

To: Licensing and Gambling Acts Sub-Committee
Date: 6th August 2025
Report of: Deputy Chief Executive for City and Citizens' Services
Title of Report: NOVOCO UK Ltd – Application for a New Premises Licence – Cutteslowe Park and Sunnymead Park, Oxford, OX2 8NP

Summary and recommendations	
Decision being taken:	To inform the determination of NOVOCO UK Ltd's application for a New Premises Licence
Key decision:	No
Corporate Priority:	Strong, fair economy and thriving communities
Policy Framework:	Statement of Licensing Policy – Licensing Act 2003

Recommendation(s): That the Sub-Committee resolves to:
1. Determine NOVOCO UK Ltd's application taking into account the details in this report and any representations made at this Sub-Committee meeting.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Application for a New Premises Licence and Event Management Plan	No
Appendix 2	Thames Valley Police Agreed Conditions	No
Appendix 3	Interested Parties (Other Persons) Representations	No
Appendix 4	Location Map	No

Introduction and background

1. This report is made to the Licensing and Gambling Acts Casework Sub-Committee so it may determine, in accordance with its powers and the Licensing Act 2003, whether to grant a Premises Licence to NOVOCO UK Ltd.

Application Summary

2. An application for a new Premises Licence has been submitted by NOVOCO UK Ltd for an annual 3 day event at Cutteslowe Park, Oxford, OX2 8NP. The licensable activities applied for, and the times proposed for these activities can be found detailed below:

Sale of Alcohol (on sales only), Live Music, Recorded Music, Performance of Dance, Entertainment Similar to Music or Dance:

Friday to Sunday 12:00 hours to 22:00 hours

The application is for a one, three day event every calendar year. The proposed dates for this year's event are 22nd to 24th August 2025.

3. The application, plan, the steps that the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) and the Event Management Plan can be found at **Appendix One**.

Relevant Representations

4. Responses were received from the Responsible Authorities as detailed in the table below:

Responsible Authority	Response	Licensing Objective(s)
Licensing Authority	No representation	
Thames Valley Police	Agreed conditions	
Fire and Rescue Service	No adverse comments	
Health and Safety	No representation	
Environmental Health	No representation	
Planning	No representation	
Child Safety	No representation	
NHS - Public Health	No representation	
Trading Standards	No representation	
Home Office	No representation	

A copy of the agreed conditions with Thames Valley Police can be found at **Appendix Two**.

5. Valid representations have been received from 4 Interested Parties (Other Persons) as detailed in the table below:

Name	Address	Licensing Objective(s)
Mr Calton	Park Close, Oxford	Public Nuisance, Crime & Disorder
Harbord Road Area Residents' Association	Harbord Road, Oxford	Public Safety, Public Nuisance, Crime & Disorder
Mrs O'Connor	Victoria Road, Oxford	Public Nuisance
P Wyman	Banbury Road, Oxford	Public Nuisance

Copies of these representations can be found at **Appendix Three**.

Location

- A map can be found at **Appendix Four** which shows the general location of the applicant's premises.

Statement of Licensing Policy

- The Sub-Committee is referred to the Council's Statement of Licensing Policy, in particular, the following paragraphs have a bearing upon the application:

Relevant Policy Matters	Section	Policy
Live music, dancing and theatre	4.2.1 to 4.2.3	GN23
Dispersal procedures	5.3.1 to 5.3.3	LH6
General Prevention of Public Nuisance	7.3.1 to 7.3.9	LA2, LA3
Addressing local concerns	7.3.10	LA4
Large Scale and Outdoor Events	7.5.25 to 7.5.27	PP14

Home Office Statutory Guidance

- Members are also referred to the statutory guidance issued by the Home Office, of particular relevance to this application are the following sections:

Relevant Sections	Relevant Paragraph
Crime and Disorder	2.1 to 2.7
Public Safety	2.8 to 2.15
Ensuring safe departure of those using the premises	2.16
Safe capacities	2.18 to 2.20

Public nuisance	2.21 to 2.27
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9. A copy of the Home Office Statutory Guidance can be found online:

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Other Relevant Considerations

10. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and the Human Rights Act 1998 (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be necessary and proportionate to the objectives being pursued.
11. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.
12. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
13. In making its decision, Members must also have regard to the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
14. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
 - a) Grant the licence in accordance with the application.**
 - b) Modify the conditions of the operating schedule by altering or omitting or adding to them.**
 - c) Exclude or restrict from the scope of the licence any of the licensable activities to which the application relates.**
 - d) Reject the whole of the application.**

The Sub-Committee may also grant the licence subject to different conditions for different parts of the premises or the different licensable activities.

15. Members are asked to note that they may not modify the conditions or reject whole or part of the application merely because they consider it desirable to do so. It must be appropriate to do so in order to promote the licensing objectives. Any such step

must relate to a relevant representation made.

16. If Members grant the application, the details of the operating schedule will be incorporated into the licence as conditions. The licence will also be subject to certain mandatory conditions.

Legal Implications

17. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

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Background Papers:	
1	Oxford City Council's Statement of Licensing Policy: Download the Statement of Licensing Policy Oxford City Council
2	Home Office Revised Guidance under Section 182 of the Licensing Act 2003: Revised Guidance issued under section 182 of the Licensing Act 2003

Oxford
Application for a premises licence
Licensing Act 2003

For help contact
elms@oxford.gov.uk
Telephone: 01865 252565

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☐ Address ☐ OS map reference ☒ Description

Address Description

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private limited company.

Address

Building number or name	<input type="text" value="15"/>
Street	<input type="text" value="Brinley Close"/>
District	<input type="text"/>
City or town	<input type="text" value="Wirral"/>
County or administrative area	<input type="text" value="Merseyside"/>
Postcode	<input type="text" value="CH62 6EB"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text" value=""/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value=""/> dd / <input type="text" value=""/> mm / <input type="text" value=""/> yyyy
* Nationality	<input type="text" value=""/> Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?	<input type="text" value="01"/> dd	/	<input type="text" value="07"/> mm	/	<input type="text" value="2025"/> yyyy
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If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> dd	/	<input type="text"/> mm	/	<input type="text"/> yyyy
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Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Cuttleslowe and Sunnymead is the largest park in Oxford. It is located in the far north of the city. Operating 1, 3 day event per calendar year on the premises.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

4999

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live Amplified Music.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

1, 3 day event per year.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Continued from previous page...

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Live, amplified recorded music.

Continued from previous page...

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

1, 3 day event per year.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Provision of dance to accompany live music.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

1, 3 day event per year.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

25 End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Give a description of the type of entertainment that will be provided

Anything of a similar description to live / recorded music or performance of dance.

Will this entertainment take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

1, 3 day event per year.

Continued from previous page...

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- ☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

1, 3 day event per year.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

29

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

1, 3 day event per year

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

The license holder shall organise / attend a Multi-Agency Group (MAG) / Safety Advisory Group (SAG) as prescribed by the licensing authority.

- The number & dates of MAG / SAG meetings will be agreed with the licensing authority.
- The premise license holder will invite representatives from all the responsible authorities (as defined by the licensing act 2003) to attend the meeting.
- Any other interested parties as identified by either the premise license holder or any responsible authority will be invited to the meeting.
- The license holder will develop and submit an Event Safety Management Plan (or any other approved name) and appendices to the MAG/SAG within a reasonable time frame.
- The EMSP (or other terminology) must detail control measures for the promotion of the licensing objectives, and as a minimum contain:
 - o Site plans (including temporary structures such as bars and stages)
 - o Hierarchy/control
 - o Definitions of roles and responsibilities
 - o Build and De-rig schedules
 - o Command and control plan
 - o Alcohol management plan
 - o Ingress and Egress plan
 - o Security and stewarding plan
 - o Incident management plan
 - o Evacuation plan
 - o Medical and vulnerability plan
 - o Noise management plan
 - o Site capacity plans (and individual units if plan indicates more than one structure)
 - o Major incident plan
 - o Search plan
 - o Waste management plan
 - o Traffic Management plan
 - o Trader information and food hygiene
 - o Fire Risk Assessment
 - o Counter terrorism plan (restricted)
- The Licensee, that is the person in whose name the premises license is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the license and for preventing crime and disorder, public safety, preventing public nuisance & the protection of children from harm.
- The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

b) The prevention of crime and disorder

All policies and procedures will be documented in the ESMP. The license holder will support the prevent of crime and disorder by:

Security Deployment:

- Contracting a professional security firm with SIA-licensed operatives to manage security.
- Security staff stationed strategically at entry/exit points, bars, stage areas, and areas prone to crowd buildup. Including response teams with megaphones on exit points to encourage crowds to leave the area post event.

Search Procedures:

- Conducting searches of individuals, bags, and vehicles at entry points to prevent prohibited items like illegal drugs, weapons, and glass bottles from entering the premises.
- Prohibited items listed publicly on the website to ensure compliance and awareness.
- Enhanced search area for any persons who may raise concerns for illegal substances and or illicit articles. There will also be amnesty bins at the search lanes where patrons will be able to discard anything they know won't be allowed entry.

Crowd Monitoring:

Continued from previous page...

- Continuous patrols and monitoring of crowd behavior by trained security personnel.
 - Real-time updates on crowd density to Event Safety Officers (ESO) to mitigate potential crime-related disturbances.
- Preventing Anti-Social Behavior:
- Implementing a zero-tolerance policy towards anti-social behavior, with security response teams available for quick action.
 - Ejection policies (SAFER protocol) ensure safe and accountable removal of disruptive individuals.
- Compliance with Licensing Conditions:
- Regular checks and patrols to ensure adherence to all licensing conditions, such as capacity limits and prohibited substances.

c) Public safety

All policies and procedures will be documented in the ESMP. The license holder will support public safety by:

Capacity Management:

- Final capacity determined by comprehensive assessments (entry, holding, exit, and emergency exit capacities).
- Arena capacity set at approximately 10,000, with ticket sales restricted to 50% of holding capacity to ensure safety.

Risk Assessments and Pre-Event Safety Checks:

- Detailed risk assessments conducted to identify hazards and implement appropriate controls.
- Detailed fire risk assessment conducted to identify hazards and implement appropriate controls.
- Further checks and areas requiring professional due diligence include temporary demountable structures (including CDM plan & policies), waste management, fire safety measures, lighting, electrical safety, gas safety, traffic management, directional signage and medical response readiness.

Medical Provisions:

- Contracted first aid / medical provider for the event/s.
- On-site medical risk assessment and plan, including trained paramedics, medical technicians, and ambulance points.
- Designated RVP / triage areas and equipment for emergency response.

Emergency Response Plans:

- Contingency plans for various scenarios, including crowd surges, medical emergencies, and evacuation procedures.
- Event staff trained to respond promptly to incidents, with clear chains of command (Gold, Silver, Bronze).

Infrastructure and Crowd Flow Management:

- Ensuring emergency exits are adequately marked, illuminated, and manned by trained security operatives.
- Monitoring crowd density to prevent overcrowding; deploying additional barriers or staff as needed.
- Staff who are WAVE trained (Welfare And Vulnerability Engagement) that will be able to spot if someone is in need.

d) The prevention of public nuisance

All policies and procedures will be documented in the ESMP. The license holder will support the prevention of public nuisance by:

Noise Management:

- A noise management plan will be in place, ensuring sound levels comply with local regulations to minimize disruption to neighbors.

- Specific equipment and procedures will be in place to control excessive noise from the stage and other areas including, but not limited to:

- o Hourly noise monitoring from locations agreed with the licensing authority.

- o Residents' hotline to event control

- o No PA use at anti-social hours or hours outside of the licensed times (bar sound checks agreed with licensing authority)

- o Records of noise monitoring conducted and any complaints received and subsequent action / controls implemented.

Anti-Social Behavior Controls:

- Security staff trained to manage queuing outside event boundaries and assist with the dispersal of attendee's post-event.
- Notices placed at exits requesting attendees to respect local residents.
- The appropriate number of toilets will be provided at the event as prescribed by the purple guide.

Waste Management:

- Waste and litter cleared promptly during and after the event.
- Recycling points established to minimize environmental impact.

Adherence to Agreed Timings:

- Finish times will be 10pm, with the license until 10:30pm to allow for any slight overrun of programming.

Continued from previous page...

- Strict adherence to event finish times; prior permission required for any extensions.

e) The protection of children from harm

All policies and procedures will be documented in the ESMP. The license holder will support the protection of children from harm by:

Safeguarding Measures:

- A designated safeguarding lead (DSL) appointed with appropriate training and enhanced DBS checks.
- Safeguarding plans include policies for recognising and addressing concerns about vulnerable adults.
- Alcohol management plan forms part of the ESMP.
- Challenge 25 policy implemented on site with clear signage and Proof of age accepted Identification (ID) documents required for anyone who appears under 25.
- Refusal to sell alcohol to anyone who is heavily intoxicated, is under age or who appears underage without appropriate identification.
- SIA staff stationed at Bars to identify proxy purchasing of alcohol.
- Refusal logs utilised on site.

Staff Training:

- Event staff receive safeguarding training to handle situations involving vulnerable individuals.
- Event staff receive training on refusal of service to any person who is drunk or is under age or appears to be underage.
- Procedures outlined for reporting safeguarding concerns to the DSL or external agencies if required.
- Staff trained on refusal logs.

Entry Restrictions:

- Over-18 or under 16's accompanied by responsible adult entry policy enforced through ID checks.
- Refusal of entry to individuals without valid identification.

Emergency Procedures for At-Risk Individuals:

- Specific protocols for managing incidents involving intoxicated or incapacitated individuals.
- Medical and welfare teams involved in assessing and responding to such cases.

Communication and Awareness:

- Safeguarding guidelines communicated to all staff and volunteers during pre-event briefings.
- Reporting procedures clearly defined and accessible to all event personnel.
- Staff who are WAVE trained (Welfare And Vulnerability Engagement) that will be able to spot if someone is in need.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

635.00

DECLARATION

Continued from previous page...

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Agent

* Date

06

05

2025

ddmmyyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/oxford/apply-1> to upload this file and continue with your application.












Don't forget to make sure you have all your supporting documentation to hand.

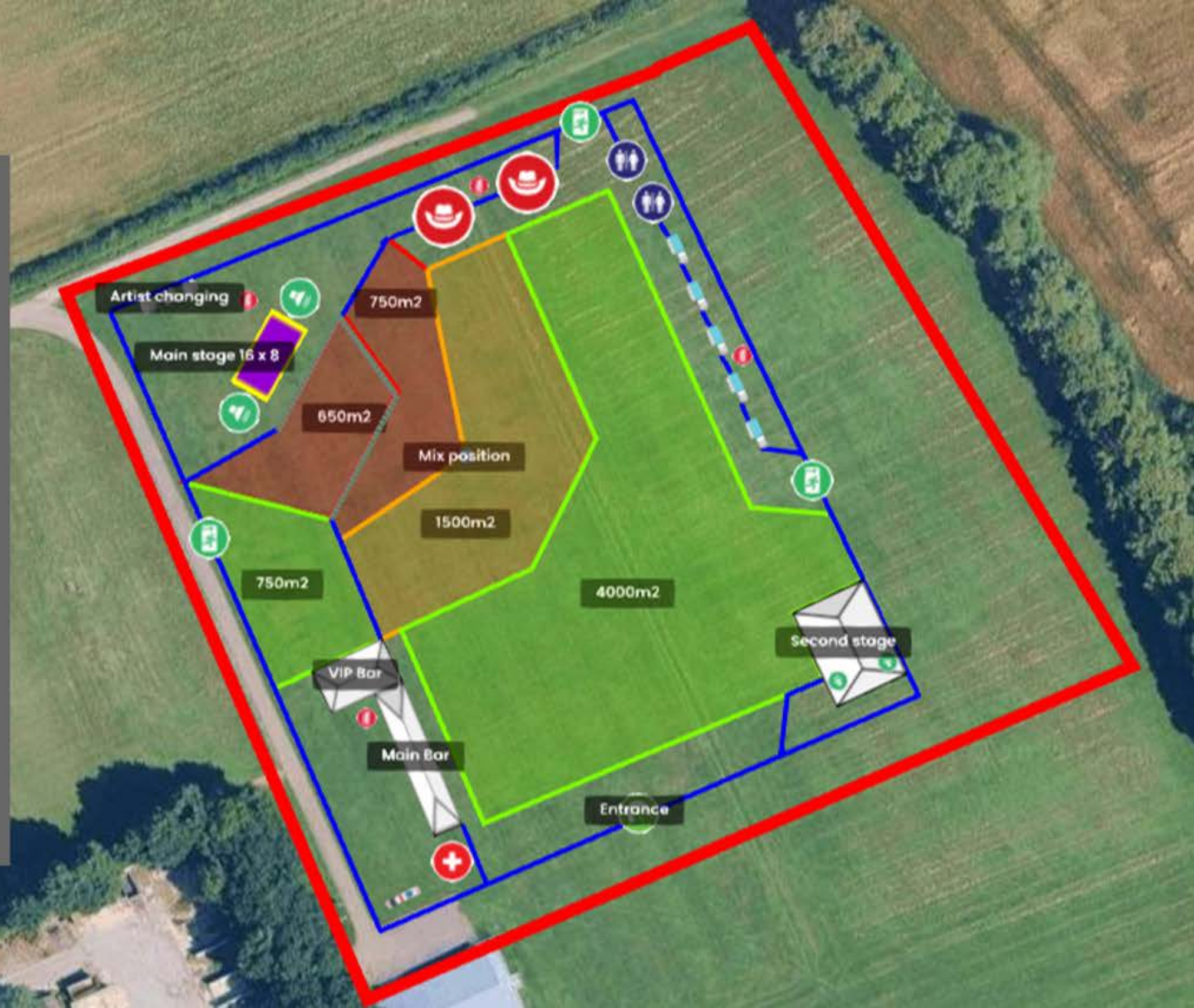
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	NOVOCO Oxford
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

-  Stage
-  Emergency Exit
-  Main Entrance
-  Fun Fair
-  Toilets
-  Catering
-  First Aid
-  PA System
-  Fire Extinguishers
-  Event Control Room
-  Red Line – Licensable Area





Main stage

750m²

650m²

1500m²

750m²

4000m²

VIP Bar

Main Bar

Second stage bar

Second stage



Campfire Country, Beatmasters & We Love It! Festival

22nd, 23rd and 24th August 2025

**Event Management Plan
2025**

Document Title	Event Management Plan
Author	[REDACTED]
Event	Campfire Country, Beatmasters & We Love It! Festival
Venue	Cotteslowe Park, Oxford
Promoter	NOVOCO UK Ltd
Event Management	[REDACTED]
Event Safety Officer	[REDACTED]

Document Control

Version	Author	Date	Rationale / Change summary
1	████████	16/02/2025	First draft
2	████████	30/05/2025	Updates & amends

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1. Introduction

1.1 Preface

This document, the Event Management Plan (EMP) is intended to detail the management plans and actions to be taken by the Event promoter, to as far as is reasonably practicable, maintain the highest standards of health, safety and welfare for any and all persons who may be attending Campfire Country / Beatmasters / We Love It! Festival, all workers and volunteers, and anyone else who may be affected by their actions.

This EMP has been drafted on behalf of the Event promoter and represents the necessary safety measures that should be adopted in order to manage the risks associated with this event. Responsibility for ensuring these measures are implemented lies with the Event promoter. Any person relying upon this information must, however, independently satisfy himself or herself as to the safety or any other implications of acting upon the information herein. The contents of this document are provided in good faith, and the promoter holds the author harmless from and against any and all claims, demands, damages, actions, liabilities, direct, indirect and consequential losses, costs and expenses related to reliance upon or interpretation of its contents.

This document is provided as a supplement to the requirements placed on individuals and organisations by current legislation and contractual agreements and should not be considered exclusively. It remains the responsibility of individuals and organisations to fulfil all the relevant statutory obligations pertaining to their role in the event.

The Event promoter will make every effort to ensure that all the information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant individuals, organisations and authorities as and when any significant amendments are made.

