will be minimal, this is based on H&A Protection Services LTD previous experience of similar events working with the artists already announced. There will be large numbers of people drinking, therefore we will implement additional measures to ensure that disorder is minimal.

We will implement the following procedures:

- H&A Protection Services LTD will provide SIA Licenced Security Staff and trained Stewards to ensure the event is both safe and an enjoyable experience for all customers, staff, crew, artists, and residents
- Ensuring the risks of crime and disorder are properly considered and appropriate control measures put in place to mitigate these risks so far as is reasonably practical
- Ensuring appropriate numbers of Security Staff are stationed at access / egress points and other appropriate static locations
- Ensuring measures are in place to prevent alcohol or other drinks containers being brought into the Licensed Premises through search protocols on entry
- Ensuring measures are in place to stop people leaving the event site with alcohol purchased inside the venue
- Ensuring regular patrols are conducted by response teams designated to Arenas or externals to ensure compliance with all Licensing conditions

10.2 Public Safety & Risk Assessment Control

The public safety objectives of the event are:

- To maintain a safe environment for customers, staff, volunteers, artists working at the event
- To ensure the event venue is of sufficient capacity to safely accommodate event attendees, staff, and artists and to ensure suitable and sufficient access control measures to ensure these numbers are not exceeded
- To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues
- To facilitate a suitable and proportionate response to any incident, accident, or near-miss
- To provide formal guidance for all staff and volunteers as to the immediate and subsequent response protocols (Contingency Plans) in the event of any incident, accident or near miss.
- Calculation of safe capacities, exit and emergency exit widths for the event and measures to ensure ticket sales / admission do not exceed safe capacity

- Monitoring of accurate numbers to the event site by event staff and provision of such numbers to the Licensing Authority or any other authority.
- Appropriate Security and Stewarding provision and deployment based upon comprehensive site survey and consideration of event and attendee profiles
- Appropriate medical provision in line with the Medical Risk Assessment
- Measures to ensure that all other legislative / regulatory requirements will be met e.g., concession registration with EH / equipment safety certification

10.4 The Prevention of Public Nuisance

H&A Protection Services will take measures to minimise any negative impact the event may have on the public and neighbours, so as far as is reasonably practicable. Consideration will be given to the following measures:

- Operating a zero-tolerance policy towards anti-social behaviour at the event, with security deployed as appropriate
- Adopting measures to manage queuing outside the event boundaries as necessary
- Adopting measures to deal with the dispersal of visitors from the event as necessary, including the deployment of Security and where appropriate, notices at exits requesting visitors to respect the neighbours
- Adopting measures to clear and dispose of waste as soon as is reasonably practicable after the event
- Adopting measures to limit the noise emitted from the event where it is considered it may affect neighbours
- Ensuring the agreed event finish times are not exceeded without prior permission of the Licensing Authority.
- Ensuring measures are in place to stop people leaving the venue with alcohol

10.5 The Protection of Children from Harm

H&A Protection Services LTD will appoint a designated Safeguarding Lead and develop a Safeguarding Plan to protect vulnerable persons from harm utilising a Safeguarding checklist, to ensure essential Safeguarding control measures are in place for the event.

The event is aimed at Families however with an event of this size and the acts announced, will attract many people under the age of 18 who will attempt to gain entry to the festival event. All stewards and security working on the entrance will be fully briefed on age restriction policies and how to deal with customers on a case-by-case basis.

10.6 Lost / Found Child or Vulnerable Person

As well as a designated Safeguarding Lead, H&A will provide 2 DBS cleared SIA Door Supervisors, 1 male and 1 female for the event to assist with any Lost or Found Children or Vulnerable persons. Lost / Found children or vulnerable persons will be at the Event Welfare tent that is located next to PG1 (Main public entrance to site from the car parking field).

10.6.1 Lost Person

A Lost person is an unaccompanied person, at an unknown location, that has been reported lost by their Parent/Guardian/Friends to any Event staff:

- Security Managers
- Security Supervisors
- SIA Door Supervisors
- Event Stewards
- Bar Staff
- Event Staff
- Vendors
- Crew
- Production

If a Lost person is reported to a member of Event Staff the staff member will gather as much information possible about the Lost Person, this information will include:

- Name
- Age
- Last known location or movements
- Description of features
 - Hair Colour
 - Distinguishable facial features
- Description of clothing
 - Colours of clothes
 - Logos or brands
 - Easy identifiable markings on clothing
 - Shoes
- Recent Photograph of the person

This information will be recorded on the Lost/Found Persons form in the briefing document

The Event staff should then immediately inform Event Control / Security control via their Event Radio using the correct Radio Codes attached or via the designated Event Control Phone Number which will be issued in their briefing documents.

The code for a Lost Person is Disney
The code for a found Person is Found Disney

No personal information will be broadcast over the radio

10.6.2 For example:

The description would be recorded as:

The child's name is Sam, Sam is a 14-year-old girl approx. 5ft4, Sam was last seen near the Mixer position of the Main Stage, Sam was last seen 5 minutes ago, Sam has long blonde hair with a red bow and has black glasses, Sam is wearing a black dress, and white Adidas trainers.

The information that would be broadcast over the radio as below:

"Alpha 1 to control – I have a Code Disney, I repeat, I have a Code Disney, Female, 14, last seen at Mixer position on the Main Stage Grid Reference (G2)"

Event / Security Control will then initiate Priority Calls Only over the radio channels, which all radio holders must remain silent unless urgent. Event / Security control will call the person reporting the Code Disney to get all the available information to share with the other agencies in the control room.

Once all information is obtained, Event / Security Control will contact H&A Protection Services LTD's designated Safeguarding SIA Door Supervisors to be on standby, request an available response team to the area to begin the search.

The Event/Security Control will then issue the following message and request confirmation from key radio holders and Supervisors that they have received all the information broadcast. The message and any photos will also be posted on the Event Security Supervisors Telegram Group.

"Control to all radio holders Priority Message, we have an active Code Disney, I repeat we have an active Code Disney, 14 years of age, grid reference (G2) 5ft4 tall, blonde hair, Black dress, and white trainers, can all Serra Call Signs confirm they have received this message"

Event/Security Control will ensure that all supervisors, management, response teams and exit/entrance staff are aware and to be on alert.
Response teams will patrol the area checking vendor areas, toilet's, information points and crowded areas.

CCTV Controllers if CCTV systems are being used onsite will also continuously scan all available cameras for the lost person.

If the radio holder reporting the lost person is in a key position in which they cannot leave without causing further issues, they will stay with the person reporting the lost person if required or until the Safeguarding SIA's arrive to assist.

The Safeguarding SIA's will then take the lead on the ground; they will have uninterrupted contact with Event/ Security Control on a separate radio channel or mobile phone and assist with the search of the immediate area.

When the person is found the Safeguarding SIA will speak with the Lost Person and the reporting person to see if they require any further assistance from security or medical

services. The Safeguarding SIA's will complete a Lost Person Form and inform Event/Security Control of the outcome.

Event/ Security Control will then broadcast a message for all staff to stand down on the search of the lost person and resume their normal duties

"This is Event Control, the Disney has been resolved, repeat the Disney has been resolved"

10.6.2 Found Person

A Found person is an unaccompanied person, at a known location. They have either lost their Parents/Guardian or friends or need support by medical services, under the influence of drugs or drink, and are alone.

If a person presents themselves to, or is found by a member of Event Staff, the Event/Security Control will be informed via a broadcasted message from the radio holder as follows:

"Romeo 1 to Event Control, I have a Found Disney, repeat a Found Disney at (Location)"

The Event Staff will write a report for the found person, information will be recorded on the Lost/Found Persons form in the briefing document.

The Event/Security Control will then instruct the radio holder to stay with the person and deploy the Safeguarding SIAs to the location, to take over the situation allowing the initial Event Staff who radioed in, to resume their duties.

The Safeguarding SIA's will take the found person to the Welafre tent, located near the main entrance as this is likely to be the place people will go to, to find them. The Safeguarding SIA's will stay with the found person at the information tent, until they are reunited. They will be checked over by medical professionals if required.

10.7 Overindulgence and Social Disorder

Despite all efforts to monitor alcohol and drugs on site, there may be instances when a customer may have had access to drink or a drug and has indulged to the point of illness or socially disruptive behaviour.

- Should Security, Stewards or any event staff be presented with a customer who is ill or incapacitated due to intoxication of possible drug use, they shall be taken to the medical tent as soon as possible either on foot (if able to walk) or a medical unit will be called to them if they are incapable.
- The medics on site will be trained and experienced in working with the conditions presented and their medical treatment; life-threatening conditions will take priority. They will be able to ascertain the name of the person.
- Once the customer is out of danger medically but still in need of being watched, because they are a risk or disruptive, H&A safeguarding SIA will watch over them

until a response team arrives to eject them: NOTE: The medics would not be allowed to release anyone under 16 without a parent / guardian – no matter what condition they are in. H&A's SIA Safeguarding team will support anyone under 16 that needs minding.

- If the customer is so incapacitated that they cannot give a name or they give a false name of the responsible adult/ guardian cannot be located, then that customer's welfare is the responsibility of the Event Management under Licence Objectives
 - If the customer is being medically treated, they are under the care of the medical personnel.
 - If the medical treatment requires the customer to be taken to the hospital and no guardian or responsible adult has been located, then police or local social care shall be consulted regarding assumed responsibility once the customer has left the site in the ambulance. Efforts will continue to contact the guardian / family
 - Should the medical personnel feel that the immediate treatment has been given, yet the customer is not yet ready to be released, the medics may call upon H&A's Safeguarding team to sit with the customer while they are recovering.

Should Security or Stewards be alerted to an Antisocial disorder situation that involves a teen, then that teen shall be held, their name taken and as with a medical situation, H&A Safeguarding team and Event Control will attempt to locate the guardian / responsible adult who accompanied that teen.

If a false name has been given or the guardian / responsible adult is not located, then H&A Safeguarding team will consult with Event Management about informing police of the situation and Police then assume responsibility for the young person when onsite. Every effort will continue to locate the guardian / responsible adult on site.

H&A will not release any under 18's back into the event, regardless of their condition. all details will be taken and logged with control, to meet our safeguarding procedures

11. Operational Plan

11.1 Staffing Plan

Please see attached Appendix C.

11.1.1 Control Room

The event security controller will be a senior member of H&A Protection Services LTD team, all control room staff members have been fully trained by H&A Protection Services LTD, they

will have SIA CCTV Licence, undergone advanced control room operations, CT, and crisis management courses, they will also have taken advanced radio communications courses. Before deployment on a live site, the controllers will attend a security meeting with the Head of Security and other area supervisors to gain knowledge of the specific event, on arrival to the event control room on show day, our controller will seek to gain any further information required from each individual agency which may be new information or changes from the Event Management Plan.

All security radio communications will be made via security control, radio holders will use their call sign and direct their message to control. Control can grant a talk through with other radio holders if it is relevant or necessary.

Security control will have a direct line to the Head of Security, Site Co-ordinators and Supervisors for any sensitive communication not suitable for over the radio channel.

Security control will if available have a dedicated logist who is tasked at recording all radio traffic, questions, incidents, issues, artist movements, etc. The security log will be signed off at the end of the event by the Head of Security and made available to the event, for the event debrief.

11.1.2 Head of Security

H&A Protection Services LTD will appoint a Head of Security, who will be responsible for the safety and security staff for the event, they will oversee the entire event, from planning stage, scheduling, deployment, and delivery of the event.

H&A Protection Services LTD management have extensive experience in festivals and event management

Head of Security will be responsible for all aspects of the event's security, ensuring the requisite number of security staff are strategically and tactically evaluated and deployed to carry out any security requirements associated with the event.

The Head of Security will be responsible for all security personnel credentials, guidance and supervision of security staff and ensure that procedures are followed. Head of Security will be the point of contact with the Event Safety Officer

11.1.3 Event Supervisors

H&A Protection Services LTD's Event Supervisors are highly experienced crowd management supervisors. Event Supervisors will attend site prior to security staffing for a brief with the Head of Security, this meeting will go through the whole show. It will give the Event Supervisors valuable knowledge of the site and will give an opportunity to ask questions which they may have about how the event will proceed.

Event Supervisors will be given their area of work, based on their personal experience and skill set. On Show Day, Event Supervisors will have a further brief before staff arrive, they will

be given their individual allocation and a list of staff members who have been assigned to them, once the staff have signed in and collected their uniform and accreditation, the Event Supervisors will give a brief to their staff members at the location assigned to them.

Event Supervisors will report area specific information to the Event/Security Control, they will also have direct contact with the Head of Security and the Site Coordinators for any issues which require escalation.

Event Supervisors are responsible for their own areas, the staff in that area and the customer service in that area.

11.1.4 Security Staff

All security staff, employed by H&A Protection Services LTD and deployed in a security role will have the relevant SIA Door Supervisor licence, they will always display their SIA Door Supervisor badge while on deployment either on a H&A Protection Services LTD quick release lanyard around their neck, an upper arm badge holder or on a belt clip. They will be clearly visible and should be forward facing to always identify the staff member.

Security staff will arrive on site at the agreed time to receive their accreditation, clear arrival instructions will be sent to all members of staff ahead of the event.

Security staff will sign in at the logistics area and receive their event Hi-Viz and briefing documents.

They will have been assigned job roles by the Head of Security, making the best use out of each member of security's strengths and weakness, once they have signed in, they will be assigned a supervisor who will deploy the staff member to the correct position and then they will give the event briefing which will be produced by the Head of Security.

Security staff will also be issued an event radio on the security channel and a call sign which will clearly identify, staff position, role, and location. Security staff will receive the relevant documents including briefing sheets which will clearly explain the protocols for almost all eventualities.

Security staff will be deployed in a variety of security roles, these include:

- Response Teams
- Crowd Controls
- Searching

11.1.5 Response Teams

Response Teams working for H&A Protection Services are SIA Door Supervisors with a specific skill set, which includes, enhanced customer services skills, advanced problem-solving skills, highly trained in de-escalation techniques.

The aims of our response teams are to professionally engage with customers to:

- Assist with customers queries
- Provide information to customers
- Assist with any crowd disorder
- Assist other teams with crowd management
- By the eyes and ears on the ground for the Event Control Room
- Eject problem customers in a safe and professional manner

Response Teams will be directed by the Event/Security Control, they will be the link between the Event Control and the customers in attendance. Response teams will be in constant contact with the Event/Security Control and will only act on their say so.

Response Teams will predominantly perform customer services.

If Event Control are made aware of any issues on site, they will deploy response teams to the area, response teams will only engage when:

- CCTV Cameras are focused on them (if CCTV is available onsite)
- Body Cameras are activated
- When the Event Control gives the Response Team the go-head to act

They will relay messages via Event Control, they will monitor flows of foot traffic, to and from the event.

11.1.6 Stewarding

All H&A Protection Services LTD Stewards are fully trained in Level 2 Spectator Safety NVQ, they have also taken part in company created programs and will be given an event specific brief before their arrival and an area specific brief from their designated supervisor when they start work on Show Day.

Steward's will work various roles including:

- Queue management
- Fire Exits / Gates
- Pit / Mixers / Delay Towers
- Customer Services

11.2. Show Stop / Evacuation

Show Stop and Evacuations will be agreed in accordance with the promoter, the Event Safety Officer, the Head of Security Manager, and the Operations Manager.

H&A Protection Services Crowd managers will advise on show stops if there is cause for concern but It remains the Event Directors final decision. All show stop information or advice will be logged in the control log.

11.3. Blue Routes

To maintain the integrity of blue routes, H&A Protection Services LTD will monitor all access routes, via, on the ground staffing, Blue routes can be found on the Site plans.

11.4. ELT Meetings

H&A Protection Services will always have a senior manager in the ELT as a liaison. They will record relevant information separately from the security controller and will pass this information on to the ELT either at the meetings, when requested, or when relevant

All emergency incidents will be initially monitored by the security ELT liaison. Escalation of the incident will then see the formation of the ELT at which time, primacy over the site will be established and all further actions and communications will come under the authority of the ELT

11.5 Opening Procedure – Ingress

Once the Head of Security, Safety Officer, Production Manager, Promotor and Operations Manager, have agreed that the site is fully manned and safe to open, the Event Control will notify the Head of Security and authorization to open the event will be granted.

Event Control will then issue a 30 second stand by warning to all staff, following this 30 second, the Entrance Supervisors will start to allow customers into the event.

During this critical period, an Area Response Team will be positioned on the inside of the entrance, while a team of stewards will be deployed on the outside of the entrance to assist with queue management, being vocal, and preventing any crowd rushes that may breach the queues.

It is highly likely that there will be a queue at the opening time of the event, staff will be positioned around the entrance and fencing to ensure that people are already safely inside entrance lanes.

11.5.1 Challenge 25 - Identification

H&A Protection Services LTD and the event operate a 'Challenge 25' age verification policy. If a person looks under the age of 25 years of age, they must prove they are over the ages of 18, by presenting an acceptable form of photographic identification, which clearly states their name, date of birth and a holographic or ultraviolet mark.

H&A Protection Services LTD will act under the events Policy and Procedures which will have been put in place to not only protect H&A Protection Services, but the Event and all employees, affiliated people of the event and customers.

If our SIA Door Licenced staff are positioned at the bar's while conducting their Response Team duties, they will help to conduct ID checks, the goal is to assist the bar team who have ultimate responsibility in serving alcoholic beverages during the event.

Our SIA Door Licenced Response staff will be positioned at the bar to assist with any issues arising from customers who are refused alcohol purchases.

12. Search Policy

Prior to admission, a SIA Door Licenced employee will conduct mandatory searches at the entrance, as indicated in the terms and conditions of entry available at the time of ticket purchase.

H&A Protection Services LTD will provide experienced SIA Door Supervisors who will conduct person searches on all customers entering the site. The SIA Door Supervisors will be led by 1 Event Supervisors who will issue specific searching briefs prior to gates being opened.

12.1 Searching People and their Belongings

Searching people and their belongings is an important step in the customers journey into the event, H&A will provide experienced Search trained SIA Door Supervisors who will conduct the search in a non-intrusive, polite, and friendly manner.

We understand that customers may be nervous about searches for several reasons. We will approach every person and treat each one in a professional and efficient way.

There will be a list of prohibited items which will let the customers and staff know things that are not allowed onto the event site, this should be communicated via social media and on signage at the main entrance.

12.1.1 Bag Searches

We understand people may be traveling to the event and have bags with them. The event may operate a A4 sized bag policy, a zero-bag policy, or a bag storage facility.

If bags are allowed into the venue, they will be checked for prohibited items mentioned on the prohibited items list.

- Always seek permission to search
- Always ask if it is safe to search, in case of sharps
- Conduct the search systematically, checking all pockets and compartments are checked
- Consider the privacy of the customer and security of their belongings
- Always look thoroughly at what you are searching

Any prohibited items found will be removed, confiscated, and disposed of. H&A Protection Services will not hold or put to the side any items for the customer to collect on the way out of the event site.

12.1.2 Person Searches

Every person entering the event site is subject to a search as per the terms and conditions of entry.

- Always seek permission to search
- Search systematically from head to toe
- Pay particular attention to bulky and baggy clothing
- Continue search to the end, even if something is found
- Do not be distracted or intimidated
- Use hand in a firm sliding motion
- Where appropriate ask customer to remove pocket contents for inspection

H&A Protection Services will have both Male and Female SIA Door Supervisors available at the enhanced search area and will ensure that all searches are same sex searches, however, we will respect everyone's personal preference as per our Equality and Diversity Policy for LGBTQ+ or Any other protected characteristics.

Any customers who refuse to be searched will result in refusal to the event in all cases. A log of all refusals will be completed by the enhanced search supervisor, all refusals will also be communicated to the event control.

All enhanced searches will also be recorded, with details including the age, sex, positive or negative finds, and a description of the drug or parasitic find. This log will be used by the Head of Security to reconcile their drugs that are deposited into the amnesty bins and handed over to the licensing officers for disposal.

12.1.4 Amnesty Policy

Before a customer enters the queueing system, they will have the opportunity to dispose of any illegal substances or forbidden items which are not allowed into the venue, into one of the amnesty bins.

Before any searches are carried out, our SIA door supervisor will ask if the customer consents to the search and if they have anything on their person which is not allowed into the event, if the customer refuses, then entry will be immediately forbidden, their ticket will be scanned, their refusal will be recorded, and they will be asked to leave the premises.

If the customer consents to the search, they will then have a pat down search and all pockets and bags will also be searched in accordance with their SIA training. Our event supervisors will oversee searches and will assist when necessary.

If a forbidden item is found on the first search, the SIA door supervisor will call over the event supervisor who will make the decision on if the customer will be allowed to enter the venue or if the item is to be disposed of and entry allowed.

If the first search is clear, the customer will exit the search and walk past one of the drugs and pyrotechnics detection dogs. If the dog indicates a customer, they will be spoken to initially by the dog handler, who will explain that the drugs and pyrotechnics detection dog has indicated that they may be carrying something on their person that they should not be bringing into the event.

An SIA door supervisor will then escort the customer to the enhanced search area. They will then be asked once more if they would like to hand over any illegal or forbidden items before they have a thorough enhanced search.

If the customer hands over any illegal or forbidden items before the enhanced search, this will be recorded by the enhanced search supervisor and disposed of in an amnesty bin. Any further finds during the search will result in refusal from the venue.

If the customer refuses to hand over any illegal or forbidden items before the enhanced search and is then found in possession of any illegal or forbidden items upon the search they will be refused entry to the venue.

This means a customer will have ample opportunity to hand over any illegal or forbidden items:

- Multiple amnesty bins
- Amnesty signage
- Initial search
- Enhanced search

12.1.5 Amnesty Bin's and Signage

H&A Protection Services LTD Will provide lockable amnesty bins and signage for the search area. These will clearly state the intentions of the search and the potential consequences for not conforming to the terms and conditions set out by the promoter.

12.1.6 Alcohol

No alcohol will be permitted to be brought into the event arena, any alcohol found on customers prior to entry will be disposed of in the bins provided or confiscated accordingly. Alcohol will be allowed in staff camping areas and security patrol teams will work within these areas to minimise the risk of underage drinking or over indulgence.

12.1.7 Drugs

It is recognised that a small number of people attending the event may attempt to bring illegal substances onto the site. This policy will also be relevant to substances such as psychoactive substances where the potential of associated risk equals or exceeds the risks associated with illegal substances.

Any customer found in possession of a controlled substance or suspected controlled substances after all amnesty policy opportunities have been exhausted, will have admission refused and the substances seized under the misuse of drugs act. As per recent drug law changes, legal highs such as psychoactive substances (NOS & Balloons) are now illegal, all substances will be dealt with in the same manner.

We will take every possible step to prevent drugs being brought into the site through searches. We will also take steps to minimise drug use at the event and safeguard customers attending who have taken drugs.

12.1.8 Weapons

First and foremost, the safety of all festival attendees is of the utmost importance. Our security team will immediately detain the individual and secure the weapon. The individual will then be turned over to the Police for further investigation and potential legal action. In addition, the security team will conduct a thorough investigation to determine the individual's intention and any potential threats to the festival. All necessary measures will be taken to ensure the continued safety and security of all festival attendees, including increased security presence and heightened vigilance. Our goal is to maintain a safe and secure environment for everyone to enjoy the festival, and any incidents involving weapons will be taken very seriously and dealt with swiftly and appropriately.

12.1.9 Ejection

The customer will be escorted from the site by security personnel. They will be informed of the reason for their ejection and warned that any further disruptive behaviour may result in criminal charges. The individual's information will be documented and recorded, including their name, address, and any identification provided. If necessary, Police may be contacted for assistance.

Any customer found intoxicated by either alcohol or drugs will render themselves liable to rejection and subsequent exclusion from the premises. This includes people who are arriving who will not be admitted. Where there is a concern for welfare or safety through intoxication, medical care will be requested to ensure that the person is safe to be refused/ejected without treatment.

Or cases of antisocial or unacceptable behaviour and non-compliance to requests from event staff will lead to ejection and subsequent exclusion from the event.

H&A Protection Services Ltd will reserve the right to refuse admission of any customers who breach terms and conditions of entry set out by the promoters. All refusals or ejections will be recorded on the refusal or ejections log and with event control.

Any ejection from the main arena or any internal areas of the site will be performed by the response teams. The number of officers involved will be managed by the way of a dynamic risk assessment, considering the scale of the incident and the safety of the customers in the vicinity. The event control will be informed of any issues on site and will instruct CCTV operators where possible to view the live incident. The response team will only eject a customer after granting permission from the event control.

The response teams which will be deployed have been issued with training which covers physical intervention techniques, force will only be used by the response teams when it meets the following criteria:

- Necessary
- Reasonable
- Proportionate
- Justifiable
- When the Event control are viewing the incident via CCTV where possible

All response team staff are trained in physical intervention techniques, undergo in-house upskilling training, SIA upskilling every 3 years and First Aid.

Ejections will be performed with the minimal force needed. All persons ejected will be required to complete ejection paperwork. If they are removed from the site, they will be taken to a place of safety. Location To be confirmed. If necessary, the medical team will assess them as fit to leave the event site.

If an arrestable offence has been committed, the subject will be detained under section 3 of the criminal law act until such a time as a police officer can attend, or if this is not possible then full details of the aggrieved and defend it will be taken to be passed on to the police at a later date.

Should there be a serious incident, response teams will prioritise public safety over arrest. It is possible, however, offenders will be detained and removed to resolve the situation. Should an ejected person remain a threat to the public and stuff once outside the perimeter, they may still be detained, and the police requested to assist.

Any ejection will begin with communication to the event control and only escalate in response to the offender behaviour and impact factors as per the conflict resolution model.

Our response teams will attempt to persuade the customer to leave peacefully, and use of force will only be exercised when all other avenues have been exhausted.

13. Radio Procedure

Full event communications tree to be established and recorded. All staff to be briefed regarding the following:

13.1 Radio Etiquette

- Use clear and concise language when communicating over the radio
- Avoid using personal or slang terms that may be unclear to others
- Speak in a calm and professional manner, even in stressful situations
- Avoid background noise or other distractions when using the radio
- Keep radio conversations brief and to the point, only providing essential information
- Wait for a clear break in communication before speaking to ensure that your message is heard
- Use proper radio protocol, including identifying yourself and your location before speaking
- Listen before speaking to avoid interrupting important communications
- If a radio communication is not clear, ask the speaker to repeat or clarify the message
- Avoid discussing confidential information over the radio, where it may be overheard by unauthorised individuals
- Avoid discussing sensitive or potentially harmful information, such as fuel levels, over the radio
- Refrain from using abusive or offensive language when communicating over the radio
- If the announcement "Priority Messages Only" is heard, all non-emergency radio communications must cease
- All radio communications must go through event control before being transmitted to ensure that information is accurate and up-to-date
- Event control will be responsible for monitoring and coordinating all radio communications during the event to ensure effective communication and coordination.