It must be accepted that due to the nature of the event that this document relates to, certain elements are outside the control of the Event promoter and may be subject to change at short notice. It is the responsibility of the Event promoter to ensure dynamic assessment takes place throughout the build phase, the event itself, and the breakdown phase. The Event promoter must report any significant increase in the severity of a risk or the discovery of a new risk to the Event Safety Officer, at the time of occurrence. Where appropriate, the ESO will ensure the relevant SAG agency body is informed. In all cases significant changes will be recorded in the Event Log which will be maintained as a record of activity throughout the duration of the event.

1.2 Site Overview

Campfire Country / Beatmasters / We Love It! Festival will take place at various locations across the UK as a touring Festival which will visit up to 10 venues throughout the year of 2025. On the 22nd, 23rd & 24th August the festival will visit:

- Cutteslowe Park, Elsfield Way, Oxford, OX2 8NP

1.1. Event Overview

Friday 22nd August 2025 – Campfire Country Festival is an all-day, family-friendly celebration of country music, offering live performances from local rising stars and tribute acts honouring legends like Dolly Parton, Kenny Rogers, Taylor Swift, Zach Bryan, Post Malone, and Johnny Cash. Attendees can enjoy a funfair with thrilling rides and classic games, a diverse selection of food and drinks

including BBQ and gourmet burgers, and a Wild-West marketplace featuring local artisans and cowboy-inspired merchandise. It's a perfect event for country music enthusiasts and families seeking a day of entertainment and adventure. The event is aimed at families and under 16's must be accompanied by a responsible adult. The attendance is projected at approximately 4,999 pax. Doors will open at 15:00, with music ending at 22:00.

Saturday 23rd August 2025 - Beatmasters is an all-day outdoor event that transports attendees back to the vibrant eras of the 1990s and 2000s. Festival-goers can expect a massive lineup of artists performing iconic hits from both decades, complemented by retro cocktails, pop-up bars, glitter stations, and merchandise markets. The event also features a variety of food trucks, snack bars, fairground attractions, and chill-out zones, creating an immersive experience filled with nostalgia and entertainment. It is aimed at 21-50 year olds. Event attendance is projected at approximately 4,999 pax. There are 18+ age restrictions on Saturday 24th May 2025. Doors will open at 12:00, with music ending at 22:00.

Sunday 24th August 2025 – We Love It! - is a vibrant celebration designed for music lovers of all ages. Attendees can look forward to live tribute performances honouring rock and pop legends, offering a chance to sing along to iconic hits. The festival also features a diverse array of food trucks and local vendors, serving everything from BBQ delights to sweet treats. Families can enjoy the "FamJam Arena," which includes games, face painting, and funfair attractions. With dancing under the open sky and ample space to relax on picnic blankets or camping chairs, this event promises a memorable day of entertainment and community spirit. The event is aimed at families and under 16's must be accompanied by a responsible adult. The attendance is projected at approximately 4,999 pax. Doors will open at 12:00, with music ending at 22:00.

1.3 Audience Profile

As Beatmasters festival will be marketed to an existing database, the profile of attendees can reasonably be predicted to mirror the distribution list:

Age range	21 - 50
Median age	33
Sex	43% Male 57 % Female

As the Campfire Country / We Love It Festivals will be marketed to an existing database, the profile of attendees can reasonably be predicted to mirror the distribution list:

Age range	16 - 65
Median age	55
Sex	54% Male 46 % Female

1.3 The Promoters

The Campfire Country / Beatmasters / We Love It! Festival directors are NOVOCO UK Ltd, who have over 20 years' experience of successfully producing and marketing events across the UK. NOVOCO's marketing strategies are specifically geared towards attracting good natured, responsible attendees. This is reflected in previous years excellent safety and incident records.

1.4 Key Dates

Element	Date
Build start date	Wednesday 20th August
Event Day 1	Friday 22nd August
Event day 2	Saturday 23rd August
Event day 3	Sunday 24th August
Event close	Sunday 24th August
Breakdown end date	Wednesday 27 th August

1.5 Event Opening Times

Area	Friday		Saturday		Sunday	
	Open	Close	Open	Close	Open	Close
Car park	TBC	TBC	TBC	TBC	TBC	TBC
Queuing Lanes	14:30	22:00	11:30	22:00	11:30	22:00
Main Stage	15:00	22:00	12:00	22:00	12:00	22:00

1.6 Key Event Day Contacts

Name	Role	Organisation	Contact no.
██████████	Event Safety Officer	██████████	██████████
██████████████████	Site Manager & Production Manager	██████████████████	██████████
██████████	Festival Director	██████████████	
██████████	Security Manager	██████████████████████████	██████████
██████████████	Medical Manager	██████████████████	██████████████
██████████████████	Noise Manager	██████████████	██████████
	Traffic Management		

2. Event Safety Management

2.1 General Policy Summary

The promoters of Campfire Country / Beatmasters / We Love It! / 80's Revival Festival recognise their responsibilities under all relevant legislation, regulations, guidance and Approved Codes of Practice, and are committed to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons present at the event.

This EMP has been produced to translate this commitment into focussed guidance and procedures, with particular reference to the following legislation, standards and guidance:

- Health and Safety at Work Act 1974
- Licensing Act 2003
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- The Purple Guide 2019
- NaCTSO Crowded Places Guidance 2017
- JESIP Joint Doctrine: The Interoperability Framework (Edition 2, 2016)
- Fire Safety Risk Assessment: Open Air Events and Venues
- Private Security Industry Act 2001 (Licences) (Amendment) Regulations 2019

NOVOCO UK Ltd (the promoter) has enlisted the support of [REDACTED] to provide safety, security planning, and oversight for the event.

[REDACTED] team are highly experienced and fully qualified safety and security professionals.

3. Licensing Objectives

This document and the plans contained therein are intended to outline how the promoters intend to manage the event, in line with the objectives inherent in the Licensing Act 2003. Whilst working to the highest standards of health, safety and welfare for everybody on the site. The procedures and management systems in this plan have been developed to ensure that the event is operated in line with the following four objectives as identified in the license for the event:

3.1 The Prevention of Crime and Disorder

All activities within the Licensed Premises will be managed with a view to preventing crime and disorder by:

- Contracting a professional security firm to provide SIA Licensed Security staff and trained Stewards to ensure the event is both a safe and enjoyable experience for the public and local 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 practicable.
- Ensuring appropriate numbers of Security staff are stationed at access / egress points and other appropriate static locations.
- Ensuring measures are in place to prevent open bottles or other drinks containers being carried into the Licensed Premises and by placing restrictions on glass bottles in all appropriate areas of the event
- Ensuring regular patrols are conducted to ensure compliance with all Licensing Conditions.

3.2 Public Safety

The Public safety objectives of the event are:

- To maintain a safe environment for members of the attending public and 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 so as 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 serious, 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 serious, incident, accident or near-miss

In order to achieve these objectives, the promoter will:

- Adopt this EMP and ensure it is informed and expanded by pre-event safety checks and risk assessment processes.
- Follow the enclosed Contingency Plans as and when necessary

Risk assessment control measures will include but not be limited to:

- 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, upon request and at any time
- 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
- Arrangements for monitoring of risk assessment control measures and EMP implementation

3.3 The Prevention of Public Nuisance

The promoter 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.

3.4 The Protection of Children from Harm

The promoter 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.

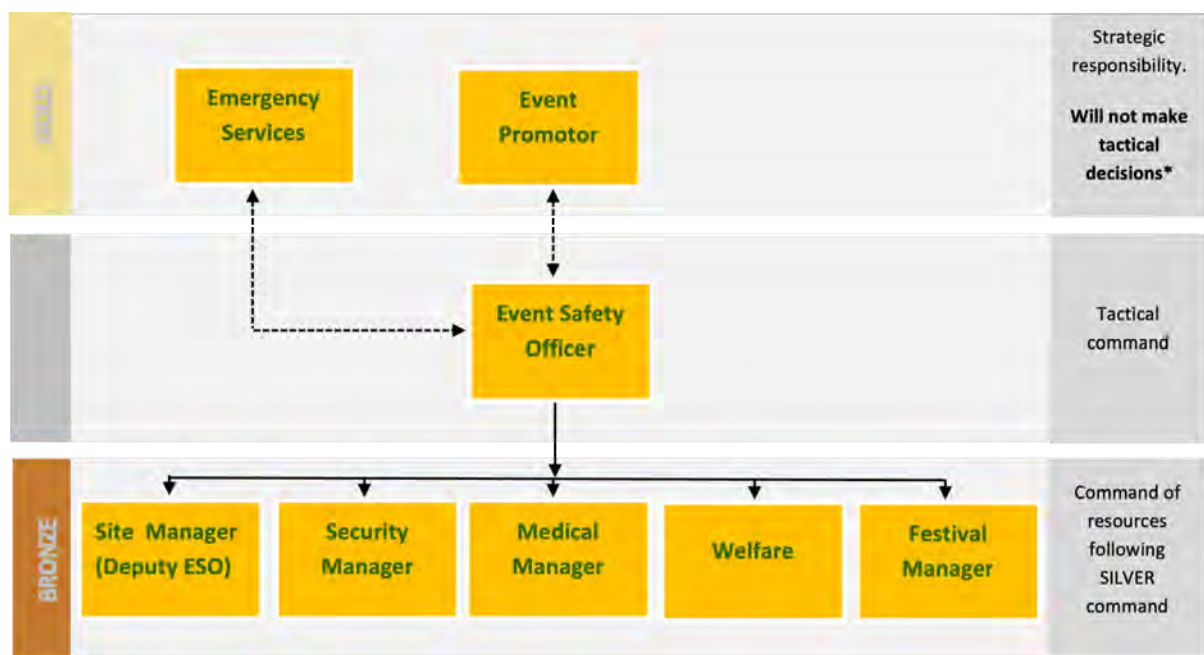
4. Safety Management

4.1 Rationale

A comprehensive site survey has been undertaken and event specific risk assessments developed to consider the required safety staffing resources. This has included consideration of:

- the spectator / visitor profile and behavioural history
- the type of event and elements therein
- the anticipated attendance
- the safety staff's familiarity with the event and location(s)
- the likelihood of a security threat
- the duration and timing of the event and elements therein
- changes to the venue, for example the erection of temporary structures
- any other perceived increases or decreases in risk

4.2 Key Roles and Chain of Command



*In the event of the police formally taking control of the Event, they will assume tactical command

4.3 Staffing Competencies and Key Responsibilities

Event promoter / Event Manager	
Key Responsibilities	
<ul style="list-style-type: none"> • To ensure that all infrastructural systems and safety equipment required by this EMP are in place, working effectively and fit for purpose • To ensure all recommendations, instructions and checklists arising from this EMP have been met • To ensure there is appropriate budget available to resource the planning, staffing, equipment and signage requirements as set out in this EMP • To defer to the tactical decision-making status of the ESO as set out in the Chain of Command • To liaise with providers of activities and services, and oversee the stall holders, promotional stands and concessions and respond to site-specific enquiries. 	

The required competencies and responsibilities of safety staff are set out below:

Event Safety Officer (ESO)	
Competencies	Key Responsibilities
<p>Appropriate skills and experience in event safety management / ESO duties</p> <p>Minimum Level NVQ3 in safety management</p> <p>IOSH accreditation</p> <p>Training in counter terrorism: ACT Awareness</p>	<ul style="list-style-type: none"> • To provide input to safety management planning for the event • To have overall control of operational safety management issues during the event • To ensure that all safety staff are briefed and at static posts before public admitted to the event • To implement emergency and contingency procedures as necessary; liaising with the Emergency Services as where and how required • To create and facilitate completion of a pre-event checklist for onsite safety and compliance

Site Manager	
Competencies	Key Responsibilities
<p>Understanding of event safety and technical production</p> <p>Trained in the application of CDM 2015</p> <p>Training in counter terrorism: ACT Awareness</p>	<ul style="list-style-type: none"> • To have overall control of operational safety management issues during the build and break • Responsible for all aspects of event infrastructure and production logistics • To ensure that the site is built to the pre-agreed specification • Point of contact for third party providers with regards to advance planning, ensuring that their technical requirements are met within the boundaries of any agreement • To ensure that the site infrastructure can meet the operational demands of the event • To ensure all temporary demountable structures meet the requirements set out in this EMP and any specific risk assessments • To ensure the site is constructed safely and in line with CDM regulations , risk assessments and method statements

Security Manager	
Competencies	Key Responsibilities
<p>SIA Licensed.</p> <p>Supervisory security experience running a security team</p> <p>Level 4 Diploma in Spectator Safety Management</p> <p>Training in counter terrorism: ACT Awareness</p>	<ul style="list-style-type: none"> • Responsible for all aspects of event security • To ensure that the requisite number of security staff are strategically and tactically evaluated and deployed to carry out any security requirements associated with the event • To ensure all security personnel have the correct credentials. • To ensure the safety and security of all event attendees, staff, volunteers etc. and venue • To provide guidance to and supervision of security staff and ensure that procedures are followed • To be the point of contact with the Event Safety Officer for all security matters; ensuring a common understanding of procedures and reactive responses

Medical Manager	
Competencies	Key Responsibilities
<p><u>Duty Officer</u> JESIP trained</p> <p><u>Paramedic:</u> HCPC registration</p> <p><u>Medical Technicians:</u> IHCD/SVQ 4 trained / approved Emergency Response driving</p> <p><u>First Responders:</u> Min. 3 day qualification</p>	<ul style="list-style-type: none"> • To provide an Event Medical Risk Assessment and a Medical Plan, both of which must be provided to and approved by the ESO in advance of the event. • To provide suitable and sufficient medical / first aid cover throughout the duration of the event • To determine Ambulance Loading Points and Triage Areas in liaison with the ESO • To ensure any First Aiders are appropriately supervised by suitably qualified clinicians

5. Event Capacity

5.1 Calculation Formula

The following capacity calculations have been undertaken for the main event:

a	Entry capacity	Number of persons who can pass through the event site entry point within a period of one hour
b	Holding Capacity	Number of persons that can be safely accommodated in event site
c	Exit Capacity	Number of persons that can safely exit from the event site under normal conditions
d	Emergency Exit Capacity	Number of persons that can safely negotiate emergency exit routes and reach a place of safety within a set time
e	Final Capacity	The Final Capacity of the event site - determined by the lowest figure arrived at for a, b, c or d above

See Appendix 2 for full calculations

5.2 Final Capacity

The final capacity of the main event is the lowest figure of those calculated, as follows:

ARENA	
Entry Capacity	3,510
Holding Capacity	10,000
Exit Capacity	3,510
Emergency exit capacity	4,752
Arena Final Capacity	5,000

Therefore, the final capacity for the Arena is **5,000**. The number of individuals granted entry will not exceed this number. Maximum ticket sales are 50% of the Holding Final Capacity.

6. Ticketing

6.1 Sales

Pre-event sales will be via both the [REDACTED] website and the ticketing website Skiddle.

Walk-up sales will be via a Box Office located at the Main Entrance

6.2 Numbers

Overall ticket sales will be restricted to 4,999 (50% of the holding Capacity calculation)

The promoters will provide a sales count to the ESO by no later than 12 hours ahead of the event car parking opening time thus informing remaining available walk-up sales numbers. Walk-up ticket sales will be monitored in real time.

6.3 Pre-Event Sell Out

In the event of all tickets being sold pre-event, the promoters will update information to the website, social media (and where possible the ticketing site) that this is the case.

6.4 Information

Tickets will clearly indicate age restrictions, security searches, ID requirements and readmission information via the ticket agent site Skiddle.

6.5 Type

Tickets will be exchanged for wristbands for entry via the main entrance point for VIP and weekend ticket holds only. Day tickets enter when tickets have been scanned and no re-enter is allowed.

6.6 Readmission

Readmission is discouraged but in exceptional circumstances will be via wristband. Search protocols will remain the same.

7. Site Layout

7.1 Key Site Areas

Key areas are as follows (with numbering corresponding to *Fig 1. Site Overview*):

- Arena
- Car Park
- Artist Parking
- Production Area

7.2 Vehicular Access and Parking

There is no carparking provided for attendees due to the location of the venue. All production vehicles will be issued a pass to allow them access through the production gate.

7.3 Campsite

The Campsite will consist of staff camping only for event staff only. No Public will be allowed to stay onsite as the festival is sold as a single show with no camping.

7.4 Arena

Below is a site map showing the location of the event site, Car Park and Staff camping area.

7.4.1 Arena Structures Indicative Location



Structure	Quantity	Type
Stage	1	
Main Bar	1	
VIP Area	1	
Toilet blocks	1	Portable chemical toilets
Food and Concessions	X	

8. Temporary Structures

8.1 Contractor Documentation

Contractors will be required to provide to [REDACTED] at least 1 month in advance:

- Suitable risk assessments and method statements for construction and deconstruction
- Suitable risk assessments and operational plans for safe management and use
- Full technical drawings
- Supporting calculations inc. loading
- Any other relevant test results¹
- Assurance that the structure will be independently checked before use by a Competent Person
- Details of employee/ subcontractor competencies and training in respect of their ability to operate equipment

Contractors will be required to provide at handover to [REDACTED]

- A Completion Certificate
- Copy of a completed inspection checklist signed by the Competent Person whose responsibility it was to erect the structure

8.2 Electrical installations

Electrical installations will be installed, tested and maintained in accordance with the provisions of the IEE Regulations for Electrical Installations. Work on electrical installations and appliances, will only be carried out by competent personnel.

8.3 Venue Suitability

The event site has been assessed to determine its suitability for this event in terms of available space, ground conditions, traffic and pedestrian routes, amenities and noise sensitivities.

8.4 Arena Structures

8.4.1 Stage

The Arena stage will comprise a trailer stage unit, with twin steps, and pit barriers positioned to the front and manned by security staff. Please see the Noise Management Plan, Appendix 7 for more information on sound system and noise management.

1

8.4.2 Main Bar

The main bar will comprise a 30 meter by 6 meter marquee with stage decking as the counter, All service areas will be set up to allow two staff to work side by side with bar backs behind pouring and restocking the bar supply when required.

8.4.3 Tents

All tented structures will be supplied, constructed and deconstructed in line with the Made Up Textiles Association (MUTA) Best Practice Guide and suppliers will ideally hold MUTAmarq accreditation as evidence of fire retardancy of the fabric structures and that the design and suitability of those structures has been proven either by long established use or, particularly for structures greater than 40ft in span and framed marquees greater than 9m in span, by calculation verified by a qualified structural engineer.

8.4.4 Toilet Blocks

Toilets across the event site will be chemical portable units. The VIP area will contain 'honey wagons'. All units will be adjacent to hand washing facilities. For numbers of units see 27. Sanitary Provision.

Access for servicing and emptying will be via defined access routes, subject to the layout of the site.

8.4.5 Food and Concessions

The following food and merchandising stalls will be located in the Arena area:

Non-Food Stalls		Food Stalls	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	

All pitches will be clearly marked out and catering units that are grouped together will have a firebreak of at least 2.5 metres from each other. Distance from other structures will be subject to the findings of the fire risk assessment. Pedestrian fencing will be used to provide compounds for catering units, prevent the public accessing preparation areas and gas storage as necessary.

Location and setting up of the catering units and the merchandising stalls will be monitored by the Site Manager.

8.4.6 Fencing

The perimeter of the event site will be fenced by 6ft. Heras fencing with breaks for the designated access and egress routes (see **Appendix 1: Event Site Plan**).

8.4.7 Scenery

The promoters plan to decorate the site with various materials. All fabrics, drapes, textile hangings and similar materials will be either be:

- non-combustible
- of durably or inherently flame-retardant fabric.

Where the fire retardancy properties of any material is unknown, an ad-hoc flame test will be used on a small sample to assess ease of ignition (test will be carried out in the open air, away from combustible materials and with a fire extinguisher to hand).

8.4.8 Art Installations

Art installations will be located throughout the event site. Risk assessments and installation method statements will be provided for all installations.