13.2 Radio Code Words

Security Code word	Meaning
Condition Green	Normal conditions, continue regular duties
Condition Amber	A serious incident has occurred or is imminent, Standby
Condition Red	An escalation of Condition Amber, Standby for potential evac or Show stop
Mr Ash	Actual Fire
Mr Case	Suspect package found
Mr White	Drugs search required, or large quantities found on entry search
Mr Wellhard	Fight in the event site, request for response teams
Code Black	Bomb Threat

Lost Disney	Lost Person
Found Disney	Found Person

13.3 Phonetic Alphabet

A - Alpha	B - Bravo	C - Charlie	D - Delta
E - Echo	F – Foxtrot	G – Golf	H - Hotel
I – India	J – Juliet	K – Kilo	L - Lima
M – Mike	N – November	O – Oscar	P - Papa
Q – Quebec	R – Romeo	S – Sierra	T - Tango
U – Uniform	V – Victor	W – Whisky	X – X-Ray
Y - Yankee	Z - Zulu		

13.4 Call Signs and Users

H&A Protection Services LTD will issue all Key Personal, Event Supervisors, Response Teams, and any Key positions, callsigns. They will be relevant to their position in the management structure or distinguish their location on the event site.

13.5 Pro Words and Meanings

Over	End of my message and I require a response
Out	End of my message, no reply needed
Received/Roger	Your message is received and understood
Stand By/Wait Out	I am currently dealing with something, and I will response as soon as possible
Repeat	Can you repeat your message, I did not hear or understand
ETA	My estimated time of arrival is

All Communications must be relayed through control, below is an example:

“Alpha 1 to Event Control”
“Send your message Alpha 1”
“Control, I would like a Romeo team to assist with the queue management at the main entrance please, over”
“Copy that Alpha 1, out to you, Control to Romeo 1”
“Romeo 1 receiving, send your message Control”
“Alpha 1 requests your assistance at the main entrance please to assist with the queue management”
“Received and on route, our ETA is 30 seconds”
“Roger, over and out”

14. Crowd Management

14.1 Crowd Arrival

The event is being promoted as a Family event, it is expected that the crowd will mainly be from around Somerset and surrounding areas, a large portion of attendees are expected to arrive via cars or local public transport.

14.2 Queuing requirements

Cotteslowe, Sunnymead Park has a ready-made Vehicle entrance area which will be adapted for the show as shown in the site plan leading to the car Park field. Pedestrian barriers will be used which will be built the day before the event and signed off by the head of security and safety officers. This will allow for safe queuing and mitigating the risk to the public when entering the festival site.

14.3 Ingress

Our Security and stewarding personnel will be on hand throughout the route to the entrance and the box office. It is the intention of the H&A Protection Services LTD to make the entrance and search process as smooth as possible for all customers.

Once the gates are open the customers will enter through the search process and then be permitted into the event, all day tickets will enter via the main entrance using PG1.

14.4 Arena Monitoring

We commence the event monitoring operation once ingress has commenced and customers have started to enter the venue. Regular communication between security and ELT personnel will ensure that any significant developments are passed on and communicated, allowing for informed decisions to be made throughout the day about the event.

H&A Protection Services LTD's Event supervisors will be in constant contact with all their staff members and to event control to escalate any potential incidents. All our staff members will be encouraged to report any incidents regardless of the severity to their supervisor and then onto Event Control.

Response teams will conduct high visibility patrols around their designated areas to deter any antisocial behaviour and to assist customers with any questions they may have during the event.

14.5 Lost and found

If a customer has lost an item at an event our Stewards and Security will endeavour to help the customer to retrieve their items. All staff will direct customers who have lost an item to the information/ Welfare tent.

If a customer has found an item and it is handed into our Stewards or Security, the Stewards or Security will then hand the items to the information tent where they will be logged.

14.6 Egress

The customers will leave the event site through the same gate they arrived at, the main entrance PG1 will see the egress. SIA Door Supervisors and Stewards will be on hand to ensure they exit politely, quietly, and responsibly.

Newthorn stewards will line the car park and direct the crowds away from the event site and assist with vehicles leaving the site as part of there traffic management and car parking duties.

15. Major Incident / Evacuation Procedures

In the event of a Condition Red status, it would become necessary to evacuate the event site as quickly and safely as possible. Examples of a major incident will be:

- Fire
- Bomb threat
- Widespread or severe public disorder
- Crushing incident
- Terrorist attack

All music and performance will be stopped immediately via radio liaison with the stage managers. A show stop laminate will be carried by all stage managers, The Safety Officer and Security Manager. At all times, event control is in charge of stopping the show.

The emergency services and responsible authorities would then be informed, if necessary, the venue would then be evacuated. Any message to evacuate the site will be relayed over the public address system and by security staff with loudhailers which will also be available.

M	MAJOR INCIDENT	Has a major incident been declared?
E	EXACT LOCATION	What is the exact location of the incident?
T	TYPE OF INCIDENT	Whats has happened? Give clear and concise detail
H	HAZARDS	What hazards are present that could harm staff, customers & responders?
A	ACCESS	What is the best & safest way to get to the incident?
N	NUMBER OF CASUALTIES	How many people are injured or affected?
E	EMERGENCY SERVICES	What resources are on scene & what do you need?

15.1 Fire

If a large fire is found in any area of the event site, or in the immediate vicinity, which will affect the safe running of the event or its customers. H&A Security and Stewards will:

- Move people away from the fire in a calm and polite manner using announcements from PA systems or loud hailers
- Communicate by radio or in person the exact location of the fire, to the Event Security Manager, Safety Officer or Event Security Control who will deploy the on-site fire stewards to the location
- Line the main access routes to keep customers moving and off event roads to allow safe access for emergency vehicles
- The Event Security Control will assess the implication on the continuation of the event and a log of the incident will be made
- In the event of a major incident the event will be passed onto the emergency services

Adequate signage, illumination and firefighting equipment will be available.

15.2 Bomb threat

H&A Protection Services can provide an experienced and full trained Explosive Detection Dog for the event. (TBC) They will conduct a pre sweep of the entire site prior to doors being opened and will be on hand throughout the event to assist with any suspicious packages

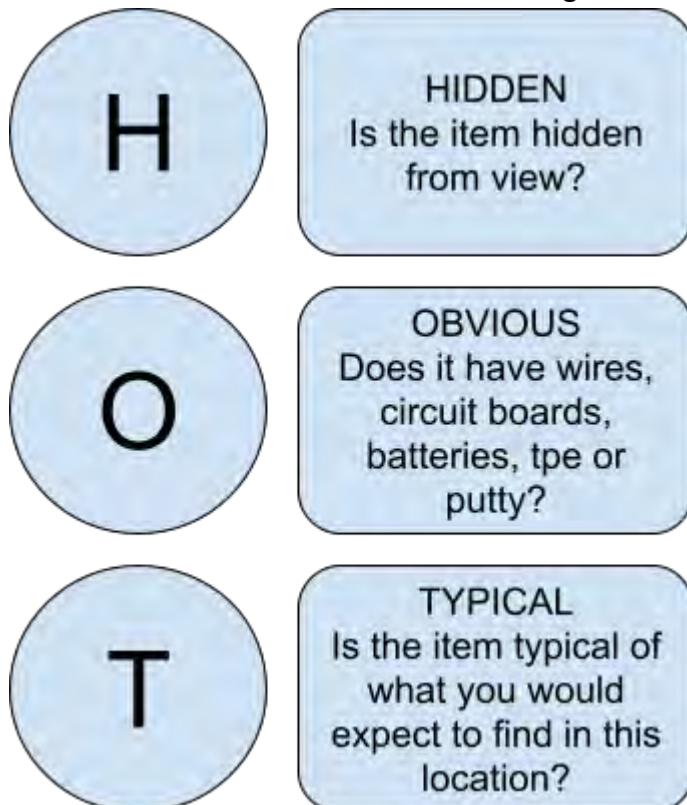
Upon receiving a bomb threat, communicate directly with Event Security Manager and Safety Officer via Event security Control using the code word "CODE BLACK" and state the exact location or nature of the threat, try to remember the exact wording including any coded messages.

The Event Control will liaise directly with the police and assess the risk. Appropriate action will then be taken, and a log will be made of the incident.

15.3 Suspect Package

If a suspicious package/item is reported, the Event security Manager and/or Safety officer will be informed, this should be done a significant distance away from the area via telephone, the exact location of the suspect package/item will be reported.

The HOT Procedure will be used in assessing the item.



- If the HOT Procedure has been followed out and deemed as suspicious, the Police will be alerted via Event Control, the event will then become Condition Amber while the severity is being assessed. Security and Stewards will be deployed to the area to clear the immediate area and be on standby to assist with any evacuations.
- If HOT procedure is followed and is deemed NOT suspicious by Security management, the item will be removed and searched by Event Security Manager to investigate and to attempt to find its owner.

The Event Security Manager, the Event Safety Officer and Operation Manager will be in attendance to lease with Event Control on the continuation of the event or the evacuation of the event site

A log will be made of the incident.

Full event Counter Terrorism Document with advice will be available and stored in the Event / Security Control.

15.4 Inclement Weather

The Operations Manager and Safety Officer will assess the weather conditions regarding site structures and electricity.

H&A Security and Stewards will report any hazards caused by weather via the Event Control, reporting exact location.

Response teams will be deployed to areas where hazards have caused damage to structures to ensure customers move away from the area.

Security and Stewards will monitor the ground conditions for slips and trips and report them to the Event Control.

15.5 Overcrowding

Careful consideration has been taken to assess the event space in relation to expected audience numbers. The festival field is a large area which is capable of holding approx 9,999 people. The event will be sold on a ticket pre-purchase.

If crowd numbers become too dense for the site or a specific area of the site, The ELT will assess the situation and act as necessary. This will include making announcements, altering aspects of the show, partial cancellation or cutting short the performance.

There will be experienced Crowd Managers in key areas and a CCTV system installed at key locations to monitor crowd density and flow. (CCTV Only if applicable and deemed necessary by licensing conditions).

Response teams will assist in clearing areas of high density or pinch points where the flow of foot traffic is slow.

Experienced Pit Managers will monitor crowd density and movement at the front of stages, where crowding is a high possibility. The pit teams will be pit trained and regularly work busy pits where a large number of crowd surfing occurs.

There is also a possibility of overcrowding and crushing at certain pinch points on exiting through the main festival entrance back into the car park.

To mitigate this, after the gates close for entry the search lanes will be closed off and all tables and pedestrian barriers will be moved to make the exit easier and clear for event egress.

Announcements will be made to ask the audience to leave slowly and calmly, and stewards will be at these points to assist with crowd flow.

Stewards and response teams will also have loud hailer to encourage people to move safely away from the event site.

15.6 Risk Assessments

A risk assessment will be written to support this plan. It is specific to the actions of H&A Protection Services LTD

All members of H&A Protection Services LTD will adhere to any health and safety regulations and company policy.

16. Appendix A: Health and Safety Statement

H&A Protection Services Ltd is committed to ensuring the health, safety, and welfare of its employees, so far as is reasonably practical.

The company fully accepts responsibility for other persons who may be affected by its activities. The company will take steps to ensure that its statutory duties are met at all times.

Each employee will be given such information, instruction, and training as is necessary to enable the safe performance of work activities.

It is a duty of the management to ensure that all processes and systems for work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Employees must cooperate with the company to enable or statutory duties to be complied with. The successful implementation of this policy requires total commitment from employees at all levels of the organisation.

Each individual has a legal obligation to take reasonable care for his or her actions or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

The company is committed to seeking ways in which standards of health and safety can be continually improved

This policy will be regular monitored to ensure that the objectives are achieved it will be reviewed and if necessary revised in light of legislative or an organisational change

17. Appendix B: Insurance Certification



Everest Insurance (Ireland), DAC
UK Branch
40 Lime Street
London, EC3M 5BS
United Kingdom

www.everestglobal.com

CERTIFICATE OF EMPLOYERS' LIABILITY

(Where required by Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the policy.)

Policy Number:	BJP/EVEREST/2025/1365
1. Name of Policy Holder	H&A Protection Services Ltd
2. Date of commencement of insurance policy L.S.T	05/04/2025
3. Date of expiry of insurance policy L.S.T	04/04/2026

both days inclusive

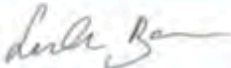
L.S.T (Local Standard Time) means the time applicable on the relevant date at the Address of the Insured as shown on the Schedule of the Policy

We hereby certify that:

1. The policy to which this certificate relates satisfies the requirement of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney.

The minimum amount of cover provided by this policy is no less than GBP5,000,000

Signed on behalf of Everest Insurance (Ireland) DAC.



Linda Ryan Chief Executive Officer

We underwrite opportunity.