9. Campsite

9.1 Areas

The Campsite will be comprised of 2 distinct areas:

- Staff Camping
- Staff Living vehicle area

9.2 Staff Camping

Staff Camping will be sited TBC in **7.1** and **Appendix 1 Event Site Map**

A density of no more than 50 tents per hectare (1000m²), will be used based on a predicted occupancy of 2 to 4 people per tent. Land used within the Campsite for facilities, access tracks etc will be discounted from the available area.

7m fire lanes will run throughout the camping area.

9.2.1 Staff Live-in Vehicle Camping

Live-in Vehicles will be located in a separate area as indicated in **7.1** and **Appendix 1 Event Site Map**

Areas of 4 x 6 metres will be allocated for pitches.

9.2 General Facilities

The following facilities will be available in all camping areas as a minimum:

- Water Point
- Toilets
- Wash Points
- Refuse points

9.3 Fire Safety

Fire lanes will run throughout the Campsite as illustrated in **Appendix 1 Event Site Map**. These will be demarcated with a suitable material and signed.

All access/exit ways leading to and from the Arena, car park, campsite, toilet blocks and first aid points will be illuminated by suitable lighting systems. Emergency Exit lighting will be mounted above campsite fire exits.

Site rules, including prohibited items such as gas stoves will be communicated in advance through the Promoters and site induction.

A suitable number (and type) of fire extinguishers will be located in each campsite area.

Emergency evacuation of campsites will be communicated by Security and Stewarding staff using loud hailer which will be located in Event Control.

Should circulation routes become unusable due to poor weather conditions additional matting will be deployed where possible.

9.4 Security

Security will monitor Campsite areas and report issues via Event Control. Static deployments have been agreed between the Event Safety Officer and Security Manager and response teams will be available at all times.

10. Event Control

10.1 Location

The Event Control will be located onsite in a marquee, however we are in discussion with the venue regarding an appropriate location.

10.2 Function

The purpose of the Event Control is:

- To facilitate the safety of all persons in the event
- To monitor numbers during ingress
- To coordinate responses to incidents and emergencies
- To monitor crowd behaviour
- To record and log radio communications, decisions and instructions issued

10.3 Facilities

Event Control will be housed in a dedicated portacabin or Marquee with an uninterrupted power supply. The following minimum furniture and equipment will be supplied:

- Tables x 2
- Comfortable chairs x 4
- Large Display Boards for information
- Two way radios x 3, Base station x 1 (ESO, Radio Controller, Security Manager)
- Ear pieces x 3
- Spare two-way radio batteries / charging station

10.4 Access

Access to Event Control will be limited to:

- The Event Safety Officer (ESO)
- The Site Manager (Deputy ESO)
- The Security Manager and Response Supervisor
- The Radio Controller
- The Medical Manager

The area immediately surrounding Event Control will be suitably cordoned off and signed 'Authorised Personnel' to prevent unauthorised access.

10.5 Available Information

The following information will be kept in Event Control:

- EMP
- Event Site Plan showing locations of Fire Fighting Equipment, Medical, Ingress, Egress and Emergency Exits
- Deployment Schedules
- An Event Log (electronic)

11. Security

11.1 Provision

Security services will be provided by [REDACTED]

SIA Licensed Personnel will carry out any security function that is identified as a 'Licensable Activity' under the Private Security Industry Act 2001 (Licences) (Amendment) Regulations 2019², in and around the event site, to ensure the protection and security of people, assets and property. This will include (but may not be limited to):

- Provision of a security presence to deter, prevent and detect crime
- Prevention of and response to:
 - unauthorised access
 - damage
 - theft
 - outbreaks of disorder
 - crowd control
 - other incidents (inc. evacuation / invacuation)
- Searching of bags and individuals to support the promoter's security search aims and objectives

[REDACTED] will be authorised to make decisions on the suitability of persons to enter and / or remain in the licensed area.

11.2 Numbers

The number of SIA Operatives employed on each day of the event will follow Purple Guide guidelines and be available in the security plan.

In determining the number of Security operators required, [REDACTED] has identified all key static positions, the number of personnel required in each location and for what phases of the event they are required to remain at these positions:

- Entry points
- Person / bag search
- Exit points
- Stage area
- Bars
- Campsite
- Areas of potential / known build-up of crowd densities

It should be noted that the placements will require the ability to be fluid to be able to react appropriately to unexpected crowd behaviour or incidents. In addition to the static posts, mobile personnel numbers have been informed by the Event Risk Assessment.

11.3 Supervision

The Security Manager (identified in **4.2 Key Roles and Chain of Command**) will hold responsibility for the quality and safety of security operations, will be responsible for the implementation of the Security and Stewarding Plans and will oversee and implement all tactical stewarding and security operations. They will be responsible for all staff, briefing, operations and monitoring of the security and crowd management of the Event.

11.4 Coordination

██████████ will have a Security Manager or Supervisor in Event Control throughout the event. Any incidents will be reported via the Radio Controller. The Security Manager will risk assess the situation and deploy relevant resources to respond.

11.5 Training and Induction

All ██████████ SIA operatives have completed appropriate SIA training on removal and physical intervention techniques training and hold either:

- SIA Door Supervisor license or;
- SIA Close Protection

All SIA operatives have completed Counter Terrorism awareness training using the ACT initiative (Action Counters Terrorism).

All SIA operatives will be inducted onto site by the Security Manager and will follow all site rules and safety procedures. Prior to the event the Security Manager will:

- Ensure that the Event Management Plan (EMP), risk assessments and contingency plans are understood by all team members.
- Ensure safety equipment is available and ready for use.
- Ensure Operatives understand their roles and responsibilities.
- Ensure Operatives are aware of the location of Event Control base

11.6 Deployment Procedure

SIA operatives will meet at location at the meet time indicated and will sign in using the ██████████
██████████ Signing In Sheet.

When signing in, SIA operatives will be issued with:

- Two-way radio
- Earpiece
- High visibility tabard
- Safety Gloves and Torch (search teams only)

Staff will receive a venue /event day specific event briefing by the Security Manager and will then be allocated static or mobile positions through the venue

11.7 Briefing

At the start of each shift, all SIA Operatives will attend a briefing held by a Security Manager or Supervisor.

The briefing will cover:

- Terms and conditions on event tickets
- Ingress and egress plans
- Evacuation procedures
- Searching
- Current national threat level (MI5 website)
- Counter terrorism plans (inc. HOT)
- Removals
- Safeguarding
- Upholding the Event licensing conditions

11.8 Personal Protective Equipment

All SIA Operatives will be required to wear:

- Suitable boots
- High Visibility Vests to minimum BS EN 471 Class 2 standard.

All Security Operatives tasked with searches will be issued with:

- Safety Gloves
- Torch

11.9 Welfare

The promoter will provide adequate rest, toilet and refreshment facilities for SIA Operatives and stewards. Operatives are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

12. Access Control

12.1 Entrance

There will be a single entrance to the event with search lanes and marquee to allow security and ticket checks, size of the marquee will be 12 Meters by 6 Meters.

12.2 Monitoring of Attendee Numbers

Security will monitor ingress and ensure the license is upheld by:

- Recording the numbers of people through the entrance using ticket scanners and manual clickers and reporting numbers to the ESO every hour.
- Immediately alert the ESO when numbers reach ticketed sales (below Final Capacity for each area)

13. Search Policy

Entry point screening and searching of people and their belongings will take place to help reduce the likelihood of hazardous or prohibited items being brought into the event as well as combating the risk of a terrorist attack.

13.1 Search Priorities

The promoters' search priorities are for illegal and prohibited items as well as any items that could be used as an offensive weapon or to launch a hostile attack of a terrorist nature.

13.2 Prohibited Items

The following items are prohibited:

- Glass
- Nitrous Oxide / Noz / Balloons
- Illegal drugs
- Spray Cans
- Fireworks, Flares or Pyrotechnics of any nature
- Barbecues or camping stoves
- Animals (other than registered guide dogs)
- Sound systems
- Alcohol
- Any item that could be considered an offensive weapon
- Unauthorised Professional Film or Video Equipment

The promoters have highlighted the requirement for searching and listed the above prohibited items on their website

13.3 Approach

A general search approach will be adopted – all persons and vehicles entering the site will be subject to searching.

13.4 Protocols

SIA Operatives will:

- Provide effective information to event attendees as they approach, asking them to prepare for search
- Proactively manage the flow of attendees to prevent excessive queueing
- Refuse entry to any persons who are believed to be intoxicated or who are displaying anti-social or dangerous behaviours
- Refuse entry to persons found to be in possession of illegal substances³
- Confiscate prohibited items

³ Illegal substances will be seized. Refusal will be on a case by case basis. The Police will be alerted to any persons found to be in possession of illegal substances in large quantities as per MOU.

- Refuse entry for persons under 18 (requesting identification from persons appearing to be under 18)
- Confirm they have the necessary consent before undertaking searches
- Determine the most effective and efficient method of carrying out the search in line with dynamically identified risks, public safety and training

13.5 Bag Search

- If Operatives cannot see properly into a bag, the owner will be asked to remove items. The Operative may also ask the owner to open any enclosed items such as glasses cases, purses etc.

13.6 Person Search

SIA Operatives will:

- Ask individuals to empty pockets / remove outerwear etc. as necessary (friends / carers will be encouraged to assist persons with disabilities during their search)
- Identify potential places for concealing unauthorised and prohibited items
- Carry out the search in a polite, professional and ethical manner, recognising the individuals' needs with respect to gender, culture and human rights
- Ensure the search for unauthorised and prohibited items takes place in the specified location and in the presence of suitable witnesses
- Maintain effective communication with other searchers prior to, during and after the search
- Use the necessary resources correctly to carry out the search effectively and safely
- Conduct the search in line with training
- Respond to any occurrence appropriately and in accordance with current relevant legislation, instructions and training
- Inform the relevant person of the result of the search in accordance with current relevant legislation and training
- Complete accurate search documentation in line with training
- Maintain the security and confidentiality of information relating to search procedures

13.7 Response to Finding Prohibited Items

Upon identifying potentially prohibited items during Security Searches, Operatives will:

- Ask suspected persons to account for the possession of a prohibited item politely and courteously
- Retain prohibited items as condition of entry
- Safely handle, store and secure prohibited items, in line with **Search Procedure** and in a manner which prevents contamination and preserves its integrity
- Maintain the safety and security of a prohibited item whilst responsible for it
- Report the relevant details relating to the prohibited items to the Supervisor using the appropriate code
- Complete required reports and documentation relevant to the prohibited item, legibly, accurately and within required timescales

13.8 Retention of Prohibited Items

- Prohibited items which are seized will be logged and disposed of at the discretion of the Security Manager and provided they are not considered to be dangerous
- The ticket-holder will be advised that the items will be disposed of and will not be able to be collected.

13.9 Response to suspected dangerous chemical or explosive device

Upon identifying a suspected find, Operatives will:

- Follow the 5 C's protocol:
 - Confirm the suspected presence of a suspected chemical / explosive device
 - Clear the area around the item
 - Cordon the area (100m)
 - Control the scene
 - Check all actions are appropriate
- Handle the individual carrying the item calmly and in line with training.
- Endeavour to prevent entry
- Detain the individual if safe to do so
- Ensure radios / phones are not used within 15m of the suspect item and try to keep out of line of sight when reporting
- Ensure the integrity of the item(s) is maintained in its location, until it can be removed.

Operatives will report relevant details re discovery of suspected dangerous chemicals or explosives to Event Control using the 5 W's protocol:

- What was found
- Where the device / chemical was found
- When the device / chemical was found
- Why is it suspicious
- Who found the device / chemical

14. Ejections

14.1 Safe Ejection

Ejections are always a last resort and will follow the **SAFER** protocol:

Supervision: Every ejection must be authorised by the Supervisor. Police may be required.

Ability: Operatives will check if in a fit state to look after themselves. Medical / Welfare alerted as appropriate.

Future: Operatives will check as far as possible that they have a safe onward journey.

Ejection slip: Operatives will ensure an ejection document is issued and logged in event control.

Ring: Operatives will ensure ejected individuals have the opportunity to ring a taxi, relative or friend.

14.2 Eviction location

The ejected person or persons must be removed to a predetermined area of safety or agreed location outside of the festival area.⁴

14.3 Welfare

If the person is identified as being vulnerable due to intoxication, incapacitation or suspected to be under the influence of a controlled substance (or any other reason) by the Security Manager authorising the ejection, the person(s) to be removed from site will be assessed by the Medical team. Following advice, the Security Manager will act accordingly to ensure the individual or individuals are removed from the event site in the safest manner (i.e. an ambulance called or collected by friend or relative)

14.4 Ejection Slip

The person or persons being ejected will be given an ejection slip that has been filled out by the Supervisor authorising the ejection. This will explain briefly the reason for ejection and time/date of ejection.

14.5 Log

⁴ Minors / vulnerable persons will not be ejected to an external place of safety. Minors and vulnerable persons will be cared for by the onsite medical team until reunited with a responsible person.

Once the person or persons have left the Event site, Control will be informed and a log made. The log will include any known method of transportation as well as registration number if vehicular.

14.6 Ejection Decision and Escalation Guidance

Level	Incident Level / Type	Action
1	Low Low level disruptive behaviour	<ul style="list-style-type: none"> Response Team asked to deal. Individual / group approached by Response Team and advised behaviour unacceptable. Given instruction to cease. Monitor
2	Medium Non-compliant with Level 1 advice to cease. Escalating / moderate level disruptive behaviour. Verbally abusive to staff or members of public	<ul style="list-style-type: none"> Response Team asked to deal. Individual / group (re)approached by Response Team. Offer opportunity to rectify and advised that continued behaviour could result in ejection Remain within safe distance and monitor
3	High Very abusive / disruptive behaviour Possibility of causing harm to self / others / property Threatening violence	<ul style="list-style-type: none"> Response Team to issue choice immediately desist or leave site
4	Very High Physical violence Drug dealing Very likely to cause harm to self / others / property	<ul style="list-style-type: none"> Response Team to seek authority to remove offender from area to enhanced search from Supervisor Assessment of individual to be made by the security manager on duty If required, Eject to designated safe space in line with SAFER protocol Supervisor to notify police if applicable Notify Production Supervisor of ejection Complete documentation

15. Stewarding

15.1 Personnel

Stewards will be provided by [REDACTED]. Their roles will include:

- Assisting with safety and service needs of Event visitors (ensuring that they are familiar with the layout of the site and the available facilities including First Aid, Welfare, toilets and water)
- Carrying out checks within their areas, identifying potential issues and reporting these via Event Control.
- Helping achieve safe crowd flow and supporting Security with crowd control
- Identify and reporting potential hazards, incidents and anti-social behaviours
- Assisting with any necessary evacuation / invacuation.

15.2 Numbers

[REDACTED] Stewards will be employed on each day of the event.

15.3 Supervision

The Security Manager (identified in **4.2 Key Roles and Chain of Command**) will hold responsibility for the stewarding operations, they will be responsible for all staff, briefing, operations and monitoring of the crowd management of the Event.

15.4 Training, Induction, Briefing and Deployment

Stewards will follow the same procedures as for SIA Operatives, albeit omitting those things relevant only to licensable activities.

16. Event Safety Communications

16.1 Two-Way Radio

Two-way radio will be the primary mode of contact between safety staff working at the event. Channel allocations will be made by the ESO according to operational need. Channel allocation will be aligned with agency and operational roles, for instance, first aid and welfare will be assigned different channels to security.

All [REDACTED] staff have received training highlighting:

- Operational use
- Strict procedures and disciplines that need to be adhered to when using a radio, to preserve the security of the information being transmitted (This will include familiarisation with signs and code words)
- Strict procedures around non-operational use and misuse of radio equipment
- Correct procedures to ensure messages are concise and easy to understand
- Call signs
- Code words

16.2 Mobile Phones

Mobile phones will be used in the event of two-way radio failure and a list of key staff telephone numbers will be issued to key staff as well as being held in Event Control, however the site layout and differentiated high visibility vest should allow safety staff to be easily identified and physically contacted.

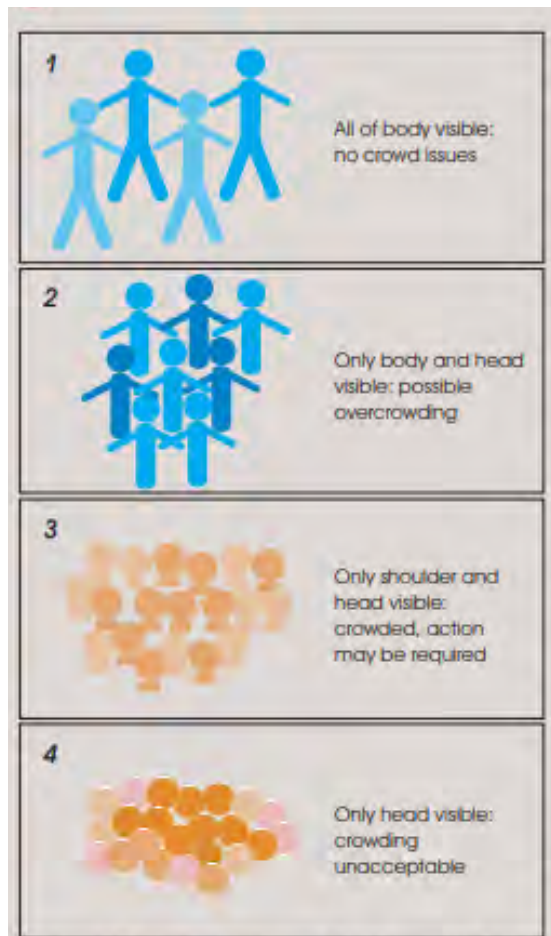
16.3 Loudspeakers

Loudspeakers will be available at Event Control for use by safety staff upon the direction of the ESO.

16.4 PA System

The Arena stage PA system will be available for the broadcasting key safety messages and instructions as required. The ESO will request a member of safety staff physically approach the Operator to ensure messages are relayed when required.

17. Crowd Density



17.1 Assessment

The crowd density illustration depicted will be used to gauge crowd density at the event.

Assessment of crowd density requires real-time monitoring of crowds by Security and Stewards, who should be familiarised with crowd density assessment and the appropriate responses during briefing.

As a general rule, if the head and shoulders of the crowd only are visible, as depicted in (3), then crowds should be comfortable but maximum capacity is likely to have been reached. The ESO should be immediately informed and the appropriate action initiated. If only heads are visible, the [REDACTED] should be initiated.

The Arena stage will have its own trained, designated pit crew security team who are able to dismantle/move pit barriers if crowds build, minimising risk of crushing. Additional response support teams are also available, for sudden crowd surges, for example.

Any areas of concern will be monitored and should the build-up of people at a particular area increase to a dangerous level, they will be directed away from that area by SIA Operatives and Stewards.

18. Incidents and Emergencies

18.1 Contingency Plans

A suite of Contingency Plans are set out at the end of this EMP.

18.2 Response and Decision-Making

The initial decision-making regarding emergency response will be made by the ESO. The ESO will respond to any incident using the information available at the time and a dynamic assessment of risk, making judgement as to whether evacuation or invacuation is necessary.

18.3 Police Intervention

The Police are not expected to attend the event. In the event of an incident / emergency, the ESO will not wait for instruction or action from the Police but will deliver a localised response, informing the Police where required and recording actions taken.

The ESO will ensure the Police are informed immediately of any serious incident or emergency using the ETHANE method set out in the EMP Contingency Plans.

18.4 Authority

The ESO will issue instructions which may include a decision to evacuate or invacuate the event site or part of the event site if they decide this is required. The Police also have authority to issue an instruction to evacuate / invacuate although it is highly unlikely that this would be the case given their role at the festival, as no SPS is currently in place.

18.5 Emergency Evacuation

A full Evacuation Plan is available at the end of this document, detailing the Show Stop procedure.