Incorporated in Ireland under Registration No. 456702
Registered Office: 38/39 Fitzwilliam Square West, Dublin 2, D02 NX33
Chief Executive Officer: Linda Ryan
Executive Director: Sébastien Gillette (French)
Non-Executive Directors: Mark Kozlowski (American), Yolande van Bascop (French)
Independent Non-Executive Directors: Ailish Kennedy, Andrew Kendrick (British), Joyce Brenna
Everest Insurance (Ireland), Designated Activity Company is regulated by the Central Bank of Ireland
Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority
and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by
the Prudential Regulation Authority are available from us on request. FCA Firm Reference Number is 794041.
A member of Everest Group, Ltd.



Everest Insurance (Ireland) DAC
UK Branch
40 Lime Street
London, EC3M 5BS
United Kingdom

www.everestglobal.com

CERTIFICATE OF PUBLIC & PRODUCTS LIABILITY INSURANCE

Policy Number:

Insured:

Address:

Insurer:

Period of Insurance:

Limits of Indemnity:

BJP/EVEREST/2025/1365

H&A Protection Services Ltd

Alty's Farm
Alty's Lane
Ormskirk
West Lancashire
L39 4RQ

Everest Insurance (Ireland) DAC

05/04/2025
To
04/04/2026
both days inclusive

GBP 5,000,000
each and every occurrence in respect of Public Liability

GBP 5,000,000
each and every occurrence and in the aggregate
in respect of Products Liability

Signed on behalf of Everest Insurance (Ireland) DAC:



Linda Ryan Chief Executive Officer

We underwrite opportunity.

Incorporated in Ireland under Registration No. 456789
Registered Office: 35/35 Fitzwilliam Square West, Dublin 2, D02 N803
Chief Executive Officer: Linda Ryan
Executive Director: Wrolique Brionne (French)
Non-Executive Directors: Mark Kozianic (American), Yveline van Garsy (French)
Independent Non-Executive Directors: Aisling Kennedy, Andrew Kendrick (British), Joyce Brennan
Everest Insurance (Ireland), Designated Activity Company is regulated by the Central Bank of Ireland
Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority
and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by
the Prudential Regulation Authority are available from us on request. FCA Firm Reference Number 4794741.
A member of Everest Group Ltd.

19. Appendix C: Crowd Management Deployment Plan

Overnight Cover.

H&A Protection Services								
Row No	Sector	Role	Role Description	Function	Staff	Start	Finish	Hours
Friday - Daytime								
	PG1			Static Guard	1	12:00	16:00	4.00
	EG1			Static Guard	1	12:00	16:00	4.00
Friday - Overnight								
	PG1			Static Guard	1	23:30	11:30	12.00
	EG1			Static Guard	1	23:30	11:30	12.00
	Showground Patrol			Static Guard	2	23:30	11:30	24.00
Saturday - Overnight								
	PG1			Static Guard	1	23:30	11:30	12.00
	EG1			Static Guard	1	23:30	11:30	12.00
	Showground Patrol			Static Guard	2	23:30	11:30	24.00
Totals								
					10			104.00

Showday Security Cover

H&A Protection Services									Friday			Saturday		
Row No	Sector	Role	Role Description	Function	Staff	Start	End	Hrs	Start	End	Hrs	Start	End	Hrs
	General	Head of Security	Manager	Project Manager	1	12:00 PM	11:30 PM	11.5	11:00 AM	11:30 PM	12.5			
	Event Control	Event Control	Event Control	Supervisor	1	12:00 PM	11:30 PM	11.5	11:00 AM	11:30 PM	12.5			
		Safe Guarding Officers	Safe Guarding	Site Coordinator	2	2:00 PM	11:30 PM	9.5	11:00 AM	11:30 PM	12.5			
Festival Main Entrance - (6 Lanes)														
	PG1 - Main Gate	Supervisor	Entrance Supervisor	Supervisor	1	2:00 PM	11:30 PM	9.5	11:00 AM	11:30 PM	12.5			
		Search - Main Gate	Screening	SIA	6	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
Main Arena														
	Arena Supervisor	Supervisor	Arena Supervisor	Site Coordinator	1	2:00 PM	11:30 PM	9.5	11:00 AM	11:30 PM	12.5			
	Main Stage	Back of Stage	Back of house Access	SIA	1	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
		Stage Left	Access Control	SIA	1	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
		Stage Right	Access Control	SIA	1	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
	Arena	Patrol Team 1	SIA Arena Patrol	SIA	2	3:00 PM	11:00 PM	8.0	11:30 AM	11:30 PM	12.0			
		Patrol Team 2	SIA Arena Patrol	SIA	2	3:00 PM	11:00 PM	8.0	11:30 AM	11:30 PM	12.0			
		Patrol Team 3	SIA Arena Patrol	SIA	2	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
	Arena Bar	Arena Bar	Bar licensing checks	SIA	1	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
		EG1	Emergency exit gate	SIA	1	3:00 PM	11:30 PM	8.5	11:30 AM	11:30 PM	12.0			
			Total		23									

19. Appendix D: Site Plan



PHYSICAL INTERVENTION POLICY

This policy forms part of H&A Protection Service's Health and Safe Policy. This policy is designed to ensure the safety and security of all parties involved while adhering to applicable laws and regulations. This policy applies to all H&A Protection services personnel who may need to use physical intervention techniques as part of their duties.

Employees must ensure that they do not use any form of physical force that may be construed as **"assault"** to control or discipline any persons. The only exception to this is in the use of physical contact to prevent an immediate danger of significant physical injury to, or the damage to the property of, any person.

Employees who use force in a way that does not conform to this policy, or the following notes of guidance, may be subject to disciplinary action. The level of force used should be proportionate to the threat or risk presented.

There will be occasions where damage to property may be deemed preferable to the application of physical force as a preventative measure. However, employees should consider the nature of the property in question and whether its damage may place any person at risk of injury or lead to criminal proceedings.

Guidelines

1. Preventive Measures:

A) On the basis that early action taken to diffuse a potentially violent situation is the most desirable solution, the following techniques are suggested for dealing with people who are becoming increasingly agitated:

- Ignore inappropriate behavior.
- Redirect or remind the person with verbal cues.
- Calm him/her down by setting expectations and giving them a choice about how to respond to the situation.
- Acknowledge the feelings that are causing the agitation, giving the person the opportunity to express their feelings verbally rather than physically; or
- Remove the source of the agitation, or the person, to a more neutral environment.

b) In considering the techniques mentioned above, there are several points to bear in mind:

- There are clear situations where the inappropriate behavior cannot be ignored, such as violence or destruction of property.
- The feelings of the employee must also be acknowledged. Employees should endeavor to appear calm, even though they may be feeling quite the contrary.
- In attempting to diffuse the situation, the use of touch should be considered carefully. An attempt to calm by laying a hand gently on the person's shoulder, for instance, may lead to escalation of the behavior.

2. Physical Presence:

a) By their very presence, employees should be able to convey messages of care and control. This presence should normally be sufficient to positively influence the person's behavior, with a look, gesture, or quiet word.

b) A deliberate strategy to deal with difficult behavior may be for an employee to devote himself or herself exclusively to one person. As far as is possible this should be by constructive activity/discussion rather than just "shadowing" and, if possible, should be agreed in liaison with all other employees present.

c) In the event that a person is "running away", this strategy is more advisable than resorting to "restraint", unless the person is placing him/herself in immediate danger of significant injury. In such situations the employee selected to stay with the person should allow the individual to move far enough away from the others involved, allowing them sufficient privacy to distance themselves from their composure. The remaining employees should ensure that they are within shouting/signaling distance of their colleague and ready to assist if required. Unless this assistance is requested, they should make every effort to calm the remaining people and prevent them from attempting to follow, or communicate with, the person concerned.

d) If the employee cannot keep pace with the person or is no longer able to request support from the Team, he/she must accept that further efforts are not advisable.

e) In using physical presence, the following factors must be considered:

- The technique used must be those propagated in the SIAs Assault Avoidance, Disengagement and Holding Course.
- If challenged, staff should be prepared to engage a person who physically resists, explaining what is being done and why.
- The conscious use of physical presence for control purposes can be oppressive if extended over long periods, and this should be bear in mind.
- Oppressive physical methods may also reactivate previous negative experiences for the person, possibly resulting in a violent reaction.

3. Physical Restraint:

Principles for using physical Restraint:

Employees should take steps in advance to avoid the need for physical restraint, e.g., through dialogue and diversion (see above); and the person should be warned verbally that physical restraint would be used unless he/she desists.

EMPLOYEES SHOULD HAVE GOOD GROUNDS BELIEVING THAT IMMEDIATE ACTION IS NECESSARY TO PREVENT A PERSON FROM SIGNIFICANTLY INJURING HIM/HERSELF, OR OTHERS, OR CAUSING A SERIOUS INJURY TO PROPERTY.

Every effort should be made to secure the presence of other SIA badged employees before applying restraint. These personnel can act as assistants and witnesses.

- a)** Whenever possible there should be at least two SIA badged personnel present when a person is being restrained and the most senior member of staff available should take charge of the situation.
- b)** If it is necessary to restrain a person, a member of staff of the appropriate gender must be present from the earliest possible time.
- c)** In a situation where the person's behavior is directed at a particular employee, the employee concerned should not be involved in carrying out the restraint, unless there is no other alternative.

If it becomes necessary to physically restrain a violent person; to avoid injury and the infliction of pain, the amount of force used must Necessary Reasonable and Proportionate within the law.

- a)** Employees must consider any hazards presented by the immediate environment (e.g.: furniture, equipment, windows etc.) and endeavor to steer the person towards a safer area or consider how to protect all those involved from the hazard.
- b)** The length of time any person is restrained should be the minimum necessary to achieve the immediate objective.
- c)** As soon as it is felt safe, restraint should be gradually relaxed to allow the person to regain self-control. During this process the person should be told what is happening and what behavior is expected of them. As the hold is relinquished, employees should look for indications that may suggest the person will restart aggressive behavior.

Restraint should be an act of care and control, not punishment:

- a)** In some circumstances it may not be appropriate to speak to the person during the exercise of restraint as this may compound the issue. However, most people will respond positively if spoken to in a quiet and soothing manner, to encourage the speedy return of calm and self-control.
- b)** Physical restraint should not be used purely to force compliance with instructions when there is no immediate risk to people or property.
- c)** Restraint should be ceased if the contact appears to be arousing any sexual expectations or feelings.
- d)** Employees should be careful where they hold people. For instance, they should be careful not to hold a person in such a way that it involves contact with breasts or genitals and, if female, the individual should not be held with her legs apart.
- e)** People known to be suffering from epilepsy must not be restrained. If during restraint, a person begins to have an epileptic fit the restraint should cease.
- f)** Pregnant women should not be restrained, unless as a last resort. If restraint is unavoidable, extra care must be taken to ensure the minimum amount of force is used.
- g)** It is not normally acceptable to use force to prevent a person taking drugs or alcohol. However, if drugs are being used to cause deliberate self-harm physical action may be

appropriate if all other attempts to dissuade the person from taking drugs and behave. In situations involving drugs, the assistance of the Police should be seriously considered.

4. Restraint Techniques:

The physical restraint of a very violent person of large stature (or in possession of a dangerous weapon) is likely to place the restrainer/s in some danger of injury, this risk will be reduced if as many SIA badged employees as possible are called to assist.

On no account should employees attempt to overcome a large and violent person merely to re-establish control.

If this sort of incident occurs, the employees' efforts should be redirected towards the protection of themselves and other people. If circumstances permit, it may be advisable to contact the police.

Generally, the most useful form of restraining is to encircle the individual with "the wrap". This can be done from a standing or sitting position. Care is needed if limbs are held since a struggle could result in a limb being wrenched or broken. This risk is minimized if limbs are held near a major joint or preferably on both sides of a major joint. Employees should also be aware of the possibility that a person being restrained in this manner may attempt to use their head as a means of striking the restrainer.

Physical intervention techniques that place the adult's weight on the person should be avoided. This is particularly applicable when restraining younger people, or smaller children; someone of the opposite sex; a young person with a history of sexual abuse and pregnant women.

In very violent incidents it may be necessary to restrain a person by placing him or her down on the floor and holding his or her arms and legs. In a team restraint there must always be one leader who directs the action. This person must be the only one to give directions and should be the only one communicating with the person. Any other employees involved must follow the leader's directions. It may be advisable for another employee to relieve the primary person restraining the person if that person is tiring. Caution is required in this method of restraint; care must be taken to avoid friction burns and the possibility of the person's airway becoming blocked. It may also be necessary for someone to support/protect the person's head from injury.

It is important to listen to what the person is saying during an exercise of restraint and use judgement to adjust the hold if the person complains of pain.

5. Recording the incident:

At the earliest opportunity, staff must complete a Serious Occurrence Report which should be submitted to the General Manager & The Risk Management Department for very serious incidents both should be informed by telephone immediately it becomes practicable to do so. This should identify “how the incident was brought under control” and indicate how the person was restrained, if relevant, and for how long.

Note: Any incident resulting in an injury to any party that requires professional medical attention, the assistance of Police or other Emergency service, must be brought to the attention of the Team Manager in the form of a written “incident “report.

Documentation should include:

Date, time, and location of the incident.

Names and descriptions of all parties involved.

Description of the incident, including the threat or risk presented.

Techniques used, including the level of force applied.

Any injuries sustained by individuals involved.

Witness statements if applicable.

Medical treatment provided. (if any)

6. Following an incident:

Debriefing the incident: Team Manager should ensure that any incidents of restraint are discussed at a Team meeting. This should enable a constructive review of how the incident was managed, provide support for the employees involved and initiate appropriate follow-up with the people involved.