SIA Operatives, Stewards and the Event Management team will instruct all event attendees to calmly make their way to the designated Emergency Exits (as depicted in **Appendix 1: Event Site Plan**) or areas of safety. Loudspeakers will be available to assist with communication and direction.

18.6 Opening of Escape Route Gates

The SIA Operatives located at emergency exit gates will, upon hearing an evacuation call, immediately open the gates. The gates must be unlocked at all times.

18.7 Re-Entry

No re-entry will be permitted until the ESO or Emergency Services confirm it is safe to re-enter.

19. Signage

19.1 Traffic

See **Appendix 5 Traffic Management Plan**

19.2 Site Access

The promoters will provide and position clear signage from the main road / Junction to the site Production entrance. All vehicles will need to access through the site production gate for ground protection of the site.

19.3 Vehicular Parking

In addition to manual directions by SIA Operatives / Stewards, the promoters will provide and position clear signage from the Production gate to Vehicle and staff Campervan parking areas.

19.4 Main Entrance

The promoters will provide and position clear signage to signpost attendees from parking areas to the main entrance.

19.5 Conditions of entry

Conditions of entry signage will be clearly displayed at the Main Entrance and on the festival website within the FAQ section.

19.6 Fire Signage

Signs will be used throughout the event site, to help people

- identify escape routes and /exits and;
- locate fire-fighting equipment

All signs will be positioned and of sufficient size so that they can be easily seen and understood. Lighting will be arranged so that safety signage is suitably illuminated at night.

These signs will comply with the provisions of the Health and Safety (Safety Signs and Signals) Regulations 1996 in format (pictogram).

The extent of escape signage will be determined by the final site layout (including any temporary structures and art installations). If the location of exits is obvious from any point, signs located above the exits are likely to be sufficient. If exits are not apparent, additional signs, which direct the people present to the exits, will be provided.

19.7 Fire Notices

Notices will be used to provide:

- Instructions on how to use any fire safety equipment
- The actions to be taken in the event of fire

All notices will be positioned so that they can be easily seen and understood. Lighting will be arranged so that notices are suitably illuminated at night.

Where the locations of fire-fighting equipment are readily apparent, and the fire-fighting equipment is visible at all times then signs are not necessary. In all other situations it is likely that the fire risk assessment will indicate that signs will be necessary.

20. Fire Safety

A site Fire Risk Assessment will be undertaken by a suitably Competent Person.

The promoters will ensure any actions set out in the Fire Risk Assessment are met.

The Fire Risk Assessment can be found in appendix 4.

21. Traffic Management

See **Appendix 5**

22. Medical Plan

See **Appendix 6**

23. Safeguarding

23.1 Safeguarding Checklist

Although Beatmasters has an over 18's admission policy, the following Safeguarding Checklist has been undertaken for BEatmasters as best practice consideration for potential Adults at Risk:

Safeguarding Checklist			Yes	No
1	Safeguarding Plan	Outline of the safeguarding standards for the event and plan for implementing them in place	X	
2	Recruitment Guidelines	Safe recruitment process in place for all staff involved in event	X	
3	Staff Training	Event staff receive basic safeguarding briefing including event specific aspects	X	
4	Staffing Levels	The Safeguarding Plan considers ratios of Stewards to attendees	X	
5	Codes of Conduct	Clear guidelines are in place about the expected behaviour of event staff	X	
6	Designated Safeguarding Officer	Person appointed to have lead responsibility for safeguarding at event	X	
7	Ticketing Strategies	The Safeguarding Plan includes admission policy re age restrictions	X	
8	Searching Policies and Procedures	The Safeguarding Plan includes policy on searching of vulnerable adults including those with learning disabilities	X	
10	Vulnerable Adults	The Safeguarding Plan covers procedures for vulnerable adults	X	
11	Reporting Procedures	Clear process for responding to and reporting concerns arising at Event	X	
12	Advice and Support	Access to safeguarding information, advice and guidance for Event staff	X	
13	Safety Response	The EMP considers the response of vulnerable adults to safety announcements and evacuation procedures	X	
14	Disorder	The EMP includes procedures for dealing with minors arriving unaccompanied / vulnerable adults who breach regulations or commit offences	X	
15	Additional Vulnerabilities	The EMP recognises and addresses the needs of those who have additional vulnerabilities	X	

23.2 Safeguarding Plan

23.2.1 Designated Safeguarding Lead

The Designated Safeguarding Lead for Campfire Country / Beatmasters / We Love It! festival is the Event Medical Manager (Level 4 trained and holds a valid Enhanced DBS certificate). Additionally, our operations team and supervisor are also Designated Safeguarding Lead Trained.

23.2.2 Safe Recruitment

The promoters will ensure that all Security and Welfare (inc. Designated Safeguarding Officer) have Standard DBS checks.

23.2.3 Referral to External Agencies

In all cases where adults at risk (vulnerable adults) are thought to be at risk of experiencing abuse or neglect, Local Safeguarding Adults Board will be informed. Where it is believed or suspected that a crime has been committed, the police will also be informed

Notification to the [Oxford Adult Safeguarding Board](#) will normally be undertaken by the Designated Safeguarding Officer, however any individual can make a report. The Police should be contacted at once if there is evidence of a criminal offence.



Safeguarding Board: **01865 328232** (24hrs)



If the case is an emergency, call **999**

If a crime has been committed but there is no emergency, call **101**

23.2.4 Recognising and Responding to Concerns

To be included in staff briefings:

Concerns about the welfare or safety of adults at risk can come to light in various ways:

- you may directly observe worrying behaviour on the part of a child, young person or adult at risk
- someone may report seeing or hearing something concerning
- someone may choose to tell you (disclose) something that is worrying them

Your responsibility as a member of the event team is not to decide whether or not abuse or harm has occurred but is to respond appropriately to any concerns that arise by referring these concerns to the Designated Safeguarding Lead.

Do:

- Listen.
- Take what is said seriously
- Only use open questions
- Remain calm
- Offer reassurance
- Establish only as much information as is needed to be able to tell the Designated Safeguarding Officer / Statutory Authorities what is believed to have happened, when and where
- Tell the Person at risk what you are going to do next

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.

Record

- Take notes if appropriate

Report

- Report to the Designated Safeguarding Officer immediately
- If there is any doubt seek advice from the Designated Safeguarding Officer

24. Electrical Safety

24.1 Legal Requirements

British Standard BS 7671 is the principle guide to electrical safety in the UK (the IET Wiring Regulations), currently in its 18th edition.

BS 7671 specifies that other standards may have to be used alongside it. For events, the relevant standard is BS 7909 'Temporary Power Systems at Events'.

24.2 Senior Person Responsible (SPR)

To ensure Campfire Country / Beatmasters / We Love It! festival electrical systems are designed in accordance with the Wiring Regulations (i.e. work effectively and protect against the risks of shock and fire), a 'Senior Person Responsible' (SPR) will be appointed by L [REDACTED] to oversee the electrical system and ensure all installations are compliant with BS 7671 and BS 7909. This person will be electrically competent and conversant with both standards.

24.3 Completion Certificates

BS 7909 splits electrical distributions into two categories - 'small/simple' systems and 'large/complex'. As the electrical requirements of the event are over 6kVA it will be considered the latter and should be designed and tested as such. Completion Certificates will be produced by the SPR to evidence that the system has been designed and checked and copies supplied to the ESO. The SPR must also alert the ESO to any electrical issues that could potentially affect the safety of the event and provide such information along with any recommendations in layman's terms.

24.4 Supply

Power will be sourced from an estimated 3 diesel generators, supplied by a contractor to be confirmed. Generators and fuel storage vessels shall be sited in a well-ventilated place away from drains, combustible materials, public areas and guarded against unauthorised interference.

Generators and their electrical distribution positions shall be provided with earth electrodes.

24.5 Generator Fueling

Fuelling and refuelling of generators will not be carried out in areas used by the public. Adequate and easily accessible spill kits will be kept near any generators brought on site; to absorb any spillage of fuel (and spillages must be treated as hazardous waste).

24.6 Isolation

Electrical distribution positions, switchgear and wiring shall be kept out of reach of the public and guarded against unauthorised interference.

24.7 Equipment and Cabling

Electrical equipment exposed to the weather shall be of a weatherproof design or alternatively shall be provided with suitable weatherproof protection.

Temporary electrical wiring shall be an approved flexible type cable having a tough insulation and sheath.

Electrical circuits shall be provided with RCD and overload protection of the correct current rating. Means of electrical isolation shall be provided at the source of supply, at each distribution position and adjacent to electrical equipment.

Earth leakage protection shall be provided to electrical installations by means of a residual current device with a residual operating current not exceeding 30 milliamps.

Suspended electrical cables shall be adequately supported throughout their length. Where long lengths of cable are used they shall be suspended on catenary wires.

Electrical cables at low level shall be kept clear of escape routes. Where electrical cables are liable to be walked on or damaged they shall have suitable mechanical protection that will not cause a trip hazard or be buried underground.

Exposed and extraneous conductive parts shall be effectively bonded to earth.

24.8 Management

The SPR will manage and monitor the power on site throughout the event.

25. Catering

25.1 Food Safety Management

All catering concessions must be registered with the relevant local authority and their food safety management procedures based upon Hazard Analysis and Critical Control Point (HACCP) principles.

25.2 Serving

Food and refreshments shall not be sold or served in glass receptacles; the site is a glass free site. Wine bottles sold onsite will be plastic and not sold with the lids to stop people throwing them into a crowded area full.

25.3 Documentation

[REDACTED] will collate the information in the Catering Documentation Checklist Template for every catering concession.

25.4 Allergen Rules

All catering concessions must provide allergen information when required and record allergen ingredient information using:

- product specification sheets /ingredients labels
- recipes or explanations of the dishes provided

Allergen information may be provided as part of a conversation with a customer but will be based on and backed up by written information to ensure the information is accurate and consistent. Conditions for food and refreshment units

25.5 Power

Catering concessions will be powered from the event generators. No other generators will be authorised. See Electrical Safety for more information.

25.6 Fire Safety

Barbecues and open fires shall be guarded from the public and sited clear of any combustible materials.

25.7 Unit Safety

Catering concession units shall be structurally suitable and capable of withstanding any load or force to which they may be subjected.

25.6 Waste

Waste and litter will be cleared regularly from catering units and surrounding areas and disposed of in a secure refuse area.

25.7 Concession Information Questionnaire

Information to be gathered and provided to the Site Manager and ESO **in advance of the event.**

Name of Business			
Contact Name			
Business Address			
Email		Telephone	
Registration Number(s) of vehicles to be brought on site			
Type of Structure(s) (mark number in appropriate box(es))	Type	Number	
	Stall		
	Purpose built vehicle		
	Converted vehicle		
	Marquee		
	Other (please specify):		

Catering Units Only

Please give details of Food Hygiene Training completed by all staff that will be working on your stall or vehicle	Name	Level of Training	Date
Please indicate which of the following facilities you intend to provide on site	Cooking Facility	Y / N	
	Freezer		
	Refrigerator		
	Cooking hob		
	Deep fat fryer		
	Oven		
	Grill		
	Microwave		
	Other (Please specify)		
Please indicate the facilities you intend to provide for hand washing on the stall?	Type	Y/N	
	Wash hand basin		
	Soap		
	Hand drying facilities		

Please indicate the facilities you intend to provide for cleaning equipment	Type	Y/N
	Sink	
	Hot water supply to sink	

Health and Safety

Have all electrical portable appliances in use at your stall vehicle/ been tested?	Yes <input type="radio"/> No <input type="radio"/>	
	NOTE: IT IS A RECOMMENDATION THAT YOUR EQUIPMENT HAS CURRENT PAT TEST CERTIFICATE (Inspection certificates should be available for inspection when trading on site)	
What type and number of fire extinguishers are provided at your stall or vehicle?	Type	Number
Do you have a fire blanket for use on your stall?	Yes <input type="radio"/> No <input type="radio"/>	
Do you use LPG on your stall or vehicle?	Yes <input type="radio"/> No <input type="radio"/>	
If YES, state quantity in kg to be stored		
Has the gas system of your unit been inspected, tested and serviced by a competent gas installation engineer e.g. Gas Safe registered?	Yes <input type="radio"/> No <input type="radio"/>	
Date the latest / inspection / service was last carried out		
While trading, are your LPG cylinders kept:	In a separate gas tight compartment within the vehicle/unit	Yes <input type="radio"/> No <input type="radio"/>
	In a separate gas tight compartment attached to the outside of the vehicle/unit	Yes <input type="radio"/> No <input type="radio"/>
	Outside the vehicle but secured and protected against unauthorised interference	Yes <input type="radio"/> No <input type="radio"/>
How are the containers restrained whilst in use?		
Do you have a First Aid Box for use on your stall or vehicle?	Yes <input type="radio"/> No <input type="radio"/>	

25.8 Food Safety Checklist

The following document will be provided to all catering concessions:

Food Safety Checklist Outdoor and Mobile Catering

We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that all event food is safe to eat. This is *specifically designed for caterers and food business operators attending outdoor events.*

Please take your completed checklist with you to the event.

Most of these are common sense practices, which you have probably been following for years.

Setting up your stall		
Food safety management		
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	Yes	No
Do you keep monitoring record sheets, training records, etc.?	Yes	No
Are these available for inspection on your trailer/stall?	Yes	No
If you are intending to sell products of animal origin e.g. dairy products, meat products, fish products, etc., have they been produced at establishments subject to approval under Regulation (EC) No.853/2004?	Yes	No
If you answered YES to the above question, is the approval code marked on the packaging of the products?	Yes	No
Storage		
Are all food storage areas under cover and protected from contamination?	Yes	No
Are they clean and free from pests?	Yes	No
Do you have enough refrigeration? Does it work properly?	Yes	No
Food preparation and service areas		
Have you got enough proper washable floor coverings for the food preparation areas?	Yes	No
Do you have precautions in place to keep mud out of the stall in wet weather?	Yes	No

Are all worktops and tables sealed or covered with an impervious, washable material?	Yes	No
Have you got enough preparation worktop space?	Yes	No
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	Yes	No
Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	Yes	No
If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	Yes	No
Have you got enough fresh water containers? Are they clean and have they got caps?	Yes	No
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	Yes	No
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	Yes	No
Can you keep high risk foods stored or displayed at 8C or less?	Yes	No
Cleaning		
Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	Yes	No
Do you have a written cleaning schedule to ensure all areas are kept clean?	Yes	No
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser which at least meet the official standards of BS EN1276:1997 and BS EN 13697:2001 to clean food and hand contact surfaces? You can check with your supplier that they meet the required standards.	Yes	No
Are the cleaning chemicals stored away from food?	Yes	No
Contamination		
Can food be protected from contamination at all times?	Yes	No
Is the unit free from pests, and is open food protected from flying insects?	Yes	No
Food waste		
Have you got proper bins with lids for food and other waste?	Yes	No
Do you have appropriate arrangements for the disposal of food waste and recycling?	Yes	No
Do you have arrangements for the collection and disposal of waste oil?	Yes	No
Staff		
Are all your food handlers, including casual staff, trained, supervised or given instruction to ensure food safety?	Yes	No

Have you any untrained, casual staff carrying out high risk food preparation?	Yes	No
Do your staff display a good standard of personal hygiene and wear clean over-clothing?	Yes	No
Have you a good supply of clean overalls/aprons?	Yes	No
Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes	No
Have you a first aid box with blue waterproof plasters?	Yes	No

Safe food practices during the event		
Storage		
Is good stock rotation carried out, and are stocks within their expiry dates?	Yes	No
If you use raw and cooked foods are they adequately separated during storage?	Yes	No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	Yes	No
Purchase		
Are you purchasing raw ingredients or food products from a reputable company?	Yes	No
Preparation		
Do staff always wash their hands before preparing food, and after handling raw food?	Yes	No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc.?	Yes	No
Do you use separate chopping boards for raw and cooked food?	Yes	No
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	Yes	No
Allergens		
Do you have systems in place to handle and manage food allergens adequately?	Yes	No
Do you provide allergen information to the consumer for both pre-packed and non-prepacked food or drink?	Yes	No
Cooking		
Is all frozen meat and poultry thoroughly thawed before cooking?	Yes	No
Is all meat and poultry cooked until it is piping hot (above 70°C) and the juices run clear?	Yes	No
Are cooked and part-cooked food separated during cooking?	Yes	No
Reheating food		
Is all food reheated to above 75°C?	Yes	No

Do you only reheat food once?	Yes	No
After cooking		
Is food cooked and served straight away?	Yes	No
If 'no' is it held at 63°C or above until served?	Yes	No
Once cooked, is food protected from contact with raw food and foreign bodies?	Yes	No
Cleaning		
Do you and your staff operate a 'clean-as-you-go' procedure?	Yes	No
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?	Yes	No
Hand washing		
Are your staff washing their hands regularly, e.g. on entering the unit, especially after visiting the toilets, handling raw food, etc.?	Yes	No

26. Merchandise Concessions

26.1 Restrictions

Merchandise stalls will be checked prior to opening to ensure nothing dangerous or offensive is sold. Any retailer found stocking such items will have them removed. If a retailer refuses to remove an item they will be removed from the site.

Retailers will be given a clear brief explaining restrictions on saleable items. Prohibited items include (but may not be limited to):
not be limited to:

- Alcohol
- Cigarettes
- Compressed gasses
- Glass
- Poppers
- Weapons
- NOS
- Legal Highs

27. Sanitary Provision

Temporary toilets will be provided at no less than the following ratios:

Arena

Male	Female	Accessible
1 per 500 Plus 1 urinal per 150	1 per 75	At least 1 per location

Campsite

Male	Female	Accessible
1 per 150	1 per 75	At least 1 per location

Hand-washing facilities will be provided at no less a ratio of one hand wash basin per five facilities (WCs & Urinals) with not less than one hand-washing facility per ten toilets provided.

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28. Waste Management

28.1 Facilities

Waste receptacles will be positioned within all staff Campsite areas and the Arena. The number will be dependent on ticket sales.

A secure waste collection area will be located in the bone yard in an area away from the public.

28.2 Recycling

Designated recycling receptacles will be positioned within all staff campsite areas and the Arena. The number will be dependent on ticket sales.

28.3 Waste Clearance

A team of litter pickers will support the event team to keep the site clean and tidy and will be provided with suitable and sufficient protective clothing and equipment to carry out their tasks.

The method of collection and safe handling of waste on site will depend on a number of factors, including the type and volume of waste expected, plus how, when and where it will be collected and then finally removed.

[REDACTED] will use a registered waste contractor for removal of waste from site and will obtain and keep a Waste Transfer Note collection note in respect of all waste removed from site.

29. Noise Management

Campfire Country / Beatmasters / We Love It! Festival are committed to proactively managing noise and ensuring that noise does not cause a public nuisance and any sound complaints are addressed.

The Noise Management Plan in **Appendix 7** has been drafted by [REDACTED] on behalf of the promoters.

30. Alcohol and Drugs

30.1 Minimising Risk of Glass

Alcohol will only be served in plastic containers and will follow the licensing laws.

30.2 Illegal Substances

Due to the nature of this event alcohol and drug use is expected so will be monitored and search procedures will be in place along with drugs detection dogs on site for Beatmasters. There will be a zero-tolerance approach to illegal substance use.

If illegal substance use is witnessed, it will be reported to security and the person(s) may be removed from the event site. This includes Psychoactive Substances or legal Highs.

30.3 Confiscation

Illegal substances will be confiscated by Security and bagged in evidence bags. These will be transferred to Event Control and kept in a secure container. The ESO will liaise with the local Police at the end of the event for collection.

There is a sealed liquids policy for this event, which is clearly advertised when purchasing a ticket, there will also be signs to say this at all entrances. All unsealed liquids will be confiscated.

30.4 Alcohol

Alcohol allowed onto site in the staff camping areas will be limited to either 8 cans of beer/cider or 2 bottles of wine (decanted into a non-glass container). No alcoholic spirits will be allowed on site. Alcohol seized at the search gates will be placed into bins and then disposed of after the event, into commercial waste bins.