Document Reference: HS06
Version: 1.0
Issue Date: 01/11/2023
Last Review: 07/11/2024
Approved by: Gareth Howlett (MD)



Conclusion:

This policy will be subject to periodic review and updates to reflect changes in laws, regulations, and best practices related to the use of physical intervention techniques.

By adhering to this policy, H&A Protection Services aims to provide a safe and secure environment while respecting the rights and well-being of all individuals involved.

In receipt of this document, I have read and fully understand the Policy and adhere to all the contents.

Signed & Approved by:



Date – 01/11/2023

HEALTH & SAFETY AT WORK POLICY (SHEQ)

H&A PROTECTION SERVICES LTD

INTRODUCTION AND TERMS

H&A is committed to providing a safe and healthy environment for all employees, visitors, contractors, and anyone who interacts with our operations. This Health and Safety Policy outlines our commitment to maintaining high standards of health and safety in all aspects of our activities. The company recognizes that effective management of Safety, Health, Environment, and Quality (SHEQ) is crucial to achieving its objectives and meeting its legal and regulatory obligations under UK law.

Purpose:

The purpose of the Health and Safety Policy at H&A is to establish a comprehensive framework for the organization's commitment to providing a safe and healthy working environment for all employees, visitors, contractors, and stakeholders. This policy aims to promote a culture of safety awareness, risk mitigation, and proactive measures to prevent accidents, injuries, and occupational illnesses. By prioritizing health and safety, we ensure the well-being of our workforce, protect our assets, and uphold our responsibilities to society.

Scope:

The Health and Safety Policy covers all aspects of health and safety within H&A, including but not limited.

1.Objectives:

Our primary objectives in health & safety are to prevent injuries, illnesses, and accidents through proactive measures and effective risk management. To comply with all relevant health & safety laws, regulations, and standards applicable to our industry. To continually improve our health and safety performance through regular reviews, assessment, and action. To ensure effective communication of health and safety information to all.

2.Responsibilities:

The management of H&A Protection Services Limited is responsible for the implementation and maintenance of this SHEQ policy. All employees have a responsibility to comply with this policy and to report any SHEQ-related issues to their supervisor or manager. H&A Protection Services Limited will provide the necessary resources to support the implementation of this policy, including training,



equipment, and supervision. H&A management team is responsible for providing leadership, resources, and support to implement and maintain the health and safety programme. All employees are responsible for following health and safety procedures, reporting hazards, participating in training, and taking care of their own safety and the safety of others. The designated health and safety officer will oversee the implementation of the health and safety program, conduct risk assessments, investigate incidents, and provide guidance to all levels of the organization.

3. Health & Safety:

H&A Protection Services Limited is committed to ensuring the health and safety of all its employees, contractors, clients, and the public. The company will comply with all relevant health and safety legislation, regulations, and codes of practice in the UK, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. H&A Protection Services Limited will ensure that its employees are provided with appropriate information, training, and supervision to carry out their work safely. The company will regularly review its health and safety policies and procedures to ensure that they remain relevant and effective.

4. Environment:

H&A Protection Services Limited recognizes its responsibility to protect the environment and prevent pollution. The company will comply with all relevant environmental legislation, regulations, and codes of practice in the UK, including the Environmental Protection Act 1990 and the Waste Management Licensing Regulations 1994. H&A Protection Services Limited will strive to minimize its environmental impact through the efficient use of resources, waste reduction, and the promotion of sustainable practices. The company will regularly review its environmental policies and procedures to ensure that they remain relevant and effective.

3. Compliance

We are dedicated to delivering high-quality products/services that meet or exceed industry standards and customer expectations. H&A commits to complying with all applicable health and safety laws, regulations, and standards in its operations.

4. Risk and Hazards:

H&A will identify and assess potential hazards associated with its activities, processes, and facilities. A risk assessment process will be conducted regularly to determine the level of risk and implement appropriate control measures.



5. Training and Education:

All employees will receive adequate training and information on health and safety procedures, emergency response, and safe work practices relevant to their role. Training will be updated as necessary to address changing conditions and regulations.

6. Incident Reporting:

All incidents, injuries, near misses, and potential hazards must be promptly reported. An investigation process will be in place to determine the root causes, develop corrective actions, and prevent recurrence.

7. Fire Safety:

H&A will establish and maintain emergency response plans, including evacuation procedures, first aid facilities, and communication systems. Fire evacuation plans and procedures will be established, communicated, and regularly practiced ensuring swift and orderly evacuation in case of fire emergencies.

8. Workplace equipment and PPE:

All workplace equipment will be regularly inspected, maintained, and serviced to ensure safe and reliable operation. Proper training on equipment usage and safety procedures will be provided to employees. Appropriate personal protective equipment will be provided to employees as necessary to mitigate risks. Training on the proper use and maintenance of PPE will also be provided.

9. Working Alone:

Employees working alone will receive proper training on emergency procedures and communication methods. Regular check-ins and monitoring will be implemented to ensure the well-being of those working alone.

10. Halo Camera Usage:

Halo cameras will be provided for security purposes and to enhance safety. Recorded footage will be used responsibly, adhering to privacy regulations and only for authorized purposes.



11. Health & Well-being:

H&A is committed to promoting employee health and well-being. This includes initiatives such as ergonomic assessments, health promotion activities, and support for work-life balance.

12. Physical Intervention:

Employees must ensure that they do not use any form of physical force that may be construed as assault to control or discipline any persons. The only exception to this is in the use of physical contact to prevent an immediate danger of significant physical injury to, or the damage to, or the damage to the property of, any person.

13. Contractor and Visitors:

Contractors and visitors will be informed of relevant health and safety procedures and must comply with them while on H&A premises.

14. Severe Weather:

Severe weather protocols will be established to ensure the safety of employees and visitors during adverse weather conditions. Communication channels and procedures will be in place to disseminate weather-related information and instructions.

15. Review:

This policy will be reviewed annually and updated as needed to reflect changes in regulations, company practices, and lessons learned from incidents. Lessons learned from incidents, near misses, and audits will drive continuous improvement in our health, safety, quality, compliance, and environmental practices.

16. Communication:

H&A will maintain open and transparent communication at all levels regarding health, safety, quality, compliance, and environmental matter. Feedback from employees and stakeholders will be valued and used to improve our policies and practices.



17.Quality:

H&A Protection Services Limited is committed to providing high-quality security services to its clients. The company will strive to meet or exceed its clients' expectations by providing services that are efficient, effective, and reliable. H&A Protection Services Limited will comply with all relevant quality standards and codes of practice in the UK, including British Standards relevant to the UK security industry such as BS 7499 and BS 7858. The company will regularly review its quality policies and procedures to ensure that they remain relevant and effective.

17.Continuous Improvement:

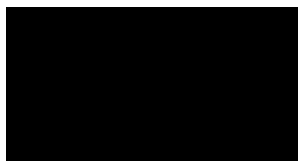
H&A Protection Services Limited is committed to the continuous improvement of its SHEQ performance. The company will set measurable SHEQ objectives and targets, regularly monitor and review its performance, and take corrective actions where necessary. H&A Protection Services Limited will engage with its employees, clients, and stakeholders to identify opportunities for improvement and to ensure that its SHEQ policies and procedures remain relevant and effective.

Conclusion:

The health and safety of our employees, stakeholders, and the community are paramount. This policy serves as a foundation for our commitment to creating a safe and healthy work environment. By adhering to these principles, we aim to prevent incidents, protect our employees, and contribute to the overall well-being of all those associated with H&A. The company will comply with all relevant legislation, regulations, and codes of practice in the UK, including British Standards relevant to the UK security industry. H&A Protection Services Limited will continuously improve its SHEQ performance through the setting of measurable objectives and targets, regular monitoring and review, and the engagement of its employees, clients, and stakeholders.

In receipt of this document, I have read and fully understand the policy and adhere to the contents.

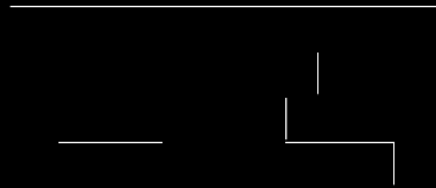
Signed by:



Date: 01/11/2023

Data Protection Registration Certificate

H&A Protection Services Limited



Registration reference: [ZA256633](#)

Date registered: [31 May 2017](#)

Registration expires: [30 May 2025](#)



Issued by: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: ico.org.uk

CODE OF CONDUCT POLICY

H&A PROTECTION SERVICES LTD

INTRODUCTION AND TERMS

At H&A, we believe that maintaining a high standard of conduct is essential in creating a positive work environment. Our commitment to professionalism not only ensures the success of our business but also promotes trust among our employees and clients. This policy aims to outline the expected conduct at work, address drugs and alcohol usage, driving guidelines, smoking regulations, training and complaints procedures, disciplinary actions as well as anti-corruption measures.

Purpose:

The purpose of the Code of Conduct Policy is to establish a set of clear guidelines and standards that define expected behaviours and actions for everyone connected to H&A.

Scope:

The Code of Conduct Policy of H&A applies to all employees, contractors, vendors, partners, and anyone associated with the organization. This policy covers all interactions and activities within the workplace, during business-related events, and when representing the company externally. It outlines the expectations for ethical behaviour, integrity, and professionalism across all levels of the organization.

1. Conduct at work:

Employees are expected to always exhibit professional behaviour while representing H&A. This includes demonstrating respect towards colleagues, clients and any other individuals encountered during their employment. Harassment or discrimination based on race, gender age or any other protected characteristic will not be tolerated. All employees should promote teamwork and cooperation while maintaining a safe and inclusive working environment.



2. Drugs and Alcohol:

The use, possession or distribution of illegal drugs or being under the influence of alcohol during working hours or while representing H&A is strictly prohibited. Employees must refrain from consuming alcohol on company premises unless prior approval has been obtained for an authorized event. Employees are expected to perform their duties without impairment from drugs or alcohol, any employee who violates this policy will face disciplinary action up to termination.

3. Driving:

If driving is part of an employee's job responsibilities or if they operate company-owned vehicles for any reason, they must adhere to all traffic laws and regulations, check the vehicle before usage, use seat belts and avoid distractions while driving. The use of mobile phones or any other distracting devices while driving is prohibited. It is mandatory for drivers to possess a valid driver's licence appropriate for their assigned vehicle type. Reckless driving or repeated traffic violations may lead to disciplinary action.

4. Smoking:

To ensure a healthy workplace environment for all employees and visitors alike H&A maintains a smoke-free policy within its premises including indoor areas as well as designated outdoor sections where smoking is prohibited. Employees who smoke should use the designated smoking areas and dispose of the cigarette butts responsibly.

5. Uniform:

We expect you to wear the appropriate dress relative to the job that you are doing. Please remember that you may meet clients and members of the public and it is important to present a professional image with regards to appearance and standards of dress as representative of H&A. If you are issued with a uniform, you are responsible for laundering the uniform and for ensuring that it is in an excellent state, and any repairs are corrected as soon as possible. You will be also responsible for return of the uniform upon request. No hoodie style tops or jackets to be worn due to Health & Safety.

6. Training:

H&A is committed to providing the necessary training to ensure our workforce meets the statutory requirements of the private security industry act 2001. We are also committed to providing the necessary personal development to improve the skills and competence of our employees in the focused delivery of services to our clients. Regular refresher training sessions may be conducted to keep employees informed and up to date, all employees must attend mandatory training.

7. Anti- Corruption:

Employees are prohibited from engaging in any way form of bribery, corruption, or unethical business practices. Gifts, hospitality, or entertainment offered or received should be reasonable and not influence business decisions. We take a strong stance against corruption in all its forms and adhere strictly to applicable laws and regulations. Employees are encouraged to report any suspected unethical behaviour promptly through the appropriate channels provided by H&A. Whistleblowers protection will be in place for individuals reporting in good faith.

8. Pension:

All employees must be offered a workplace pension scheme by law. H&A must automatically enrol you into a workplace pension scheme and make contributions to your pension. You contribute 5% H&A contributes 3% into your pension. All employees who meet the eligibility criteria will receive an email from smart pensions where you will be enrolled you will have the option to opt out if you wish to do so. You can get more information about pensions from <https://www.gov.uk>.

9. Complaints:

Employees are encouraged to communicate any concerns, grievances, or suggestions through appropriate channels, such as supervisors, HR, or an anonymous reporting system. H&A is committed to addressing such concerns promptly and taking necessary actions to resolve them. We treat all complaints seriously, whether they are made by telephone, letter or by email. You will always be treated with courtesy and fairness.



10. Disciplinary Actions:

Violations of the code of conduct may result in disciplinary actions, which may include verbal/written warnings, suspension, or termination of employment. The severity of the action will depend on the nature and frequency of the violation. The purpose of this policy is to establish a framework for addressing and resolving disciplinary issues within H&A. this policy aims to ensure consistency, fairness and transparency in managing employee conduct and performance.

11. Stress and well-being:

H&A recognizes the importance of employee well-being and encourages a healthy work-life balance. Employees should prioritize their health and report excessive stress or workload concerns to their supervisors or HR for appropriate assistance. Stress will not be treated as a sign of weakness, if you feel that your work performance or your health is suffering because of stress related matters, whether those matters are occurring within or outside the workplace you should raise this matter as soon as possible.