The sale of alcohol will cease at 2130hrs. A 'Challenge 25' policy will be in place at all times however the event is restricted to over 18's.

All bar staff will have undertaken event specific training on the sale of alcohol. This will include:

- Legal and social obligations
- Penalties for selling alcohol to under 18's, including fines
- How to deal with incidents and refusal of service

Security personnel working around the bars will also be briefed on the above.

30.5 Intoxication

In circumstances where a member of the public is found to be heavily under the influence of drugs or alcohol, the Medical and Welfare Teams will be alerted. A representative will ensure the welfare of the intoxicated person. At the end of the event, if they are still not able to leave safely, Medical will make the decision on their aftercare and wellbeing.

31. Lost / Found Property

31.1 Procedure

Found Property will be handed into the Event control room and anyone wishing to report the loss of property will be directed to the event information point / Bar areas where a report will be filled in for all incidents reported.

Found Property will be divided into high/low value categories with high value items being retained by the venue for three months.

32. Insurance

32.1 Event Insurance

The promoters will ensure the following insurances are in place for the Set Up, Event and Breakdown:

- Public Liability – £10 million

32.2 Contractor Insurance

All contractors supplying and / or building temporary structures will be expected to hold minimum £5 million Public Liability Insurance and £10 million employers insurance.

33. Event Risk Assessments

33.1 Risk Assessment Procedure

Risk Assessments are essential to the planning of safe activities and events. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people at work, or affected by the work activity. Hazards and associated risks, if reasonably practicable, should be eliminated. If risks cannot be eliminated then reasonably practicable control measures based on the specific circumstances of an activity or an event must be applied to manage those risks. These controls may be physical or procedural. The nature of the risks and the detail of the associated control measures must then be communicated as appropriate to those who will work or otherwise come into contact with the hazards and risks.

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In undertaking these risk assessments, the following approach has been adopted:

- Gather information about proposed activities to determine what hazards may be present and to whom
- Determine the potential impact of harm caused by encountering a hazard
- Determine the likelihood that exposure to the hazard will occur and result in harm
- Allocate a level of primary risk based on the likelihood and potential severity of harm
- Consider control measures appropriate to reduce the identified risks
- Review any residual risk to ensure the risk is controlled.

For clarification:

- The Residual Risk is the level of risk remaining after the full implementation of the proposed control measures. Management must ensure that the proposed risk control measures are fully communicated and implemented to achieve these levels.

The scores may be interpreted using the matrix in section 33.3.

Two general risk assessments are provide:

1. Build and Break Risk Assessment
2. Event Risk Assessment

A dynamic approach to risk assessment (continual assessment of risks arising) is also required for each in response to unidentified risks and changing circumstances which may be identified during the build and break activities and at the event.

33.2 Contractor Risk Assessments

Risk assessments will also be gathered from all the contractors involved in the event build and break. Additional documentation, including Insurance certificates, Method Statements etc are available separately upon request.

33.3 Risk Assessment Matrix

Likelihood	1	2	3	4	5
	rare	unlikely	possible	likely	almost certain

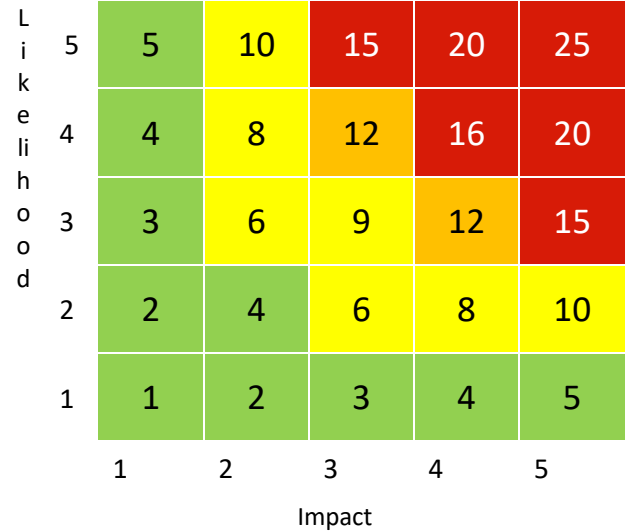
Impact	1	2	3	4	5
	negligible	minor	moderate	major	catastrophic

Major Risk – immediate action required

Moderate Risk – action required as soon as possible

Minor Risk – action required as soon as reasonably practicable

Low Risk



33.4 Build and Break Risk Assessment

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
1	Electricity	Staff & contractors Incorrect design / installation / wiring / earthing resulting in electrocution causing serious injury / death Deliberate or accidental interference with supply.	3	5	15	<ul style="list-style-type: none"> Temporary supplies to be designed and installed by competent personnel in line with IEE requirements and BS7909. Generators to be earthed and isolated Contractors to be advised of requirement for PAT testing of all electric equipment supplied 	1	5	5		
2	Structural failure of temporary structures	Staff & contractors Partial or full collapse of structure causing injury or inability to escape Injury from unsafe elements of structure	3	4	12	<ul style="list-style-type: none"> Monitoring of weather forecasts especially for storms, thunder, lightning and high wind gusts to be undertaken daily with escalation to hourly monitoring if forecast indicates. Structures to have design specifications on wind loading and wind action plans. Competent contractors to be engaged to undertake installation of temporary structures. Plans specifications and calculations for all structures to be submitted for examination prior to event build. Completion Certificates to be signed off after each structure is erected. Certificates to be held in Event Control. 	1	4	4		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
3	Extreme Weather	Staff & contractors Extremes of weather such as heat, rain and wind, leading to structural damage, flooding, failure of temporary structures	2	3	6	Principal Contractor to ensure: <ul style="list-style-type: none"> Contractor risk assessments and method statements take into account weather conditions Welfare facilities provided 	2	2	4		
4	Serious medical incident	Staff & contractors working event Serious illness / injury	3	4	12	Principal Contractor to ensure: <ul style="list-style-type: none"> Contractor risk assessments and method statements in place and reviewed Site Supervision in place Appropriate first aid provided for set up and break down In the event of an emergency vehicle requiring access to the site, the Site Manager uses the radio system to notify staff and direct vehicle 	2	4	8		
5	Uneven surfaces / poor lighting	Staff & contractors working event Slips / trips causing injury	4	3	12	Principal Contractor to ensure: <ul style="list-style-type: none"> Lighting adequate for illumination of area to standards required for construction / deconstruction tasks. Portable lighting rigs and portable generators to be provided as necessary across the site during construction and deconstruction (Construction area need additional lighting for load in if overnight) Such a system to be installed by identified service personnel competent in use of towers. Safety boots worn on site 	3	2	6		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
6	Vehicle movement	Event Attendees Staff & contractors working event Persons struck by moving vehicle resulting in injury / death	3	5	15	Principal Contractor to ensure: <ul style="list-style-type: none"> Reversing on site is only permitted with a banksman to supervise safe movement. Vehicles observe a safe site speed limit of walking pace. banksman wear high visibility clothing Construction area closed to general traffic Pedestrian main access away from car parks 	2	5	10	<ul style="list-style-type: none"> promoters / Production team to request permission from Site Manager to access site and to wear high visibility clothing for all personnel working with or near vehicles movements. 	
7	Contractor Competency	Staff & contractors working event Event Attendees Unsafe working practices leading to injury / death during site set up / break down Unsafe structure / system leading to injury / death during event	4	5	20	Principal Contractor to: <ul style="list-style-type: none"> Ensure CDM Phase Plan in place and adhered to Ensure risk assessments, Method Statements and insurances provided by all contractors and minimum standard compliant with this RA and Event Management Plan Ensure all contractors receive induction on arrival onto site. Ensure contractor management provided with copy risk assessment before arrival on site. Ensure contact details of personnel on site provided to Site Manager All staff wear high visibility clothing when on site during construction and deconstruction. Provide supervision by Site Manager 	1	5	5	<ul style="list-style-type: none"> 	

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
8	Build & Breakdown of Structures	Staff & contractors working event Falling materials causing impact injury / death Vehicle movement - impact with persons or structure causing injury / death Unstable part completed structures – collapse causing injury / death	3	5	15	Principal Contractor to ensure: <ul style="list-style-type: none"> All structures to erected by approved contractors who have been vetted in advance Method Statements and/or Risk Assessments provided where appropriate and erection sequence minimises risk of collapse. Site Manager to intervene if unsafe working practices are observed employees is the responsibility of the contractor however Areas where construction taking place restricted to those taking part in / supervising activity Such working areas to be barriered and/or stewarded. PPE to be worn where necessary. Plant used suitable for the task in hand and operated by competent persons. Working at height issues to be addressed in method statements and risk assessments. 	2	5	10		

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Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
9	Rigging	Staff & contractors Collapse or toppling of structures Unsafe structures leading to falls from height Suspension syncope / trauma Electrocution leading to injury / death	4	5	20	Principal Contractor to ensure: <ul style="list-style-type: none"> Accurate drawings drafted by a Competent Person depicting the rigging design submitted to and approved by Site Manager prior to the commencement of any site work Site Manager ensures rigging plans and documents include sufficient information to convey the location, magnitude and effect of all rigging forces. Peak dynamic loads identified Location and load capacity of venue rigging members and attachment points identified and shown in the rigging design documents Venue obstructions which affect the proper execution of the rigging design are identified and shown in the rigging documents A risk assessment and risk management plan are in place that mitigates risks to acceptable levels (submitted and authorised by a competent person) prior to commencement of any site work. Specify the above must be in line with International Code of Practice for Entertainment Rigging Site Manager checks all tools secured by lanyards on rigging 	1	5	5	Principal Contractor to: <ul style="list-style-type: none"> Request and ensure receipt of accurate drawings by Competent Person specify that risk assessments and risk management plan for rigging must be in line with International Code of Practice for Entertainment Rigging specify to contractors that all rigging equipment used is compliant with relevant BS standards ensure a rescue plan developed and documented prior to commencement of any site work 	

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
10	Working at Height	Staff & contractors Fall from height /falling item resulting in injury / death	3	5	15	Principal Contractor to ensure: <ul style="list-style-type: none"> All contractor method statements / Risk Assessments and Safety Policies retained. Such policies demonstrate an understanding of Working at height regulations. Contractor has demonstrated by method statement and specific risk assessment that: <ul style="list-style-type: none"> They have selected the correct equipment for the task That the fall prevention/fall arrest system is appropriate to the task That adverse events have been identified That rescue procedures are in place; That persons on site are trained and able to implement such systems. Ladders only used for low-risk AND short duration tasks (under 30mins) Site Manager checks that all ladders in use positioned in a secure manner and footed by a member of staff 	1	5	5	<ul style="list-style-type: none"> Site Manager to supervise all work at height 	
11	Manual Handling	Staff & contractors Manual handling injury	4	3	12	Principal Contractor to: <ul style="list-style-type: none"> Ensure contractors have identified hazardous and / or repetitive manual handling operations, and where possible eliminated or minimised 	2	3	6		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
117						<ul style="list-style-type: none"> Ensure contractors have supplied lifting equipment e.g. trolleys ropes, chain block hoists etc available where appropriate for tasks Ensure enough staff available to safely lift equipment Ensure Contractor risk assessments and Method Statements take into account manual handling risks Ensure lighting levels sufficient (provide working lights where identified as likely to be insufficient) to allow people to move about safely, detect obstructions, navigate routes and identify shape and size of loads 					
12	Mobile Elevated Work Platforms (MEWPS)	Staff & contractors Fall / crush leading to severe injury or death. Injury / death persons below if landed upon Trapping of limbs in moving parts causing severe injury	3	5	15	Principal Contractor to ensure: <ul style="list-style-type: none"> All MEWPs supplied by a reputable supplier and within valid test period Risk assessments and method statements supplied by Contractor are adequate and consider: <ul style="list-style-type: none"> unauthorised access user training (inc. in the use of the emergency rescue system and manual override) Site Manager checks any MEWP work platform is fitted with effective guardrails and toe boards (and if fall risk still present then harness with short work restraint lanyard secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier) 	1	5	5		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihoo d	Imp act	Risk		Likelihoo d	Imp act	Risk		
						<ul style="list-style-type: none"> Site Manager ensures usage area isolated by barriers / tape etc 					
13	Hot Works	Staff & contractors Burns, fire caused by process / reignition causing injury	2	4	8	Principal Contractor to: <ul style="list-style-type: none"> Ensure contractors made aware that prior approval required for hot works Ensure that only workers who are experienced and qualified to carry out specific hot work task permitted to do so Ensure Hot works Permit completed and authorised by prior to work starting, after work completion and 3 hours after work completed as guided in the form Ensure all actions identified in Permit followed and signed off as complete Ensure appropriate spark blanket / fire extinguishers placed at the site 	1	4	4		
14	Workers at Increased Risk	Staff & contractors Risks due to lack of experience, being unaware of existing or potential risks and/or lack of maturity (young workers)	3	5	15	Principal Contractor to: <ul style="list-style-type: none"> Ensure Contractor is aware that persons under 18 are not permitted on site. Ensure Contractor aware that non-working personnel not permitted on site (e.g. family members) 	1	5	5		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
		Additional risks (pregnant / nursing mothers) Additional risks (disabled workers)				<ul style="list-style-type: none"> Request Contractors make the Principal Contractor aware of any employee who has a disability or is pregnant. Review the risk assessment to make sure it covers risks that might be present for that individual. Inc personal emergency evacuation arrangements if required 					
15 119	Hazardous Substances	Staff & contractors Creation of unsafe conditions including: <ul style="list-style-type: none"> an atmosphere contaminated with gas, dust, vapour, fume, aerosol oxygen deficiency spills or splashes of liquids mixing of incompatible substances overheating, excess pressure, exposure to source of ignition Potentially causing: <ul style="list-style-type: none"> injury / illness by inhalation or eye or skin contact ignition or detonation leading to fire or explosion 	3	4	12	Principal Contractor to ensure COSHH risk assessment undertaken and implemented. To include: <ul style="list-style-type: none"> Identification of the hazards Determining which substances are harmful by obtaining and reading the product labels and safety data sheets (SDS) Including consideration of harmful substances produced by processes (such as dust) Determining who might be harmed and how Determining how people might be exposed (Considering route into the body e.g. skin contact, inhalation, swallowing) and effects of each) and for how long Evaluating the risks and decide on precautions Including as minimum: <ul style="list-style-type: none"> All substances to be clearly labelled as to contents and kept in locked areas when not in use No inexperienced staff to use hazardous substances without supervision from trained professionals Appropriate PPE provided 	1	4	4		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
16	Portable Hand Tools	Staff & contractors Electrical shock, explosion, fire, injury from flying debris, hearing damage, musculo-skeletal injury (ergonomic), skin / eye irritation / dermatitis	4	3	12	Principal Contractor to ensure: <ul style="list-style-type: none"> Contractors aware responsible for own tools and must not let others use them without taking responsibility for training and liability Contractors aware of PAT testing requirements Contractor risk assessments cover: <ul style="list-style-type: none"> Training Visual checks for damaged cables, trailing wiring, inoperative switches prior to use Emergency cut off devices (clearly marked) RCDs Action to take if damaged Appropriate PPE (e.g. ear defenders, gloves, goggles to current British or European Standards) Noise (if noise levels likely to be above 80dB(A) or uncomfortably loud - hearing protection may need to be provided and workers advised of risk) Checking of condition and connections of tool air-lines Ensuring air-lines not on a traffic route (pedestrian or vehicular) Dust Isolation of working area 	2	3	6		
17	Abrasive Wheels	Staff & contractors Contact injury Dermatitis Respiratory issues / disease Entanglement injury HAV injury	3	4	12	Principal Contractor to ensure contractor risk assessments / method statements consider: <ul style="list-style-type: none"> competency in the awareness and use of abrasive wheels for anyone using Abrasive Wheels Restricted access to those people who need to be there during operation Access to good washing facilities after use Vibration exposure reduced to the lowest level that is reasonably practicable Respiratory protective equipment PPE inc. eye protection 	2	4	8		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Likelihood	Impact	Risk		Likelihood	Impact	Risk		
18	Lifting Equipment	Staff & contractors Entrapment injuries Manual handling injuries Fall / falling object injuries	3	4	12	Principal Contractor to ensure: <ul style="list-style-type: none"> Contractor risk assessments specify that: <ul style="list-style-type: none"> Only qualified personnel authorised to operate Equipment to be used in line with operating manual Plant to operate with banksman as appropriate. Plant has audible warning when reversing and flashing lights Evidence of competence in the form of appropriate certification retained LOLER certificates in date All work using forklift telehandlers identified 	1	4	4		
19	Unauthorised Access	Members of the Public Trespass leading to injury from site structures / materials	3	3	6	<ul style="list-style-type: none"> SIA Security access control system to be in place with identification of workers checked Fencing / barriers to be used to identify sites. Fencing / barriers to be used internally to isolate any necessary sterile areas. SIA staff to implement an event pass system. 	1	3	3		
20	Lone Working	Staff & contractors Various risks. Inability to request help if injured	3	4	12	<ul style="list-style-type: none"> Staff / contractors not to be allowed to work as lone workers without specific risk assessment 	1	4	4		

33.5 Live Event Risk Assessment

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
1	Crowds	Event Attendees Staff & contractors working event Trips, falls, crush, trampling incident causing injury / death	4	5	20	<ul style="list-style-type: none"> Ticketed event limited to fraction of capacity calculations Audience profile / behaviour anticipated to be low risk (based on similar events run by promoters) Positive health and safety record of previous events run by promoters Identified entry and breach points staffed / patrolled by SIA security Trained staff to support crowd flow and identify crowding at early stages to enable proactive response - visual crowd density tool to be provided in briefing notes to Security and Stewards Security and Stewards to wear high vis easily identifiable uniforms. Loudspeakers and PA available allowing clear crowd direction instructions to be given Use of radio communication to co-ordinate Security and Stewards. Event Control to receive all radio comms Suitable information signs to be installed throughout the site to direct the public to facilities / exits. 	2	5	10		
2	Public disorder	Event Attendees Violent or aggressive behaviour causing injury	3	3	9	<ul style="list-style-type: none"> Crowd profile / behaviour anticipated to be low risk Audience profile / behaviour anticipated to be low risk (based on similar events run by promoters) 	2	3	6		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
						<ul style="list-style-type: none"> Health and safety record of previous events run by promoters Trained security staff at all times 					
3	Suspicious / hostile vehicle used for terrorist purposes (Vehicle as Weapon / IED)	Event Attendees Staff & contractors working event Strike by hostile vehicle or in vicinity of explosion causing injury / death	2	5	10	<u>Deter</u> <ul style="list-style-type: none"> Event site is accessed by single road with checkpoint partway Security presence deterrent unauthorised attempted access <u>Detect</u> <ul style="list-style-type: none"> Security can warn of vehicles accessing route to Security Manager and ESO at point of leaving Vehicle Search Point. Security and Stewards to be aware of protocol to evacuate to places of 'relative' safety Security and Stewards to be briefed to direct persons to places of 'relative' safety in event of vehicle attack (opposing directions as appropriate to situation) 	1	5	5	All licensed vendors to be provided with access times / registration numbers to be provided for mobile vendors – immediately alerting Security to vehicles not on list. Access afforded only to ticketed vehicles, expected licensed vendors, emergency services and event ambulance	
4	Suspicious package / item	Event Attendees Staff & contractors working event Potential explosive device causing injury / death to all persons in vicinity	3	5	15	<ul style="list-style-type: none"> Briefings to be given to Stewards / Security ahead of the event start to be vigilant to suspicious items / packages, not to touch and to report immediately. Bag and vehicle searches Security staff and ESO trained in CT. Security Manager will determine if suspicious using H.O.T principles. 	1	5	5		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
6	Electricity	Event Attendees Staff & contractors working event Electrocutation causing serious injury / death Deliberate or accidental interference with supply.	4	5	20	<ul style="list-style-type: none"> Temporary supplies to be designed and installed by competent personnel in line with IEE requirements and BS7909. Competent person in line with IEE requirements on duty during event Generators to be earthed and isolated Contractors and concessions to be advised of requirement for PAT testing of all electric equipment supplied 	1	5	5		
425	Structural collapse of temporary structures	Event Attendees Staff & contractors working event Partial or full collapse of structure causing injury or inability to escape	3	4	12	<ul style="list-style-type: none"> Competent contractors to be engaged to undertake installation of temporary structures. Plans specifications and calculations for all structures to be submitted for examination prior to event build. Completion Certificates to be signed off after each structure is erected. Certificates to be held in Event Control. Monitoring of weather forecasts especially for storms, thunder, lightning and high wind gusts to be undertaken daily with escalation to hourly monitoring if forecast indicates. Ability to close down temporary structures or constructions on site and evacuate people. Structures to have design specifications on wind loading and wind action plans. 	1	4	4	<ul style="list-style-type: none"> Wind action plan to be drafted ahead of event if forecast monitoring indicated high winds 	