12. Confidentiality:

At H&A, we prioritize the protection of confidential information. The policy outlines our commitment to ensuring the privacy and confidentiality. Employees are expected to maintain the confidentiality of sensitive company information, client data and intellectual property. Unauthorized disclosure of such information is strictly prohibited.

13. social media:

When using social media, employees should be mindful of the company's reputation and not share confidential or sensitive information. Personal opinions expressed online should be clearly distinguished from the company standpoint.

14. Environmental Responsibility:

Employees are encouraged to minimize their environmental impact by practicing responsible resource usage, recycling, and supporting company-wide sustainability initiatives.

Document Reference: CP03
Version: 1.0
Issue Date: 01/11/2023
Last Review: 07/11/2024
Approved by: Gareth Howlett (MD)



15. Compliance with laws:

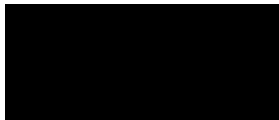
Employees must adhere to all applicable laws, regulations and industry standard while conducting business on behalf of H&A.

Conclusion:

By adhering to this code of conduct, employees contribute to a positive and ethical workplace environment that promotes, respect, and integrity. Failure to comply with this code may result in disciplinary actions up to and including termination. It is each employee's responsibility to read and understand and follow this policy.

In receipt of this document, I have read and fully understand the policy and adhere to all the contents.

Signed by.



Date. – 01/11/2023

Behavioural Safety Policy

1. Purpose

H&A Protection Services is committed to fostering a strong safety culture by addressing the human factors that contribute to workplace incidents. This **Behavioural Safety Policy** aims to encourage all employees to take personal responsibility for their own safety and the safety of others by recognising and addressing unsafe behaviours before they lead to accidents or injuries.

2. Scope

This policy applies to all employees, contractors, and visitors working at or attending H&A Protection Services' premises, including our **head office and canine training facilities**. It encompasses all security operations, administrative functions, and on-site duties.

3. Responsibilities

- **Management and Supervisors:** Lead by example, monitor and address unsafe behaviours, and ensure that employees have the necessary training and resources to work safely.
- **Employees and Contractors:** Follow safety procedures, report hazards or unsafe actions, and actively engage in creating a safe working environment.
- **Health & Safety Officers:** Conduct regular audits, analyse incident reports, and provide ongoing training and support to promote behavioural safety.

4. Key Principles

- **Encouraging Safe Behaviours:** Employees are expected to take proactive steps to identify and address risks in their daily work.
- **Observation and Intervention:** Unsafe behaviours will be monitored, and immediate corrective action will be taken through coaching rather than punitive measures.
- **Reporting and Learning Culture:** Employees are encouraged to report near-misses and safety concerns without fear of blame to prevent future incidents.
- **Training and Awareness:** Regular safety training sessions, toolbox talks, and refresher courses will reinforce safe behaviours.
- **Recognition and Positive Reinforcement:** Safe working practices will be acknowledged and rewarded to encourage continuous compliance.

5. Behavioural Safety Monitoring

To maintain high safety standards, the following measures will be in place:

- **Behavioural Safety Observations:** Supervisors will carry out regular workplace observations to identify trends and potential risks.
- **Near-Miss and Incident Reporting:** A structured reporting system will capture safety concerns and identify areas for improvement.
- **Safety Discussions & Feedback:** Regular meetings will be held to discuss safety performance, encourage employee feedback, and implement improvements.

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Version: 1.0
Issue Date: 01/11/2023
Last Review: 07/11/2024
Approved by: Gareth Howlett (MD)



6. Non-Compliance

Any repeated or deliberate unsafe behaviours will be addressed through coaching and retraining. In cases where employees wilfully disregard safety procedures, appropriate disciplinary action may be taken.

7. Review and Continuous Improvement

This policy will be reviewed annually, or sooner if necessary, to ensure it remains effective and aligned with industry best practices. Employees are encouraged to contribute feedback to help improve behavioural safety across all operations.

8. Approval and Implementation

This policy is approved by senior management and is effective immediately. All employees will receive a copy and are required to acknowledge their understanding and commitment to maintaining a safe working environment.

In receipt of this document, I have read and understand the policy and adhere to all the contents.

Signed by:



Dated: - 01/11/2023



This certificate is awarded to

H&A Protection Services Limited

524 For signing up to the Lancashire Skills Pledge
demonstrating outstanding commitment to inspire
and develop skills of people in Lancashire.

Signed by,

A black rectangular box redacting the signature of the County Councillor.

Phillippa Williamson
County Councillor



Date:
06/12/2024



This is to certify that

**H&A Protection Services Limited
DCS021872
is Disability Confident Committed**

Period of award: 13/03/2023 to 09/03/2026

Issue date: 13/03/2023

As a Disability Confident Committed Employer we have committed to:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people

Find out more about Disability Confident at:
www.gov.uk/disability-confident

 **#DisabilityConfident**



Security Industry Authority

Certificate of Approval

This is to certify that
H&A Protection Services Limited

Start date

1 May 2024

End date

30 April 2025

Has met the requirements of the
Security Industry Authority's
Approved Contractor Scheme



In achieving approved contractor status, the SIA has approved the
above organisation for the activities of:

**Security Guarding
Key Holding**

Assessing Body:

British Assessment Bureau (a subsidiary of Amtivo Group Limited)

Authentication and further detail is available on the SIA Approved Contractor Register:
www.sia.homeoffice.gov.uk/roac



Section 27

Drones

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



The use and regulation of unmanned aircraft (drones) is overseen by the Civil Aviation Authority.

Whilst this covers an array of unmanned aircraft the event concerns itself with aircraft commonly known as drones, which in recent history has been almost entirely the issue.

Regulations

In summary a pilot must conform with the following:

Operators must have Operational Authorisation in the form of a Pre-defined Risk Assessment (PDRA01) for Unmanned Aircraft System operators conducting unmanned flights in the Specific category that covers the event and must comply with UAS regulations – see [UAS Regulation \(caa.co.uk\)](https://www.caa.co.uk/Information-for-you/Unmanned-aircraft/Unmanned-aircraft-systems/Operational-authorisation).

The pilot's insurance needs to comply with EC785/2004, which relates to the flying of unmanned aircraft. General insurances are typically not sufficient for commercial aerial work.

All pilots must comply with the CAA Air Navigation Order rules – see [The Air Navigation Order 2016 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2016/1117/contents/make)

Remote pilots must always fly unmanned aircraft within Visual Line of Sight (VLOS) unless they have an operational authorisation from the UK CAA in the form of an OSC (Operating Safety Case). There is no maximum range as this is dependent upon the size of the aircraft, the remote pilot's eyesight and other factors.

Pilots are limited to a maximum flight altitude of 400ft above ground level.

There are further enhanced operational authorisations issued by the CAA which are also described within the pilot's permission to fly. These may include permission to operate Beyond Visual Line of Sight (BVLOS) flights or to increased altitudes or fly with reduced safety parameters for the flight operation. Permission takes the form of an OSC (Operating Safety Case Operational Authorisation).

Event Policy

No drones shall be given permission to fly within the venue space and 50m horizontal distance as per regulations other than any event hired operator. Information will be published via ticketing and the website using the statement as advised in the Purple Guide: Any unmanned aircraft/drone, or radio controls of any size or type, will not be allowed into the venue as a condition of the **ticket sale agreement**. This is also the **admission policy** to any controlled area where no ticket is required by the public to attend. If such a device, or controls for such a device, are found the organisers reserve the right to refuse entry and pass details to the police.



Participants in the event include all staff, crew, artists and public. These must all be given the opportunity to consent to be involved. A PA announcement or sign at entry will not suffice.

The operator must provide insurance, copy of license, flight schedule, and RAMS prior to agreement to fly. These will be added to this section of the EMP in due course.

On this occasion the event does not feel it necessary to apply for a NOTAM.

Searches are carried out on entry as per the search policy in section 26. It is very unlikely a drone will be carried into the event, let alone take off from within the licensed area. It is far more likely to be flown in from the outside.

Unauthorised flight / incursion

Once ECR/event management is made aware of an attempted drone launch, then security and all ELT members should be informed immediately.

If a pilot is identified within the venue, then SIA security (and/or the police) should be requested to be in immediate attendance to intercept the pilot.

If a pilot is identified off venue, then the Police will need to be requested to be in immediate attendance to intercept the pilot and the drone once it has been landed safely.

Full details of the incident should be logged by ECR/event management.

ECR or event management should identify staff to monitor the drone's activity from different locations to enable quick reaction to any potential issues that may arise or action that needs to be taken.

The gathering of evidence of drones and pilots through videos and photographs as well as written and verbal descriptions, should be encouraged, if this is possible and it is safe to do so. This should be passed to ECR/event management and the Police.

As soon as drone activity is identified, consideration should be given to the event programme and if any actions are needed, such as allowing the programme to go ahead unhindered; delaying or postponing it; and whether to inform the public of the incident. The event safety officer and licence holder will be involved in this decision.

Consideration should be given to any other activity that is due to take place that may affect the drone, such as pyrotechnics. If so, it may be necessary to delay or stop those activities until the drone is dealt with.

If the situation is deemed as posing a risk to life or property, then the incident command **may** be passed to police. In such an event please refer to section 4.



Action in case of an accident

The term 'air accident' covers mid-air collisions or near misses with other aircraft, as well as a drone striking objects (including people) or hitting the ground in an uncontrolled manner.

In such a situation, the police and may take immediate action to preserve the integrity of the scene and Event Management should provide all assistance to aid this process. The event organiser should work closely with the police to minimise disruption and work towards an swift incident resolution.

The remote pilot should have their own procedure to follow in the event of an incident as they have an obligation to report a Mandatory Occurance Report (MOR) to the CAA and any serious incident or accident to the AAIB.

Unauthorised or dangerous flying of a drone may result in criminal investigations by the Civil Aviation Authority and/or the police.



Section 28

Police

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford



Police attendance at Balloons and Tunes 2025

Balloons and Tunes 2025 recognises it is responsible for public safety at the event.

There is no request for special police services (SPS) at the event, although Police officers and support staff are welcome to attend in the course of their routine patrols or other duties. The promoters welcome the liaison both before and during the event in previous years, and look forward to similar in 2025 should the police be in a position to do so.

Protest

The licensed area will be considered private for the duration of the event. As such any protester is potentially committing offence.

This said, there is no history of protest at the event and no indication at this time of any taking place.



Section 29

Worker Welfare

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



The term 'worker' applies equally applicable to all individuals, regardless of employment type or status, and also applies to volunteers. It is an all-inclusive term.

The mandatory induction, which all workers must complete, not only details the duties the event has towards workers, but also those duties workers must keep themselves and anyone else safe. The induction also contains a wealth of other information:

Introduction to the event

Supervision and time of work. The working day is designed to ensure fatigue is not a feature.

Health, Safety and Environmental policy

Site Safety Rules

Emergency evacuation

Counter terrorism advice

Hazards map (if applicable)

Situation reporting

Radio rules

Fire

First Aid and Welfare

Safety Signage

PPE

Workspace Management

Environment and Sustainability

Waste Management

Manual Handling

Slips, Trips and Falls

Work Equipment

Plant machinery

Vehicles onsite

Work at Height



Smoking

Personal Conduct

Alcohol and Drugs

Incident and accident reporting

This is in addition to the production pack.

The principal contractor (PC) takes care to ensure that all suppliers are competent in their areas of expertise, in terms of recruitment, training, qualifications and skills. This extends from Limited companies to 'freelancers'. The PC will also be aware of who is onsite at any time during the build and break.

Each supplier must submit RAMS for their activities, which must at least reach the standards of the events overarching RAMS, and valid insurance to a minimum of £5M per claim. These will be reviewed prior to the start of the 'build'.



Section 30

Weather

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



The event will consider a number of weather forecasting sources to gain a balanced view. The closer to the event the more accurate these will become, eventually allowing live satellite and radar monitoring.

WIND MANAGEMENT GUIDE

This guidance is given for the management of site-wide guide to wind management for the safety of the public, performers & all other workers at the event. Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the various structures on site.

The wind reference chart below will help to clarify the relationship between various wind measurements, and it must be noted that 12 metres per second is a strong wind and site conditions may start to become hazardous at this speed.

Wind Reference Chart

Beaufort Scale & Description		Average Speed at 10 metres above ground.	
0	Calm	Metres Per Second	Miles Per Hour
1-3	Light Breeze	0.3 to 5.4 m/s	0.7 to 12.2 Mph
4	Moderate Breeze	5.5 to 7.9 m/s	12.3 to 17.8 Mph
5	Fresh Breeze	8.0 to 10.7 m/s	17.9 to 24.0 Mph
6	Strong Wind	10.8 to 13.8 m/s	24.1 to 31.0 Mph
7	Nr Gale Force	13.9 to 17.1 m/s	31.1 to 38.3 Mph
8	Gale Force	17.2 to 20.7 m/s	38.4 to 46.4 Mph
9	Strong Gale Force	20.8 to 24.4 m/s	46.6 to 54.7 Mph
10	Storm Force	24.5 to 28.4 m/s	54.8 to 63.6 Mph

Careful consideration must be given to wind management throughout all phases. At the planning stage,

- IStructE guidance regarding temporary structures is that they should be designed to withstand the loads created by wind gusts of 25 metres per second (approximately 55mph). The guidance does however allow for the removal of sheeting. Many structures have a much lower tolerance when fully sheeted and event organisers should be aware of this when constructing wind management plans

- In view of this potential confusion, HSE have strongly recommended that during phases C & D, roof sheets should not be removed should gusting become hazardous, as screens, stage sets, drapes and lighting rigs inside the stage structure, exposed to the wind, become dynamic loads rather than static and themselves put undue strain on the structure.

Some marquee designs need low level wall sheeting to be removed at certain wind speeds and the requirements for this and the potential issues that may arise need to be clearly documented in advance of the event

The following procedures take into account all of the event production elements rather than just the structure itself.

- An anemometer should be installed as soon as is reasonably practicable and must be constantly monitored when conditions are likely to cause a hazard
- Each structure should have its own specific wind action plan that can be integrated into the overall event safety plan taking into account site specific topography and seasonality
- There should be monitoring of weather forecasts for the area at all times from beginning of construction until deconstruction is complete
- During Phases B & C, the use of access equipment or roof climbing must cease if gusting becomes continuous above 12 metres per second (27 MPH) based on industry standard access equipment manufacturers recommended maximum operational wind speed

The following action chart is a guide to operational monitoring throughout the event.

Wind Speed Metres/sec	Monitoring Interval	Action Level	Action
Below 6	8 hourly	Normal	Regular Weather Forecast Review.
7 - 11	Hourly	Normal	Regular on Site Assessment
12 - 18	30 mins	One(1)	Prepare to halt erection operations until safe working conditions have resumed. During Phase D (Show) it is likely that Show Stop

			will occur in this range due to factors other than TDS safety
18 - 22	15 mins	Two(2)	Site safety meeting and risk assessment. Prepare for full site evacuation
Over 22	Constant	Three(3)	Site evacuation procedure to be implemented

Wind Management Plan process

PLANNING	NORMAL CONDITIONS	ACTION LEVEL 1	ACTION LEVEL 2	ACTION LEVEL 3 STOP!
Site topography & prevailing winds	Monitor Forecast Review	Alert Risk Assess	Enhanced action response plan	May involve event cancellation

At Action Level 1:

When monitoring registers, a gust wind speed in excess of 12 metres per second, in conjunction with an increasing general trend of recorded high wind speeds, then subject to risk assessment, all staff involved with the installation/ erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

At Action Level 2:

It is recommended as safe practice for a site safety meeting to be convened to assess the overall site conditions when monitoring registers, a gust wind speed in excess of 15 metres per second in conjunction with an increasing general trend of recorded high wind speeds. (This can be varied subject to onsite risk assessment.) This should be adopted into the overall event safety plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.



At Action Level 3:

When monitoring registers, a gust wind speed in excess of 22 metres per second in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment:

- Site evacuation may have to be implemented
- A safety meeting must be called to identify subsequent action such as full or partial evacuation of the site
- The structure(s) must immediately become a hard hat area for essential personnel only
- The structures may be evacuated, and a safe perimeter imposed around all temporary structures
- Before performances resume, or deconstruction begins, there must be a structural inspection and new sign off.

Anemometers should be located at a high point on the main stage and at the production office. These will be monitored regularly, particularly should the wind be strong, in order that assessment can be made regarding the various temporary structure on site.

To help assess risk representatives from the staging and marquee companies will remain on site. These representatives will also direct “de-sheeting” operations if required in accordance with structure specific wind management.

Documentation regarding certificated structural wind loadings of any large marquee or temporary demountable structure shall be available in hard-copy format in the site office and in electronic form with several key officers. All structures shall be signed off.

Stewards will monitor the venues for any effects strong winds may have on tents or other equipment and take steps to secure them if necessary.

Venue managers and stewards will monitor temporary structures and should they become unstable close the venue and consider a suitable cordon until the situation is rectified.



Lightening

Whilst Balloons and Tunes 2025 accepts advice in the Purple Guide is to take action at 6 miles the event will stop all work at height when a lightening warning is within 20 miles of the venue and stop all work at 10 miles. If all work is stopped staff will leave site and go into their accommodation until the lightning storm has passed.

The event uses both “My Lightening Tracker” app and <https://www.lightningmaps.org> to monitor approaching lightning strikes.

Should a storm occur during the times public are onsite the ELT will consider the show pause / stop procedure and act accordingly – See section 4.

Heat wave

The impact of exceptionally hot weather will be assessed daily by liaison between the ELTL, ESCs, onsite event medical and if needed the emergency services.

There are already a number of contingencies in place to guard against the risks of hot weather:

- Additional water points throughout all areas of the site.
- Natural shade from indoor venues, and the close proximity of Wolvercote for respite.
- Frequent fire points.
- Pre-event and in-event advice regarding sun cream, hats, shade and staying hydrated.

The situation will be monitored on a daily basis. Decisions will be recorded via dynamically and stored in the festival risk assessment file.

Wet weather/heavy prolonged rainfall

The following contingencies are available in the case of wet weather (this list is not exhaustive):

- Toilets and other servicing areas can be accessed in all weathers.
- Staff are recommended to have clothing and PPE for all weathers. If suitable clothing and PPE is not available, then that member of staff will not be permitted to work until it is.
- The same considerations will be given to structures as for high winds.
- Essential staff such as security, site / service crew and Event Safety Coordinators will be able to navigate the site with 4X4 or specialist vehicles.



Disruption due to weather statement:

Balloons and Tunes 2025 very much regrets that due to the anticipated extreme weather conditions forecast for today, there may be some disruption to elements of the festival.

Whilst we will endeavour to complete as much of the entertainment programme as possible, there remains a possibility that elements of the festival may not occur on safety grounds due to the effects of the weather.

We sincerely apologise for the disappointment caused by today's problems, which are due to circumstances beyond our control.



Section 31

Insurance

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



The event and all suppliers involved in its production will be adequately protected by insurance.

Suppliers must submit insurance certificates for assessment to ensure their cover is current, suitable and adequate.

Some insurances are mandatory, such as hired equipment.

A copy of the event insurance and schedule will be added to this section when available. Suppliers' insurance will be held with their documents and available via the link in section 2 or on request.

Please see LINK:

https://drive.google.com/drive/folders/1jOfbsywjvIUeIBqXdxOZegpV8gqFF4gd?usp=drive_link



Section 32

Accessibility

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Throughout this EMP there are measures to ensure that accessibility is considered in all areas.

Suitable arrangements have been considered throughout the planning process for people with special needs. Aside from the requirements of the Disability Discrimination Act 1995, as amended 2005 (DDA) it is the desire of the organiser's that the event be an all-inclusive environment and positively encourages people with special needs to attend. Examples of persons with special needs that have been considered include mobility problems (wheelchair users and difficulty walking) and impaired sight or hearing.

Workers and artists/performers who may require reasonable adjustments are equally considered. These will be made on an individual basis and recorded in an assessment.

A Publicity

The event's website has a dedicated section for people with special needs and various methods of making contact for further details. Most people have access to the Internet, with several access methods for those with special needs. For example, text readers and brail keyboards for the blind and sight impaired.

Whilst wheelchair access is instantly recognised, the event considerations will take into account the deaf, without sight, and neurodivergent people, as further examples.

Whilst there are no discounted tickets for people with special needs, there are free tickets available for carers should a person with accessible needs not be able to attend the festival without one.

B Access

All installed ramps shall comply with BS 5810, having a gradient of 1 in 12 or less. None will be of sufficient length to require a rest area.



C Viewing areas

There will be no viewing platform(s) at this event.

D Facilities

Accessible toilet facilities are detailed in section 18.

The bars will have lowered counters for wheelchair users. Traders will assist where necessary by serving in front of the unit.

E Support

Event staff, stewards and medics are as equally diverse as the public audience. As such some will have skills specifically to assist people with special needs, for example, signers. All stewards, security and medics will be individually identifiable by a uniform and / or high visibility tabard.

F People with impaired vision

It is recognised that people with impaired vision or difficulty with colour perception may have difficulty reading some of the signs. This is particularly important with safety signs, such as fire exits.

Fire safety signs are positioned to be as easily read as possible and in the case of indoor venues lit at all times with a secondary supply should the main supply fail. Directional signs have large letters and high contrast and are positioned so as to be easily read.



G Evacuation

Emergency evacuation plans also reference those with accessible needs. Please see section 4.

The event consults “attitude is everything” in its various considerations and provisions.



Section 33

Adventure Sport Activities

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way Oxford

There are no adventure sport activities within the terms of the Purple Guide associated with Balloons and Tunes 2025

Balloons and Tunes 2025

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Section 34

Pandemic

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



The COVID-19 pandemic in 2020/21 highlighted the need for employers and event organisers to take steps to keep everyone safe and mitigate the risks to public health from viruses, particularly in a pandemic situation. Considerations learnt in the pandemic can be transferred to other infections, such as flu and other viral infections.

Throughout this EMP there are measures taken to reduce the risk of spread of infection. For example, the installation of handwashing facilities now it is known that sanitiser gel has little effect on Norovirus, a common cause of vomit and diarrhea at outdoor events.

Site design considers the placing of food outlets to allow orderly queuing and food collection without congestions or being a pedestrian flow area.

Specifically in relation to covid, current government advice will be followed, which can be found here:

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

The event will keep up to date with any other current health risks at the time and liaise with the local authority environmental health officers.

This is a living document and will be updated as necessary. The version number at the commencement of this EMP will indicate when this section has been update.



Section 35

Counter Terrorism

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Protect UK

It's quite possible that 'Martyn's Law' could be introduced prior to this event. The event organisers are keeping up to date with progress towards implementation and the likely requirements. In the meantime, Protect UK mirrors many of these measures, and these are considered for the festival.

Induction

All staff are required to complete the event induction online prior to arrival at the festival. In regards CT the following elements are covered:

Encouragement to complete ACT training, with link provided in order to do so.

Hostile reconnaissance

Run, Hide, Tell.

HOT

Medical interventions and precautions. An acid attack for example.

Counter Terrorism Plan

Should the event require a specific CT plan. This will be a confidential document, and as such is not attached here. It can be shared on application to appropriate parties, provided it is sent in a confidential format. So not email, but Dropbox Business, for example, which meets all compliance, access, and certification controls.



Section 36

Licensing

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Basic principles (Applicable to Extreme Events)

The underlying principle and foundation of the licensing regime is that all functions must be carried out with a view to promoting one or more of the licensing objectives specified in the 2003 Act, namely:

- the prevention of crime and disorder
- public safety

- the prevention of public nuisance

- the protection of children from harm

The licensable activities regulated by the 2003 Act are:

- the sale of alcohol by retail

- the provision of regulated entertainment

The provision of a licensable activity requires following authorisation:
a premises license.

Balloons and Tunes 2025 will operate under the Oxford City Council license for the venue in regard the event to be held on the 2nd and 3rd August 2025

Premises License holder: Extreme Events Ltd

Designated Premises Supervisor: Callum McBrayne

Performance of live music: 13:00pm to 22:00pm Saturday 2nd August and 13:00 to 20:30pm on Sunday 3rd August 2025

Performance of recorded music: 12:00noon Saturday 2nd August to 23:00pm and Sunday 3rd August 12:00 noon till 21:00pm

Provision of alcohol (on license only): Saturday 2nd August 12:00noon to 22:30pm and Sunday 3rd August 12:00 noon till 20.30pm

A copy of the license can be found on the following avoiding further comment.





Section 37

Events Involving Vehicles

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford

There will be no vehicles at this event.



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Section 38

Environmental Sustainability

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Extreme Events Ltd is committed to environmental sustainability and has a policy statement. David Rowland of Extreme Events Ltd is the responsible person and owner of this policy.

An environmental impact assessment will be conducted post event.

Sustainability at the Core

Extreme Events Ltd is dedicated to being a net zero waste event, with sustainability initiatives embedded in every aspect of the festival's planning and execution. From promoting responsible travel, the festival will aim to minimize its environmental impact while maximizing enjoyment for attendees.



Section 39

Events on or around Water

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford

This event is not near water.

Balloons and Tunes 2025

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Section 40

Water Provision

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



This section should be cross reference with section 21 – Food, Drink and Water provision.

There is a mains water supply.

Traders will be able to fill their sanitised containers at the standpipe which will be situated behind the bar.

Pit areas will have wholesome water available via bottled water, poured into paper cups at the time of need as and when required.

The following regulations and codes of practice will be complied with where applicable:

Water Supply (Water Quality) Regulations 2016 (England) (with 2018 amendments consolidated) – see <https://www.dwi.gov.uk/water-companies/legislation/>

The Private Water Supplies (England) Regulations 2016
see <https://www.legislation.gov.uk/ukxi/2016/618/contents/made>

The Private Water Supplies (Wales) Regulations 2017 –
see <https://www.legislation.gov.uk/wsi/2017/1041/contents/made>

Water Supply (Water Fittings) Regulations 1999 –
see <https://www.legislation.gov.uk/ukxi/1999/1148/contents/made>

BS 8551:2015 Provision and management of temporary water supplies and distribution networks (not including provisions for statutory emergencies). Code of Practice

BS 8558:2015-TC Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages. Complimentary guidance to BS EN 806

Should this plan change then this section will be update, a water management plan from the provider will be added, and the EMP version history updated.

Extreme Events Ltd is committed to providing and maintaining a constant, adequate, wholesome, and secured supply of potable water to all areas of the site. FM Event Services Ltd as site plumber will be responsible for the scheme design, installation, and maintenance of the potable water system at Balloons and Tunes 2025

All fixtures, fittings and tanks employed within the scheme should be WRAS approved.