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
126	Extreme Weather	Event Attendees Staff & contractors working event Extremes of weather such as heat, rain and wind, leading to structural damage, flooding, failure of temporary structures	2	3	6	<ul style="list-style-type: none"> As per risk ref 7 	2	2	4		
	Serious medical incident	Event Attendees Staff & contractors working event Serious illness injury	3	4	12	<ul style="list-style-type: none"> Adequate medical provision to be provided for event and overall medical plan to be agreed by SAG Adequate welfare and harm reduction provision to be provided at event Appropriate first aid to be provided for set up and break down Security / Stewards to be made aware to alert Event Control via 2-way radio with clear sitrep Bag and vehicle searches for drugs and other prohibited items in place In the event of an emergency vehicle requiring access to the site, the ESO will use the radio system to notify Security and direct vehicle 	1	4	4		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
						<ul style="list-style-type: none"> Water to be readily and freely available throughout the site. Each bar to have Challenge 25 policy in place 					
10	Sharp objects / glass	Injury from glass or sharp objects	3	3	9	<ul style="list-style-type: none"> Pre event site recce to be undertaken to check for hazards Concessions to only use plastic cups Security search for glass / sharp items 	1	3	3		
11 127	Uneven surfaces / poor lighting	Event Attendees Staff & contractors working event Slips / trips causing injury	3	3	9	<ul style="list-style-type: none"> Lighting in area to be designed for illumination of area to standards required. Stewards to continually inspect areas, reporting hazards to Event Control for resolution. Routine maintenance and cleansing to be in place to ensure hazards are identified early and resolved to reduce or eliminate hazards. 	2	3	6		
12	Vehicle movement	Event Attendees Staff & contractors working event Persons struck by moving vehicle resulting in injury / death	3	5	15	<ul style="list-style-type: none"> External and internal Traffic Management Plan Vehicle movement to be prohibited (and this communicated to all persons) outside of designated areas and times Reversing on site to only be permitted with a banksman to supervise safe movement. Vehicles to observe a safe site speed limit of walking pace. banksman to wear high visibility clothing 	1	5	5	<ul style="list-style-type: none"> promoters / Production team to maintain and issue high visibility clothing for all personnel working with or near vehicles movements. No vehicles to move on site whilst the event is open to the public unless this is deemed essential by the ESO, in which case the movement MUST be supervised and 	

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
						<ul style="list-style-type: none"> Event area is closed to general traffic Pedestrian main access away from car parks 				monitored by Security / Stewards during the entire movement.	
13	Contractor Competency	Staff & contractors working event Event Attendees Unsafe working practices leading to injury / death during site set up / break down Unsafe structure / system leading to injury / death during event	4	5	20	<ul style="list-style-type: none"> Risk assessments, Method Statements and insurances to be provided by all contractors, minimum standard must be compliant with this RA and Event Management Plan Contact details of contractors on site <u>during event</u> to be provided to Site Manager <u>and</u> ESO 	1	5	5		
14	Manual Handling	Staff & contractors working event Manual handling injury	3	3	9	<ul style="list-style-type: none"> Identify hazardous and / or repetitive manual handling operations for event staff, and where possible eliminate or minimise Ensure enough event staff available to safely lift equipment Ensure lighting levels sufficient to allow people to move about safely, detect obstructions, navigate routes and identify shape and size of loads 	1	3	3		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
						<ul style="list-style-type: none"> Event staff to be provided with information about safe manual handling 					
15	Workers at Increased Risk	Staff & contractors working event Risks due to lack of experience, being unaware of existing or potential risks and/or lack of maturity (young workers) Additional risks (pregnant / nursing mothers) Additional risks (disabled workers)	3	3	9	ESO to be made aware of any employee / volunteer who has a disability or pregnancy. No persons under 18 years on site during event	2	3	6		
16	Catering Units	Staff & contractors working event Event Attendees Food hygiene / safety breaches leading to food poisoning / allergic reaction Fire at concession	3	4	12	<ul style="list-style-type: none"> All units to be positioned to not obstruct crowd flows. Stall and unit sites (once confirmed) to be allocated in advance to plan overlay showing detail of unit dimensions and of vendors. Fresh water supply on site is available for caterers. Catering concessions to supply safety information in advance (see 26.10) Basic Food Hygiene Certificates to be displayed. Vehicles and units to be checked for compliance. 	1	4	4		

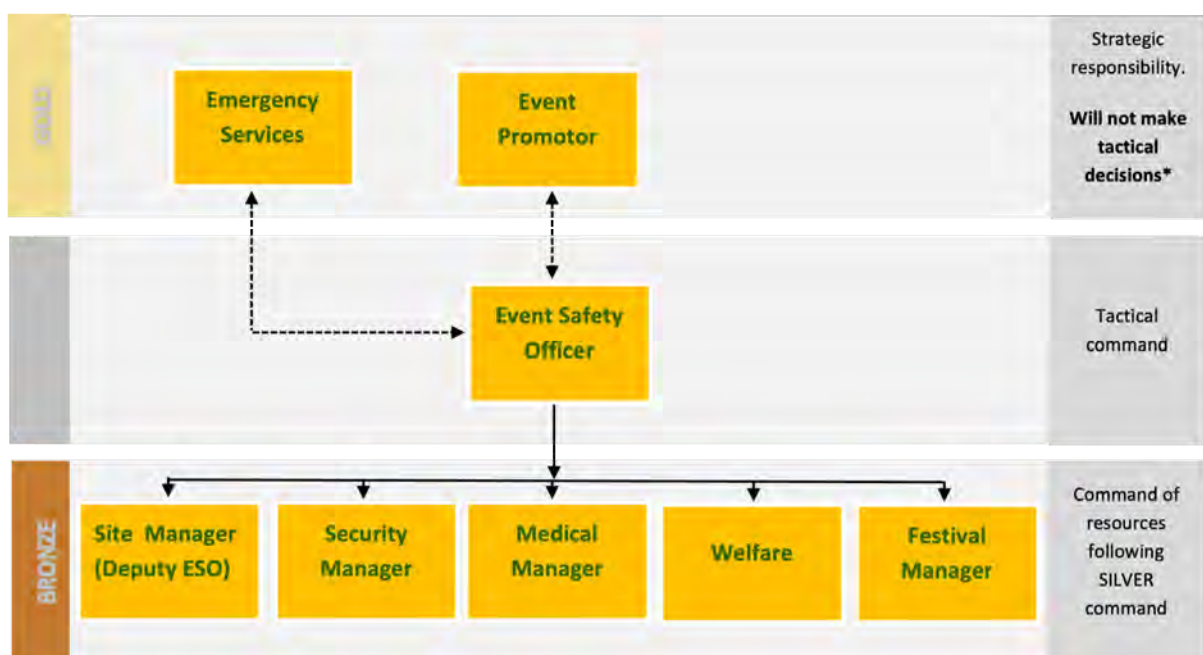
Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
17	Failure of power supply/generators	Staff & contractors working event Event Attendees Lack of power to site from equipment failure or faulty equipment. Public disorder as a result of event cancellation / delay. Electric shock risk unqualified persons attempting repair	3	4	12	<ul style="list-style-type: none"> Qualified electrician (SPR) contracted to set up distribution Qualified electrician on site for any power issues As far as reasonably practicable, all electrical equipment located so that it cannot be touched by members of the public Generators on site to be silent running and diesel and kept contained away from the public. No filling in public areas 	1	4	4		
18	Sound System	Staff & contractors working event Event Attendees Excessive noise from Sound System causing harm / distress	4	3	12	Noise Management Plan in Place	2	3	6		
19	Two Way Radio failure	Staff & contractors working event Event Attendees Inability to respond appropriately in emergency situation	2	3	6	<ul style="list-style-type: none"> Adequate number of spares on site Charging units on site Ability to source replacements at short notice 	1	3	3		

Ref	Hazard	Risk	Primary Risk			Current Control Measures	Residual Risk			Notes / Further Required	Actions
			Like liho od	Imp act	Risk		Like liho od	Imp act	Risk		
20	Waste	Staff & contractors working event Event Attendees Trip and fire risks	2	4	8	<ul style="list-style-type: none"> Adequate bins provided for the event. Waste storage in secure area Event staff to monitor the site and keep it clean and clear of waste. 	1	4	4		

34. Emergency Plans

34.1 Emergency Command Structure

In the event of an emergency, the Event Liaison Team (ELT) will meet in the Event Control room in order to discuss the event and the best way to move forward. The ELT will consist of senior management from across the event team, and each will fall into a Bronze - Silver - Gold command structure. Where necessary, the police, ambulance, fire brigade or local council leaders may need to be part of the ELT decision making team.



Event Liaison Team Roles:

Event Gold

The event gold [REDACTED] will be responsible for strategic decision making in the event of an emergency. They will liaise with the emergency service commanders and decision makers to outline a plan of what is required.

Event Silver

The event silver [REDACTED] will be responsible for tactical decision making in the event of an emergency. They will liaise with the emergency services teams and the ELT teams in order to decide how best to achieve the targets outlined by Gold.

Event Bronzes

The event bronzes are team managers during normal event operation; they will be in charge of an area or team, in order to collectively and effectively manage the event.

In an emergency they will assume the position of a 'Bronze'. They will carry out instructions given by the event silver. They will be responsible for feeding information from 'on the ground' into the ELT teams.

Event Control Manager

The event control manager is responsible for the overall running of the event during business as usual. In an emergency, the event control room will become the hub of all communications.

Depending on the nature of the incident, the event control manager may be supporting the emergency or may be focused on the smooth running of the rest of the event where the incident does not require a full show stop.

Table Top Scenario Training

A tabletop exercise will be conducted in the run up to the event. This will be a day of training between the ELT teams and local authorities.

The day will contain workshops using various emergency scenarios and will give everyone in a management position the chance to discuss how they would act in an emergency.

There will also be time dedicated to allow those in the ELT to discuss their roles and responsibilities in various situations, this will remove any confusion in the event of a real incident.

34.2 General Onsite Communication

- Radio Communication will be provided to those needing it, enabling communication between the team during the build, break down and the event itself. Repeaters will be used to ensure viability of radio comms and back to back channels will also be in operation for business continuity.
- Event Control radio base stations, and management radios, will have the ability to 'impolite interrupt all call' every radio across all networks in the event of an incident.
- Mobile phone numbers are available for all key staff in the Key Contacts of the Production Schedule.
- A Whatsapp group [REDACTED] will also be set up between ELT and smaller teams.

The radio channel list can be found below. Event control teams will have access to an 'all call' channel, enabling messages to be sent to all teams.

The below table details the radio channels and access. Management radios can access all channels.

1	[REDACTED]
2	[REDACTED]
3	[REDACTED]
4	[REDACTED]
5	[REDACTED]
6	[REDACTED]
7	[REDACTED]
8	[REDACTED]
9	[REDACTED]
10	[REDACTED]

The below chart shows the radio code words to be used in an incident. Upon hearing the use of the Major Incident code all those with a 'Bronze' role on site will turn to the bronze radio channel for further instruction.

Incident	██████████
Missing or Found vulnerable adult or child	██
Fight or public disorder	██
Fire	██
Major Incident	██████████
Found Package	██████████

The phonetic alphabet should be used when stating grid references or for use in stating a location that could otherwise be misheard. Landmarks (e.g. Gate 1, VIP Bar etc) can also be used to define a smaller area than the alphanumeric grid size of a 50sqm grid block. The Police IC codes should be used when describing a person.

██	██
██	██
██	████
██	████
██	██
██	██
██	██████████

34.3 Site Primacy Emergency Handover

In the event of an incident, The internal Event Liaison team will consist of [REDACTED] (Festival Director), [REDACTED] (Health and Safety), [REDACTED] (Event Manager) and Head of Security, as well as any members of the emergency services that are deemed necessary to control the incident.

[REDACTED] will lead the ELT and hold primacy on the site, until or if it is determined necessary to hand that primacy over should the incident be declared a major incident, at which point the ELT lead will be handed over to the most senior staff member representing the emergency services that takes the lead.

We will cooperate with the emergency services to share information and resources as requested to support the agency or multi-agency response.

Before the handover is official, the below primacy form must be completed by both parties. The return of primacy form must be completed

PRIMACY HANDOVER	
Date	
Time	
Reason for primacy change	
Signed on Behalf of [REDACTED]	Name: Signature:

Signed on behalf of emergency services	Name:
	Service:
	Signature:
	Badge number:

RETURN OF PRIMACY	
Date	
Time	
Notes	
Signed on Behalf of [REDACTED]	Name: Signature:

Signed on behalf of emergency services	Name:
	Service:
	Signature:
	Badge number:

34.4 Show Stop Procedure

34.4.1 Temporary Show Stop.

Reasons for a temporary show stop are:

- Overcrowding
- Medical incident in the seating areas close to stage
- Threat of major incident or suspected major incident
- Public disorder
- Stage invasion
- Threat or danger of structural collapse
- Severe weather, such as lightning forecast or high winds

Show Stop Procedure is:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

34.4.2 Permanent Show Stop

Reasons likely for a permanent show stop are:

- Serious medical incident
- Major incident
- Public disorder
- Stage invasion
- Threat or danger of structural collapse
- Severe weather such as lightning in the area

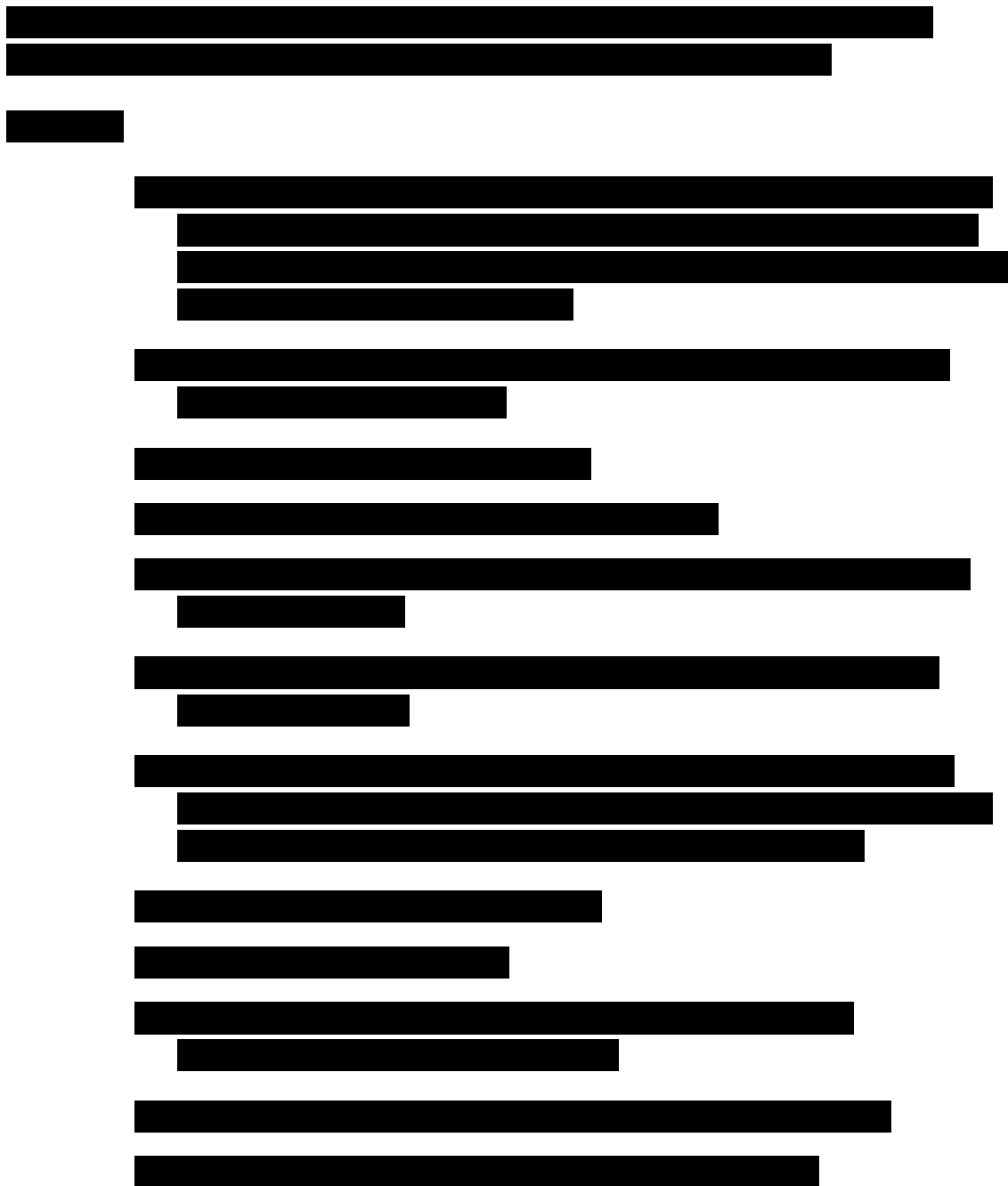
Show stop procedure is:

Bar Index (from top)	Approximate Length (%)
1	45
2	85
3	55
4	48
5	70
6	75
7	95
8	25
9	98
10	100
11	10
12	82
13	42
14	90
15	35

34.5 Evacuation Procedure

34.5.1 Full Evacuation or Early Closure

A full evacuation or early closure of the event will only be enacted if there is no safe way or reasonable likelihood of the show being able to go ahead or finish.



In a scenario where one large exit was compromised, there would be a total exit width of 7 metres

Emergency egress gates include:

Gate A: 10m (main gate - excluded from calculations as largest)

Gate B: 3.5m

Gate C: 3.5m

Total – 7 m excluding largest gate

Gates B, C = 7m * 82 flow rate * 10 min evacuation = 4752 pax

34.5.2 Partial Evacuation/Invacuation

In the event of an emergency in one area of the site, it may be possible to evacuate part of the site without the need for a full show stop or evacuation.

[REDACTED]

[REDACTED]

Training will be given to security and stewards in the pre-show briefing.

34.6 Major Incident

A major incident is any emergency that requires the implementation of special arrangements by one or all of the emergency services and will generally include the involvement, either directly or indirectly, of large numbers of people.

If a major incident is discovered or reported via the event, the 'Ethane' model used by the Joint Emergency Services Interoperability Programme (JESIP) will be used in order to effectively communicate the incident to the local authorities. Only the emergency services can declare a major incident meaning the 'M' will not be used in our communication.

M/ETHANE

M	Major Incident declared?
E	Exact Location
T	Type of incident
H	Hazards present or suspected
A	Access - routes that are safe to use
N	Number, type, severity of casualties
E	Emergency services present and those required

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

A Minor Incident will not influence or affect the rest of the event, and can be localised. Minor Incidents can be up-graded to Major Incidents if not appropriately tackled or de-escalated. Procedure

[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

34.8 Scenarios

34.8.1 Terror

The Terrorism and National Emergencies website currently puts the threat level at Substantial for the UK and Severe for Northern Ireland threat.