Water pipes will either be buried or routed in areas where they cannot present a trip hazard or be vulnerable to damage or interference by members of the public. All standpipes will be 1000mm high. Where pipes are not buried to a depth of at least 750mm they should be lagged.

Back siphonage protection is in the form of pressure, air gaps and the fitting of double non-return valves where appropriate.

Grey water management

Showers and caterers will have grey water disposal systems (ranging from bulk tanks through to 1,000 L IBC containers). These will be regularly serviced and cleaned before use.

Any soak-away systems employed shall comply with BS 6297. No connection to any watercourse or land drainage system will be permitted and no part of the soak-away system shall be located within 10 metres of any ditch or within 50 metres of any well or spring.

Extreme Events via its appointed contractor will comply with the requirements of BS 8551:2015 *Provision & Management of Temporary Water Supplies and Distribution Networks Code of Practice*.

All fixtures, fittings and tanks employed within the scheme should be WRAS approved.

OR



Grey Water Management

The only grey water will be generated by traders, which will collect in their onboard tanks and be emptied offsite.

OR

Suitable containers shall be provided for the collection of wastewater from market areas. All appropriate reasonably practicable measures shall be taken to protect watercourses from the potential of pollution.





Section 41

Volunteers

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Currently there are no indications of volunteers being employed at the event. If this changes then the version control will indicate this section has been updated.

Should volunteers be engaged at the event the following will be considered:

Consider the reasons people are volunteering to work at the event.

The event requirements will need to match with the incentives for volunteers.

Roles will be clear.

Volunteers' current skills and training will be assessed, which may lead to some onsite guidance.

Volunteering will be fully inclusive.

The wellbeing and safety of volunteers will match those of employees.

Should volunteers be engaged for the event then this section will be expanded in consideration of the above points.



Section 42

Zone Ex

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Zone Ex (External Zone) represents the area outside the event space, which is not part of the event, but never-the-less is affected by the presence of the event.

It is an important part of event management due to the dynamic and uncontrolled nature of the space, risks to crowd safety of attendees and non-attendees (Background Demand) often increase in Zone Ex, including but not exclusive to:

The lack of clarity surrounding safety responsibility for Zone Ex.

The inability to conduct security screening on people as they transit through the area, increasing the risk of deviant behaviour. However, there are opportunities for observation, surveillance and communicating concerns about behaviours by those working externally including crowd management and traffic management teams).

Open road network and vehicle movements may interact with the crowd from either an accident or an intentional attack.

Inclement weather such as heavy rain, lightning storms, strong winds or high heat can impact the health and safety of the crowd if they are waiting for long periods outside of an event without shelter or welfare.

External factors influencing crowd dynamics, either suddenly triggering a change in crowd flow or density which could result in crowd collapse, turbulence or crushing.

The hesitancy of agencies and stakeholders to take responsibility for safety which can impede coordination and delay response time to crowd incidents in Zone Ex.

The area Zone Ex activates in can be owned by private or public organisations, private individuals, or the local authority; and while there are laws in the UK concerning Occupier's Liability (Act 1957), landowners are often hesitant to take responsibility for the safety of people passing through their space when arriving and departing an event, especially if they have nothing to do with the event. Zone Ex therefore can be either public space, private space, or a mix of both, which contributes to the ambiguity surrounding safety primacy.

As such communication ahead of the event is key to the management of Zone Ex with all stakeholders.

The focus of Zone Ex in relation to Balloons and Tunes 2025 will be updated here once available.





In this regard the key points are:

Transport and Traffic Management. See section 7 of this EMP regards the operation.

SIA security will deploy outside the event footprint post event to manage egress and any associated issues.

Marshal will be positioned to assist with wayfinding to car parks and pick-up points.

Event control will not stand down until such time as Zone Ex activity has ceased.

Welfare facilities will not stand down until such time as Zone Ex activity has ceased.

Community and stakeholder liaison will continue in the month prior to the event.

The CT plan considers Zone Ex.



Section 43

Air Displays

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



Exclusive Ballooning are an award-winning aerial marketing specialist and operate hot air balloons for a variety of clients, all around the world. They have taken balloons to the Tower of London, London City Airport, Rockefeller Park in New York, the Colosseum in Rome, Salt Flats in Utah and many more.

They are the organisers of The Lord Mayor's Hot Air Balloon Regatta®, which sees fifty hot air balloons fly over central London every year to raise funds and awareness for The Lord Mayor's Appeal. The company website maybe visited at www.exclusiveballooning.co.uk to see exactly what they do.

Exclusive Ballooning are also more than happy to be contacted directly with regards to the balloons at the event.

Program of Activities

The primary hot air ballooning activity will be the Sky Safari® Night Glow. This will involve 6 animal shaped hot air balloons tethered to the ground and lighting up to a specifically choreographed musical soundtrack. The balloons will be secured to the ground, using vehicles as anchor points. There are three lines to each balloon and all of the kit is inspected before each use. The tether ropes, which are rated to a breaking strain of 4000k.

This will take place in the evening of: TBC.

Pilot Meet and Greet - this involves setting up a basket just inside the balloon zone with pilots and crew being available to answer questions from the public. No balloons will be in operation during this time.



This will take place on: TBC.

Tethering - this will be a dedicated time slot, typically late afternoon and lasting up to an hour, where balloons will be tethering in the balloon zone for visibility. The balloons will be secured to the ground, using vehicles as anchor points. Operationally, the weather conditions have to be very specific for the balloon to tether. Calm and dry conditions are required and the pilot in command, along with the chief pilot on site will be checking the met prior to any inflations.

During this activity the baskets will be raised off the floor, the height of the balloons will be approximately 30 meters.

Free Flying- while not forming part of the published event schedule, where the location and weather allows, evening free flights may be undertaken. This will typically be 60-90mins prior to sunset. We are liaising directly with all relevant airports or aerodromes in close proximity to the event sites.

This will take place on: TBC.

Typical procedure with the CAA is to issue a NOTAM (Notice to Airmen) 28 days ahead of the event. Having looked at the air maps have having previously flown regularly from this area they do not anticipate any issues with airspace.

The balloons will indeed fly off-site. The distance and direction will vary depending potentially on day to day as ballooning is wholly weather dependant and relies on the gentle winds.

With regards to local farmers, in ballooning there is a national network of marked maps, so they know where animals are, and sensitive areas. Each balloon team has experienced crew and will not proceed onto land for balloon retrieval without gaining landowner permission first.

Each pilot joining the event is approved by Exclusive Ballooning and has to be invited to attend, which also ensures a high quality of experienced and talented personnel.

The team of experienced pilots do not plan to land to cause any problems and will always try to land in the most sensible places in a safe manner.



When available the following link will detail the risk assessments and method statements of Exclusive Ballooning.

www.exclusiveballooning.co.uk

[YouTube.com/ExclusiveBallooning](https://www.youtube.com/ExclusiveBallooning)



Section 44

Safe use of Mobile LPG

Balloons and Tunes 2025

Cotteslowe and Sunnymead Park, Elsfield Way, Oxford



This section details the provisions in place to ensure that those using LPG do so safely.

All LPG appliances, hoses and regulators etc. must have CE/ UKCA or UKNI conformity marking to demonstrate that they meet relevant safety standards and are suitable for use in the UK.

All gas appliances must be fitted with flame failure devices.

Cylinders will only be used, stowed and transported in a secured upright position. If cylinders are found to be unsuitable (e.g. damaged or leaking) then they will be taken out of use, isolated in a safe well-ventilated space and replaced.

A regulator must be fitted onto all installations as it does an important of reducing the gas pressure delivered to appliances to safe levels.

The correct gas hoses should be metallic over-braided, or PVC wrapped. They shall have swaged or crimped fitted ends. Suitable connections include double or single ear pipe clips – not jubilee clips, strings, tape, or cable ties.

Essential safety requirements include a minimum distance between cylinder and ignition/combustion sources and suitable safety signage to indicate the use of LPG/prohibit smoking near cylinders.

All LPG equipment will be suitably certified – within the twelve months prior to the end of the event - by a qualified engineer, and certificate(s) will be provided to the event at least one month prior to arrival onsite.

Only commercial gas appliances shall be used, which are designed to cope with the intensity of use and are suitable for the environment in which they will be operated.



All appliances will be fitted with flame failure devices. This is a key safety feature that stops the flow of gas to the burner if the flame has been extinguished.

LPG Cylinders

LPG cylinders will be checked for signs of damage that could compromise the safety of the

cylinder and increase the chances of a gas leak. Cylinders will be free of dents, scratches, scrapes and gouges. If cylinders are found not to be suitable (e.g. damaged or leaking) then they will be taken out of use, isolated in a safe well-ventilated space and replaced.

It is essential that the sizing of the cylinders is correct for the intended demand (the types and number of appliances). If the gas supply is undersized, it can make the installation unsafe. The users should, but the event organisers will be, able to identify the signs of under sizing.

When LPG cylinder(s) are not in use, they will be stored in a secure storage cage or compartment. **Each concession will only be permitted to have sufficient LPG for a single day or the cylinder in use and one spare. Anything over that must be stored in a site secure storage area.**

There will be a **minimum distance of 1m between LPG cylinders and ignitable sources** (e.g., generators and cooking appliances) as well as combustible materials (e.g., rubbish and vegetation)

There must be a **minimum distance of 2m between LPG cylinders and untapped drains, unsealed rain gullies and openings to any lower levels.**

Extreme Events Ltd will observe how those using LPG are setting up and where they are siting their LPG cylinders and intervene with appropriate advice as maybe necessary. This will include ensuring that there is adequate distancing between the set up and any adjacent traders. Also refer to section 21 in this regard.



There will be a minimum distance of 1m between one trader's boundary and another trader's LPG cylinders.

Rubbish and combustible materials will not be stored but immediately removed to the event waste facilities.

"No Smoking or vaping" signs will be in place in the vicinity of the LPG.

Cylinders will be sited outside of gazebos or vehicles either in the open air, in a storage cage or in a purpose-built storage locker/compartament that forms part of the vehicle (that is only accessible from outside of the vehicle).

A single cylinder supplying a single appliance only, may only be sited inside a gazebo or tented structure providing that:

The cylinder is sited a minimum of 1m distance from the appliance and any combustible materials or ignitable sources or potential ignitable sources.

The cylinder is positioned in a way that prevents potential trip hazards and the accidental toppling of either appliance or cylinder and does not hinder any routes to safety in the event of an emergency.

Adequate ventilation is provided (e.g. removing the back panel or both sides of the gazebo)

Extreme Events Ltd will have the following essential tools in place for safe handling and checking of cylinders:

Propane spanner/Adjustable spanners – to tighten/loosen the connection to the cylinder valve.

Leak detection fluid – to check for leaks.

Gloves and goggles – to provide for safe handling as contact with LPG can cause 'cold burns.

Emergency numbers for gas supplier and a competent gas safe engineer – access to emergency contacts to assist with a gas leak etc.



Firefighting equipment will be in the vicinity of all areas in which LPG cylinders and appliances are stored and used. Regardless of any firefighting provision onsite the fire service will be called, and distances as detailed at appendix A established.

Marquees

As opposed to small 3m x 3m trading gazebos, for example, marquees are often constructed for large catering events to house full scale commercial kitchens and multiple LPG appliances.

Marquees will be treated the same as a permanent structure / standard bricks and mortar buildings. For example, there should be an interlocked canopy in place delivering forced extraction.

Extra provisions for safety will be considered when the quantity of cylinders exceed 400kg. If the quantity of cylinders stored is 400kg – 1000kg then the minimum separation distance to

boundary, building or fixed ignition source is 3m (where no fire wall is provided).

Stillage style cages will be the method of housing the cylinders when in use.

Similarly, there is often a misconception that kiosks and containers are a temporary structure, but they must be treated the same as permanent buildings:

1m minimum distance to ignitable source or combustible

2m minimum distance to drains or sunken ground.

Cylinders stored upright in the open air, restrained from toppling.

Anti-tamper consideration, suitably labelled,

LPG Generators

There will be no LPG generators in use at the event.

Appendix A : BLEVEs (Boiling Liquid Expanding Vapour Explosions)

Table A.1

Nominal BLEVE Fireball Size and suggested exclusions zone to minimise thermal effects

[Ref. Thermal Radiation: Physiological and Pathological Effects by I Hymes, W Boydell and B Prescott. IChemE Major Hazards Monograph 1996 (ISBN 0 85295 328 3)]

[The videos: '*BLEVE response and prevention*' (1995) available from the Canadian Association of Fire Chiefs, 1-2425 Don Reid Drive, Ottawa, Ontario, Canada K1H 1A4 and '*BLEVE*' available via the website of the US National Fire Prevention Association (www.nfpa.org) also provide useful information.]

LPG CONTENT	NOMINAL BLEVE FIREBALL SIZE	SUGGESTED EXCLUSIONS ZONE
(Tonnes)	(Metres) (Radius from source)	(Metres) (Radius from source)
0,2	17	50
0,5	25	80
1	30	90
2	35	130
5	50	190
10	63	230
20	80	300
30	90	340
50	110	420
60	120	440
100	140	500

Note 1: These distances can be affected by wind and weather.

Note 2: Missiles resulting from LPG vessel failure can travel significantly greater distances.

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