All staff will be briefed in the current guidelines of RUN, HIDE, TELL in the case of a firearms or weapons attack.



CONTEST policy (aligned with Martyn's Law 2025)

Prevent

Stopping people becoming terrorists or supporting terrorism

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

Pursue

Stopping terrorist attacks through detection and disruption

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Protect

Strengthening protection against a terrorist attack

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

- [REDACTED]
[REDACTED]

Prepare

Mitigating the impact of an attack through planning, response and recovery

- **Evacuation Plans:**

[REDACTED]
[REDACTED]

[Redacted]

- [Redacted]

- **Training & Drills:**

[Redacted]

[Redacted]

- [Redacted]

- **Public Communication:**

[Redacted]

- [Redacted]

- **Post-Incident Recovery:**

[Redacted]

[Redacted]

- [Redacted]

Governance & Compliance

This policy is reviewed annually, or following any incident, in alignment with legal obligations under Martyn’s Law. The designated **Security Lead** is responsible for ensuring compliance and coordinating with local authorities and emergency services.

34.8.2 Suspect Package Procedures

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Figures Redacted.

34.8.3 Threat of a Device

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

34.8.5 Noxious Substance

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



34.8.4 Public/ Staff Medical Issue

All arrangements for medical can be found in the Event Medical Plan, supplied by our contractors to be confirmed

34.8.5 Fire Procedure

The purpose of this procedure is to help staff identify and correctly communicate the presence of a fire. There is no expectation on staff to tackle a fire. Only trained personnel should use the firefighting media in place. The codeword for fire is ERIF and should be used during all communications.

On identifying a fire a staff member should:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Build and Break Fire Procedure

[REDACTED]

If fire controlled - Stand down order given - it is likely that the fire service will be alerted and may attend to ensure all is safe.

Live Fire Procedure

[REDACTED]

If fire controlled - Stand down order given - it is likely that the fire service will be alerted and may attend to ensure all is safe.

If fire not controlled

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

34.8.6 Public Disorder

The main aims of the procedures are to:

1. Ensure the fast and effective de-escalation of the incident
2. Ensure no persons or property is injured
3. Ensure the smooth and safe running of the event

Although unlikely to occur, types of public disorder that could occur are:

- Fighting or arguing between members of the public
- Ignorance of rules (for example refusal to leave the event arena, refusing to sit in the allocated seat, or attempted access without tickets)
- Consumption of illegal substances, throwing drinks or items, chanting or being abusive towards the audience or performers
- Criminal damage
- Verbal abuse towards staff
- Mass disruption or fight involving more than one large group or gang

Upon reporting a public disorder to the control room:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

34.4.11 Spill Response Procedure

Figure Redacted.

However, the main focus will be on prevention. Therefore, the following will be in place:

152

[REDACTED]

[REDACTED]

34.8.12 Wind Management

All structure wind ratings are in the supplier H&S Documentation. Event Control will also hold specific information relating to temporary demountable structures in 'cheat sheet' format.

All structures and infrastructure will be inspected by the ESO on a daily basis. There will be special attention paid after any adverse weather conditions. An independent structural engineer will assess the stage build in relation to the manufacturer's guidance and TDS regulations to ensure that the build method is suitable and sufficient. This includes relevant wind loadings and trigger points for evacuation preparation and delivery.

This general guidance is used in conjunction with any specialist guidance issued by suppliers.

We will continuously monitor the weather forecast, and the wind speed before, during, and after the event using multiple weather reporting platforms. Some elements of the event installation are susceptible to high winds – in particular the temporary structures within the event space. [REDACTED]

[REDACTED]

[REDACTED]

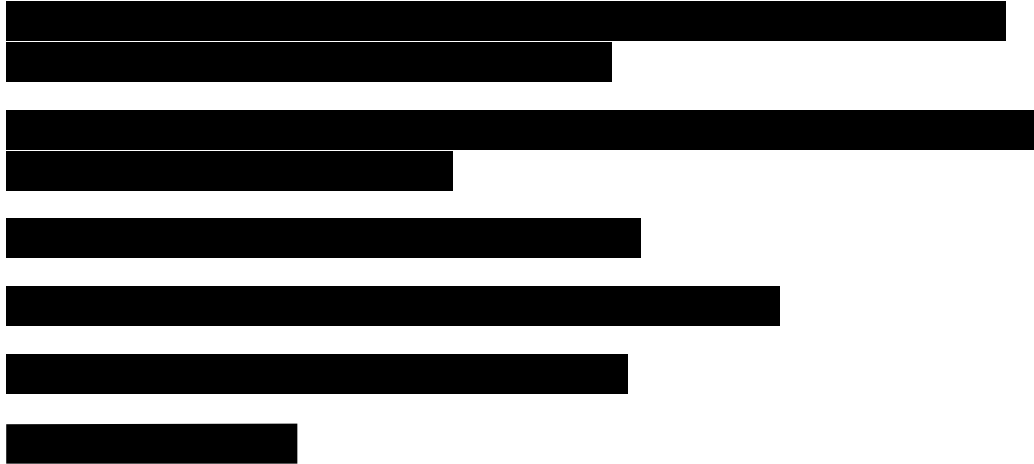
[REDACTED]

[REDACTED]

[REDACTED]

ELT will take advice from the structure suppliers and follow the guidelines in their risk assessments and manufacturer's specifications. If prolonged wind speeds are experienced for 30 minutes, the following action will be taken:

Action required



34.8.13 Electrical Storm

There is a variety of event infrastructure that could be deemed high risk during an electrical storm. This includes, but is not limited to:

- Main stage
- 'Mojo' barrier (front of stage barrier)
- Specific structures

High risk infrastructure such as the above will be earthed.

If an electrical storm is forecast during the build or break period:

- These teams must be told to not work anywhere that may put them at risk (e.g. areas close to or on unearthed metalwork)
- A Whatsapp will be sent to all staff members onsite warning of the inclement weather. The text for this message will be as follows:

"An electrical storm is forecast for [insert time]. We will provide more information if there are to be closures to your workspace. Please be prepared to close at a stop notice if required."



34.8.14 Sun Exposure

Even if it appears cloudy, sun rays can cause permanent damage to the skin. The event manager will be monitoring the UV index to ensure no staff members are expected to work for too long under intense rays. The Event Manager will:

- Limit time in the midday sun by rotating staff member positions and providing adequate breaks.
- Use shade wisely. Remember the shadow rule: "Watch your shadow – Short shadow, seek shade!"
- Advise staff to wear protective clothing including a hat with a wide brim or sunglasses that provide 99 to 100 percent UV-A and UV-B protection and loose fitting clothing that cover the shoulders and back.
- Hand out sunscreen of a SPF 15+ liberally and recommend it be reapplied every two hours.
- Provide clean drinking water in order to keep hydrated at all times.

UV INDEX 1	UV INDEX 2	UV INDEX 3	UV INDEX 4	UV INDEX 5	UV INDEX 6	UV INDEX 7	UV INDEX 8	UV INDEX 9	UV INDEX 10	UV INDEX 11+
LOW 1–2		MEDIUM 3–5			HIGH 6–7		VERY HIGH 8–10			EXTREME HIGH 11+
Sunscreen, SPF 30+, Sunglasses		Sunscreen, SPF 30+, Sunglasses, Hat, Protective Clothing			Sunscreen, SPF 30+, Sunglasses, Hat, Protective Clothing, Seek Shade		Sunscreen, SPF 30+, Sunglasses, Hat, Protective Clothing, Seek Shade, Limit time outside between 10am–4pm			Sunscreen, SPF 30+, Sunglasses, Hat, Protective Clothing, Seek Shade, Stay inside between 10am–4pm

34.8.15 Heavy Rain

- The event is due to be outside, and normal rains will not stop operation.
- Guests will be advised to bring waterproof clothing or waterproof ponchos via social media if wet weather is forecast.
- Should rainfall cause floods or standing water that can jeopardise the safety of the site beyond reasonable repair including but not limited to: inability to evacuate within a safe time frame, inability to get emergency services to the site, danger of slips and trips. The ELT will make a decision to postpone or cancel the show.

34.8.16 Missing Person

The aim of this procedure is to protect vulnerable adults and children who have been separated from their companion/chaperone/guardian/parent whilst at the event.

If the vulnerable adult or child is missing:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

34.8.17 Incident or unrest - Local Area

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

35. Major Incident / Mass Casualty Plan

35.1 Local hospitals able to receive patients:

John Radcliffe Hospital,
Headley Way,
Headington,
Oxford,
OX3 9DU

35.2 List of Abbreviations

LA - Local Authorities
ELT - Event Liaison Team
CAD - Computer- Aided Dispatch
SCG - Strategic Coordination Group
TCS - Tactical Coordination Group

Should the Emergency Services (Category 1 responders) declare a major incident the immediate control of the site will be relinquished upon request of the lead authority. We will cooperate with the emergency services to share information and resources as requested to support the agency or multi-agency response.

35.3 Response and Coordination

Figure Redacted.

35.4 Procedures of escalating potential major incidents to emergency services

[Redacted content]

35.4 Scene Management

[Redacted content]

[REDACTED]

35.5 Coordination

[REDACTED]

35.6 Communications

35.6.1 Radio Communications

[REDACTED]

35.6.2 External Communications

[REDACTED]

35.7. Staff Welfare

[REDACTED]

[REDACTED]

- [REDACTED]

35.8 Recovery

[REDACTED]

[REDACTED]

[REDACTED]

35.9 Post Incident Reporting

We will work with the police and emergency services to ensure any logs, CCTV or other potential records/evidence is available upon request.

35.10 Resources

[REDACTED]

* These figures are reduced to factor in that some staff may not be available due to injury or stress, shock etc.

APPENDIX 1 Site Map/ Plans



APPENDIX 2 CAPACITY CALCULATIONS

i. Entry Capacity

For the purposes of calculation, the upper limit for each entry point/lane is 750 persons per hour therefore if the entry point measurement exceeds this number, the upper limit has been applied to the calculation.

ARENA: ENTRY CAPACITY CALCULATIONS no. entry points x people p/hour x entry period		
No. entry points	No. people per hour (max 750p/h)	Entry period
(Golf 1 – Main Entrance)	585	6
		3,510

ii. Holding Capacity Area Assessments

In order to calculate the venue's holding capacity, each part has been assessed according to its physical condition (P) factor and the quality of the safety management of that area (S) factor by competent persons deemed to have suitable and sufficient knowledge and understanding of the venue

(P) and (S) values are quantified between 0.0 (poor) and 1.0 (high).

iii. (S) Factor Calculation

The checklist below indicates key criteria that the promoter has considered when determining its (S) Factor scores for both Arena and staff Camping (where scores differ, this is indicated). The score is reduced where items are not met. Overall judgement has been applied - a cumulative scoring system has not been used to reach the (S) Factor score:

Admission	Yes	No	n/a
-----------	-----	----	-----

The number of people admitted to the main event is counted and strictly controlled, according to the capacities set for those areas	X		
Marshalls	Yes	No	n/a
Stewards and Security personnel are familiar with the layout of the venue and the location of all exits, emergency exits and amenities	X		
Stewards and Security personnel are briefed to ensure that event attendees do not climb on barriers, fences or other structures, and do not behave in such a way as to endanger other persons	X		
Contingency plans include the removal of individuals from the venue	X		
Crowd Distribution	Yes	No	n/a
Proactive measures are in place to ensure event attendees are evenly distributed.	X		
Contingency plans include actions to take to address distribution issues (e.g. when density too high in a given area)	X		
Crowd Migration	Yes	No	n/a
Proactive measures are in place to prevent crowds in areas closest to the area of activity surging forward in response to event activities	X		
Proactive measures are in place to prevent crowds at a long distance from the area of activity migrating forward in response to event activities	X		
Potential Restrictions	Yes	No	n/a
Potential restrictions to viewing are proactively managed before and during the event			X
Provision for children and vulnerable adults	Yes	No	n/a
A strategy is in place to prevent children and vulnerable adults from risks presented by their migrating towards the stage to obtain a better viewing position	X		
Proactive measures are in place to ensure are accompanied by their parents, preventing the risk of parents going against crowd flow to seek out their children in an emergency situation or evacuation			X
Signage	Yes	No	n/a

Clear, informative and suitably elevated signs will be provided	X		
Where specific exit routes are provided for wheelchair users, these are clearly signposted			X
Crowd behaviour	Yes	No	n/a
Any and all recurrent safety concerns raised regarding crowd behaviour in any particular area have been successfully addressed and documented (reduce (S) Factor if 'no')			X

iv. (P) Factor Calculation

The checklist below indicates key criteria that the promoter has considered when determining its standing (P) Factor score for both Arena and Camping (where scores differ, this is indicated). The score is reduced where items are not met. Overall judgement has been applied - a cumulative scoring system has not been used to reach the (P) Factor score:

Physical condition	Yes	No	n/a
All surfaces, and paths are in good condition	X		
All barriers, crush barriers and their fixings have been maintained, inspected and tested		X ⁵	
Structures	Yes	No	n/a
All structures and parts of structures with which event attendees could come into contact, are safe, secure and where appropriate, non-climbable	X		
Where necessary, protective measures are in place to avoid potential injury	X		
Sightlines	Yes	No	n/a
Where sightlines are poor (thus encouraging attendees to stretch or strain), an assessment has been made of the potential effects on event attendee movement and the (P) factor reduced to reduce the numbers allowed to occupy that area	X		

⁵ Unknown for stage barriers

Lighting	Yes	No	n/a
Where the main event is outside of daylight hours ⁶ , there is sufficient lighting to allow safe circulation and to identify hazards. Provisions are in place to ensure lighting comes on at the right times	X		
Slip Hazards	Yes	No	n/a
There are suitable and sufficient arrangements in place to control risks arising from potential slip hazards caused by rainwater, ice and snow. These take into account areas of partial or no cover		X	

v. Numbers

The standing (S) and (P) factor scores have been used to inform the holding capacity for the event. The available area (calculated in m²) is not the entire event area – the area behind the stage barriers has been discounted. However, due to the nature of the event, those areas from which views are seriously restricted to stage have been included.

Maximum occupant density has been calculated using the typical relevant densities set out in the *Department for Communities and Local Government Publication Fire Safety Risk Assessment: Open Air Events and Venues* document. This is more appropriate to the event type (and less) than the maximum density recommended in the Green Guide (4.7 p/pm²), however the Green Guide Appropriate Density equation (utilising the S and P factors) has been adopted to ensure these figures are reduced further to take into account other relevant factors.

Holding Capacity Appropriate Density = Maximum Density x (P) or (S) whichever is lower Holding Capacity = Available Area x Appropriate Density							
Area	Available Area* (m ²)	Maximum Density (persons per m ²)	(S) Factor score	(P) Factor score	Appropriate Density	Total Holding Capacity (b)	
Arena area		3.3 per m ²	0.8	0.8	2.64 per m ²	10,000	

*less seriously restricted area behind stage barriers, 40% conservative reduction to allow for trees and structures

**estimated using area tool mapdevelopers.com / OnePaln.com

⁶ daylight hours XXX (ref: timeanddate.com) lux levels specified

vi. Exit Capacity

The following factors form part of the promoter's exit capacity calculations which in turn inform Final Capacity calculations:

1	Widths	The width of each element of the exit route (deemed to <i>start</i> at the point of <i>leaving</i> the designated main event area
2	Flow Rate	<p>The number of people who can pass through the route in a given time. Considered as a maximum under normal conditions - many factors may reduce the flow rate in practice including (but not limited to):</p> <ul style="list-style-type: none"> the event attendee profile amenities situated along the exit route the design and physical condition of exit routes event specific factors such as weather conditions, timing, activities etc <p>Flow rates are expressed in terms of persons per metre width per minute.</p>
3	Emergency Time	Egress Escape times may be only a proportion of the total evacuation time for an event as people move progressively away from the fire. The escape time will most likely be the time taken to move to a place of relative safety <i>within the event boundaries</i> , while the evacuation time is most likely the time taken to empty the event.

ARENA	EXIT CAPACITY (normal conditions)				
Exit Route Ref	Description	Type of surface (stepped / level)	Width of route to place of reasonable safety** (m)	Flow rate calculation (people p/metre width p/minute)*	Exit capacity
•	Furthest point to SE Exit (Golf 2)	grass	3 m	66 x 3 x 8 mins	1,584
▪	Furthest point to SW Exit (Golf 3)	grass	3 m	66 x 3 x 8 mins	1,584
▪	Furthest point to NE Exits (Golf 4)	grass	3 m	66 x 3 x 8 mins	1,584
	Total Exit Capacity (c)				4,752

*maximum for stepped = 66 p/mw per min, maximum for level = 82 p/mw per min; grassed area may be uneven / alcohol consumed so conservative minimum applied. 8 mins travel time within *Green Guide* and *Fire Safety Risk Assessment: Open Air Events and Venues* parameters.

**reasonable safety defined as adjacent fields based on terrorist threat level and event type

vii. Emergency Exit Capacity

Emergency egress times used for Green Guide calculation purposes vary between 2.5 and 8 minutes, largely depending on fire risk present. Where medium to high fire risk is present the *route* for which the times are calculated also changes to include the entire exit route as it is no longer assumed to be a place of reasonable safety. Fire risk level is determined to be low by the fire risk assessment. Furthermore, as mentioned previously, the escape time will most likely be the time taken to move to a place of relative safety within the event boundaries

Low fire risk	= 8 minutes	To place reasonable safety (entire exit route at this event)
Medium fire risk	= 6 minutes	through entire exit route
High fire risk	= 2.5 minutes	through entire exit route

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The emergency exit capacities for both Arena and staff Camping are therefore the same as the normal exit capacity scores

Appendix 3 Show Stop Procedure

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

⁷ [REDACTED]

Appendix 4

Fire Risk Assessment

Campfire Country / Beatmasters / We Love It! 2025 - Fire Risk Assessment

Version	Date	Author	Rationale
1.0	16.02.2025	[REDACTED]	First Version

Introduction

This fire risk assessment has been undertaken for [REDACTED], under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The objectives of this Fire Risk Assessment are:

- a) To identify all current significant fire hazards to which relevant persons on the premises, or in the immediate vicinity of the premises, will be exposed.
- b) To reasonably quantify the level of residual fire risk that is attributed to the premises and its use, about existing (preventive and protective) control measures.
- c) To advise on the nature and extent of any additional (preventive and protective) control measures which should be implemented in order to counteract this residual risk, in accordance with the 'Principles of Prevention' as defined in The Regulatory Reform (Fire Safety) Order 2005.

Risk Assessment is not a 'one off' activity and is part of a dynamic process. It is a requirement under The Regulatory Reform (Fire Safety) Order 2005 to review and modify the risk assessment when either:

There is reason to suspect that it is no longer valid, perhaps due to a gradual change in the nature of wear and tear on facilities, a large number of small changes, an appreciation of hazard (e.g., highlighted by a routine fire evacuation drill), or the occurrence of an incident (e.g., actual fire or near miss), which triggers a need to review, OR

- a) There is a significant change in the matters to which it relates, (i.e., following major organisational changes or any refurbishment, alterations or extension).

This risk assessment is a 'dynamic' working document that will be used as a guide to planning future actions aimed at improving Health and Safety for customers, Employees and others who may be affected by a potential fire at the premises.

SCOPE OF ASSESSMENT AND METHODOLOGY

Statutory Requirement

The Regulatory Reform (Fire Safety) Order 2005 requires every responsible person to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, with respect to premises within their control. This is for the purposes of identifying the general fire precautions that are needed to comply with the requirements and prohibitions imposed by the Order.

The Responsible Person (RP), or appointed person who has control of the premises, must ensure that the duties given by the relevant articles of The Regulatory Reform (Fire Safety) Order 2005 are complied with in respect of those premises, as per all items that relate to matters within their control.

Where the premises are licensed, an alterations notice is in force, or the responsible person has five or more employees, it is a requirement to record the significant findings of the fire risk assessment including the measures which have been or will be taken as a result of the assessment and details of any group of persons identified by the assessment as being especially at risk.

This report therefore incorporates such relevant information, significant findings and recommended actions that are considered necessary to demonstrate compliance with The Regulatory Reform (Fire Safety) Order 2005.

This report is also compiled in line with the Purple Guide (2014 Rev.) and also the HM Government guidance document 'Fire Safety Risk Assessment for Open air Events and Venues'.

Identification of Fire Hazards

In order to identify the significant fire hazards within the premises, a checklist is used which considers the particular fire hazards associated with this type of building and the nature of the occupancy.

The hazard identification process will consider each item with due regard to the existing 'control measures', which are either already inherent within the building fabric, through design or are implemented through the management policy procedures for the premises.

Key Fire Hazards Onsite – Abridged

Whilst the assessment of risk and mitigation measures are noted below in the computational risk assessment, an outline of fire safety hazards are presented below as a summary.

- Catering units, especially those with LPG Gas; these will be subject to individual sign-off by a qualified fire risk assessor and connections checked periodically.
- Generators.
- The potential for customers smoking in an outdoor environment. This will be regularly monitored, and signage will note 'no smoking'.
- Accumulations of combustible materials both front of house and back of house, dealt with by regular housekeeping, removal of waste by a licensed contractor and management monitoring.
- Infrastructure that may have a low flashpoint such as cleaning materials or alcohol. They will be stored in a locked, signed area with appropriate ventilation. Oxidising and non-oxidising materials will not be stored together.
- Most materials are either IFR or DFR.
- Arson: mitigation measures include overnight security and removal of waste periodically.
- Failure of electrical connections, mitigation by installation by qualified persons.
- Training will be provided to staff in key roles in use of FFE and escalation processes.

Assessment of Fire Risk

Each identified hazard is assessed in accordance with the fire risk-rating matrix detailed in this report. This matrix has due regard to the person or group of persons who are likely to be affected by each

hazard, by considering the hazards in terms of their potential to harm (severity) and their likelihood (probability) of actually occurring.

The matrix allows the assignment of a specific risk rating for each perceived hazard, which subsequently assists in determining the nature and extent of any necessary additional controlling measures, (both physical and procedural deficiencies).

PREMISES DETAILS AND OCCUPANCY LEVELS, DETAILS

Description of Premises

The event construction dates are from the Wednesday 20th August 2025 to Friday 22nd August 2025. The event is open to the public on Friday 22nd, Saturday 23rd & Sunday 24th August 2025. The event deconstruction dates are from the Monday 25th August to Wednesday 27th August 2025.

Description of event areas

The event is comprised of:

- A 25m x 25m main stage
- Various food traders
- Event style bench seating
- Event décor (e.g., hammock flowers, archways, themed seating)
- Back of house areas (e.g., dressing rooms, offices)
- Reefers (refrigerated units for stock)
- Bars – VIP, Main Bar and double decker bar

See Appendix 1 – Site Plan.

The event is held in Cutteslowe Park, Oxford. The site has sufficient invacuation capacity and there are multiple RVP points within the park capable of withstanding a full evacuation. Please see the site plan for further information on RVP points and sqm floor space assessments.

Capacities

Site wide: 4,999 pax. This is lower than the egress and floorspace capacities noted below.

Travel distances to each emergency exit do not exceed 100m.

EXISTING FIRE PRECAUTION MEASURES

Measures to Control Sources of Ignition, Fuel and Oxygen

- a) Waste management includes storage of refuse in wheeled bins at a suitable distance from the decked areas.

- b) The food and bar structures are strictly NO SMOKING. Signage to reflect this, including smoking cessation signage, is displayed in all areas within the premises (decked area) and associated outbuildings and offices.
- c) It is confirmed that electrical installations are inspected / tested as part of an ongoing programme and in accordance with BS7909 (Temporary Electrical Installations).
- d) All contractors engaged to work for [REDACTED] have agreed to the provision of appropriate fire safety information, training and guidance for their employees when working in the premises. It also includes procedures for permit to work systems and hot works.
- e) There is a controlled, signed, locked store for flammable alcohol spirits.
- f) Hazardous Chemicals are kept in a locked, ventilated area that has appropriate signage and firefighting equipment (FFE).
- g) There are no generators used onsite, which eliminates the fire-hazard of temporary generation.

Firefighting and Access Measures

- a) The site has suitable access for Fire Service vehicles and hydrants are provided on adjacent paved areas around this pedestrianised event space.
- b) This fire risk assessment, and associated ESMP appendices, are located in the online safety file.
- c) Natural ventilation is provided as the event is outdoors.
- d) The offices are closed areas and ventilation is provided by means of natural ventilation of windows and doors opened and closed.
- e) There is appropriate FFE as scoped per the FFE plan.
- f) All appliance points are all indicated with appropriate signage to indicate the location.

Maintenance of Fire Safety Facilities

All extinguishers will undergo periodic inspection and testing and will be documented as such. Daily inspection of all emergency egress routes

Management Procedures and Information

Employee role-specific fire evacuation and safety induction training is documented.

All [REDACTED] employees are supplied with an information card noting extinguisher points and evacuation routes.

The formal 'report line' management system, with a link to the H&S team, will monitor any "near-miss" occurrence to identify potential fire related hazards.

Details of Relevant Persons Especially at Risk

Unlike a more complex evacuation scenario, such as a hotel or multi-floor building, the event does not require a Personal Evacuation Plan (PEEP) for the broad demographic of those with cognitive or physical impairments.

Details of Highly Flammable and Explosive Materials

Catering gas bottles are permitted on site and replacements are made prior to daily opening. Cleaning products are stored in a locked, well ventilated storage area that has appropriate signage relevant to its risk.

Oxidising materials are kept separately from non-oxidising materials to avoid any combustion risk.

Fire Risk Assessment - Campfire Country / Beatmasters / We Love It! Weekender 2025

Introduction

This risk assessment has been carried out to ensure compliance with the Fire Reform Order 2005, Health & Safety at Work Etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and other associated legislation, regulations and guidance.

It follows the approach detailed in the Health & Safety Executive Guidance “5 Steps to Risk Assessment”. The 5 steps are as follows:

1. Identify the hazards
2. Decide who can be harmed
3. Evaluate the risk, by determining the likelihood of injury and the severity of the outcome
4. Record the findings
5. Review regularly, and where there is reason to believe that the assessment is no longer valid

Scoring System

When estimating likelihood of harm (L), five options are provided to choose from:

1. Very Unlikely Less than 1% chance of being experienced by an individual during their working lifetime.
2. Unlikely Typically experienced once during the working lifetime of an individual.
3. Likely Typically experienced once every 5 years by an individual.
4. Very Likely Typically experienced at least once every 6 months by an individual.
5. Almost Certain A extreme high chance to be experienced by an individual

When estimating potential severity of harm (S), five options are provided to choose from:

1. Slight Harm
2. Minor Harm
3. Moderate Harm
4. Specific Harm
5. Disabling/Fatal Harm

Health & Safety examples of the 5 options are provided in the following table:

Harm Category	1. Slight Harm	2. Minor Harm	3. Moderate Harm	4. Specific Harm	5. Disabling/Fatal harm
Health	Nuisance and irritation (e.g., headaches); temporary ill health leading to discomfort (e.g., diarrhoea).	Dermatitis; asthma; work related upper limb disorders	Partial hearing loss, ill health leading to permanent minor disability.	Hearing loss, Chemical Poisoning.	Acute fatal diseases; severe life shortening diseases; permanent substantial disability.
Safety	Superficial injuries; Bruises; eye irritation from dust.	Minor lacerations and burns, concussion;	Serious sprains; minor fractures, lacerations and burns.	Major fractures major burns and lacerations	Fatal injuries; amputations; multiple injuries

To estimate the level of risk (**R**), the 2 factors are combined to determine risk as illustrated in the following table:

Probability of Harm	Severity of Harm				
	1. Slight	2. Minor	3. Moderate	4. Specific	5. Disabling/Fatal
1. Very Unlikely	Very Low Risk	Very Low Risk	Very Low Risk	Low Risk	Low Risk
2. Unlikely	Very Low Risk	Low Risk	Low Risk	Medium Risk	Medium Risk
3. Likely	Very Low Risk	Low Risk	Medium Risk	High Risk	High Risk
4. Very Likely	Low Risk	Medium Risk	High Risk	Very High Risk	Very High Risk
5. Almost Certain	Low Risk	Medium Risk	High Risk	Very High Risk	Very High Risk

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The risk level is laid out as below giving a level from 1 to 25, 1 being the lowest and 25 the highest:

Severity	Probability				
	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Risk Level	
Very Low	
Low	Acceptable risk. No further action except to maintain existing control measures.
Medium	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
High	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Very High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period, and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Hazard	Consequence	People at Risk	Severity	Probability	Risk L/M/H	Control Measure	Severity	Probability	Risk L/M/H	Further Action Required
Lack capacity and evacuation routes	Burns or secondary injuries such as panic and crushing	Employees, Customers and Visitors	5	4	20	1. Area has been designed with appropriate emergency exits in relevant locations. 2. Capacity calculations have been undertaken in line with the Guide to Safety at Sports Grounds, 6 th Ed. by a competent person. 3. Area has been designed with adequate queueing, circulation and egress space.	5	2	10	1. Staff to monitor evacuation routes and ensure they are clear. 2. Training to be provided to staff to ensure they are competent in the role of evacuation.
179 Chemicals	Inappropriate storage leading to potential burns, combustion resulting in injury, death, destruction to property	Employees, Customers and Visitors	5	2	10	1. There is a limited number of combustible materials onsite (e.g., cleaning materials, chlorine, alcohol spirits) 2. Combustible materials are kept in a lock, ventilated, signed area when appropriate. 3. Staff are given appropriate instruction and supervision on the use of chemicals. 4. No smoking signage to be in-situ	5	1	5	1. Management to monitor the area to ensure it remains locked and any signs are replaced if removed/damaged.
Caterer LPG	Inappropriate storage leading to potential burns, combustion resulting in injury, death, destruction to property	Employees, Caterers, Customers and Visitors	5	4	20	1. Caterers are briefed regarding LPG storage 2. LPG kept in a locked, ventilated, signed cage or other area as appropriate. Maximum number of LPG canisters for storage is 2. 3. Traders are not permitted to move LPG canisters mid-event. 4. Due to the flammability of empty canisters, prompt collection is required.	5	2	10	1. Initial inspection pre-opening to determine the clips/pipes for gas installations to be appropriate 2. Ongoing monitoring of traders to ensure adherence. 3. Management to monitor no smoking in gas areas. 4. Management to monitor and supervise traders to ensure appropriate act

Overcrowding	Crush and panic with secondary injuries including possible fatalities	Employees, Customers and Visitors	5	5	25	<ol style="list-style-type: none"> 1. Access control in place at the park entrance to control occupancy levels with electronic ticket scanning. 2. Occupancy level calculated at the design stage to enable sufficient exits for levels of occupancy. 	5	2	10	<ol style="list-style-type: none"> 1. Minimum number of SIA security at all times at egress points. 2. SIA security to escalated concerns in relation to overcrowding. 3. Main bar entrance to premise fully open at all
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						<ul style="list-style-type: none"> 3. Training provided to teams to monitor density levels. 4. Event control monitors capacities to detect variances before they become an issue. 				<ul style="list-style-type: none"> 4. Duty Manager to monitor at busy periods and increase SIA members to control if and when required. 5. A qualified competent crowd manager (NVQL4 Spectator Safety Management) will be in situ to monitor the event.
Obstructions in egress points and routes 181	Crush and panic with secondary injuries including possible fatalities	Employees, Customers and Visitors	5	4	20	<ul style="list-style-type: none"> 1. All egress Points to be inspected prior to operation times. 2. During operation all egress points and routes to be inspected during operation for obstructions. 	5	2	10	<ul style="list-style-type: none"> 1. Regular inspection to ensure areas clear and free from customer belongings. 2. All employees to monitor all areas.
Smoking and discarded cigarettes	Burns or secondary injuries	Employees, Customers and Visitors	4	4	16	<ul style="list-style-type: none"> 1. Fire extinguishers in designated areas 2. Trained staff deployed to use FFE if required. 3. Employees not permitted to smoke on duty. 4. Employees know where the nearest smoking area outside of the event is. 	4	1	4	<ul style="list-style-type: none"> 1. All staff to monitor persons smoking within internal areas. 2. SIA security to enforce no smoking policy whilst onsite 3. Cleaners to regularly empty bins 4. Staff briefing on FFE use and process to raise the alarm.

Accumulations of Combustible Materials	Burns and possible secondary injuries	Employees, Customers and Visitors	5	3	15	<p>1. Wheeled refuse bins are supplied for the disposal of refuse and are emptied periodically by the refuse department.</p> <p>2. All employees are trained in the correct disposal areas for refuse.</p> <p>3. The refuse area is located away from the premises main structure.</p>	5	1	5	<p>1. All employees to practice good housekeeping</p> <p>2. Refuse areas to be checked regularly for build-up of refuse.</p> <p>3. Refuse is always not to be stored in premises and to be disposed of in the correct location.</p>
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										<div>4. All premise bins to be regularly emptied and removed to refuse bins.</div> <div>5. Spot checks undertaken on F+B providers.</div> <div>6. Additional briefings required for those utilising waste disposal.</div>	
183	Electrical Appliances and Installation	Burns and possible fatality	Employees, Customers and Visitors	5	4	20	<div>1. All electrical installations fitted by competent electrical contractors.</div> <div>2. All Electrical components are to wiring regulations and come complete with CE markings.</div> <div>3. All electrical appliances equipped with CE markings and comply with current regulations</div>	5	1	5	<div>1. Management monitoring electrical installations to spot for visual defects</div>
	Arson	Burns and possible fatality	Employees, Customers and Visitors	5	5	25	<div>1. SIA staff are on duty throughout the event and when the site is closed.</div> <div>2. FFE is provided to reduce the impact of potential arson attempts.</div> <div>3. Training is provided to staff on how to use FFE, and when appropriate to do so, if there is a potential arson attack.</div> <div>4. Further fencing is in place to prevent unauthorised access and reduce the likelihood of arson.</div>	5	1	5	<div>1. SIA Security staff to patrol all areas over the 24hour period each day.</div>
	Insufficient lighting	Panic, Burns and possible fatality	Employees, Customers and Visitors	5	3	15	<div>1. Festoon lighting, flood lights and tower lights have been designated for specific areas.</div>	5	1	5	<div>1. Management to conduct a ‘dark hours’ walk-round to assess lighting levels issues, rectifying with additional lighting where necessary.</div>

Insufficient Employee training	Panic and possible secondary injury	Employees, Customers and Visitors	3	4	12	1. All employees undergo induction emergency action training and instruction	3	1	3	1. Employee training is reviewed periodically. 2. Regular briefing and instruction covering operation and any possible emergency changes and further instruction and reiteration.
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Structures burning	Burns and possible fatality	Employees, Customers and Visitors	5	5	25	1. Structures are IFR or DFR. 2. Additional FFE in situ if required. 3. Training provided to staff.	5	1	5	1. Management to monitor FFE and staff training.
Refrigeration units build-up of heat	Burns and secondary Injuries due to panic	Employees, Customers	4	3	12	1. Units Inspected prior to the event by contractor. 2. Units provided with enough ventilation and heat build-up.	4	1	4	1. Daily inspection for blocked vents or obstructions.

Appendix 5

Traffic Management Plan

Section 1: TRAFFIC MANAGEMENT PLAN

The **Traffic Management Plan** supplements the main **Event Safety Management Plan** and details the specific arrangements in place for traffic management and public transport and travel.

Aims

This plan refers to the traffic management arrangements for the 3 parts of the Oxford Weekender event and underpins the aims and objectives of the transport group which are as follows:

To develop a multi-agency traffic and travel management plan that supports the event plan and individual organisational plans and achieves the following objectives:

- Minimise traffic / travel related dangers to the public and participants and maintain the public safety on the roadways
- Facilitates access and egress to the route and event site of all spectators and other interested parties including the disabled and media
- Facilitate access and egress event by participants
- Minimise traffic disruption to those going about their normal business, including local businesses and organisations who need to continue to provide their services
- Maintain effective diversion routes for the emergency services attending urgent calls and preserve the functionality of the main road network and key infrastructure
- Identify suitable emergency access / egress routes to the site
- Develop and implement appropriate command, control and coordination arrangements for traffic and travel management on the day of the event
- Prepare traffic / travel related contingency arrangements

Traffic Marshals;

[REDACTED]

Identity Badges & Uniforms;

[REDACTED]

Road Closures and all TM Plans;

[REDACTED]

Event Vehicles

[REDACTED]

TTRO;

[REDACTED]

Rendezvous Points

[REDACTED]

Event Control (EC);

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Attendee Communications;

[REDACTED]

[REDACTED]

[REDACTED]

Staff Communications;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Communication with the Press and Media;

[REDACTED]

Residents and Businesses letters.

[REDACTED]

Section 2: Local Overview

Local Overview

Cuttislowe Park is located in Oxford. The postcodes for the park are OX2 8NP (Northern end) and OX2 7XD (Southern end).

The park has regular bus services, run by the Oxford Bus Company and Stagecoach (routes 2, 2A and 2B). The nearest Park & Ride is Water Eaton. Buses stop at the top of Harbord Road, which is a 10 minute walk to the park.

There are two car parks. One is at the north end of the park at the Harbord Road entrance. The other is at the south end of the Park, off the A40 entrance (heading towards Headington). Parking charges apply at both car parks. Parking restrictions apply to surrounding residential roads.

Railway Services

The nearest train station is Oxford Station, Park End St, Oxford OX1 1HS.



Section 3: Routing

Event Vehicle Access



Map Redacted.



Map Redacted.


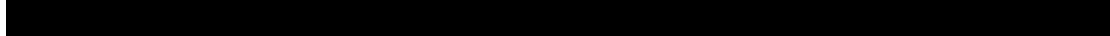
Blue route

Emergency vehicles approaching the park will follow the same routing as above.

Pedestrians Routes

Pedestrians can enter the park via Harbord Road, via the overpass from Wren Road or from the park's car park off North Way.

RVPS

The rendezvous points for the event 


Section 4: Traffic Management

Provided by [REDACTED], who are providing directional signage and CAD plans.

Event Traffic Directional Signage

Event traffic is to follow directional signage for pick up and drop off.

Section 5: Car Parking, Pick up & drop off

Car Parking

There will be no formal car parking for the event.

There is a pick up and drop off location within the car park which will be signposted and marshalled by [REDACTED]

The general public are advised to plan their journey via the travel website;
<https://www.traveline.info/>

Car Park Management

The management of the car parks will be undertaken by [REDACTED] Stewards.

Section 6: Alternative / Public Transport

Communication with Event Attendees

Communication will be put out to all ticket holders advising them of their traffic and travel options 1 week before the event. Real time social media updates with both pre scripted and live traffic and travel information will also be disseminated.

Information to be circulated will include but is not limited to:

Railway Services

Cotteslowe Park is around a 15 minute walk from Oxford Parkway station (OXF), which serves as the primary rail connection for visitors traveling by train. Oxford Parkway is a modern station that opened in 2015 and provides regular services to London Marylebone via Chiltern Railways, as well as connections to Birmingham and other destinations. Chiltern Railways trains stop near Cotteslowe & Sunnymead Park making this a convenient option for those coming from London or the wider rail network. The station also offers good parking facilities and is well-connected to local bus services, making it an excellent gateway for visitors who prefer rail travel over driving into Oxford city center.

The public are advised to plan their journey via the travel website;
<https://www.traveline.info/>

Local Bus Services and Park & Ride Services

Bus transport to Cotteslowe Park is well-served by multiple routes operated primarily by Stagecoach Oxfordshire and other local operators. You can get to Cotteslowe Park by bus using lines 2, 2A, 700, and S5 with Stagecoach Oxfordshire operating buses from Magdalen Street to Upland Park Road every 10 minutes, and the journey taking 9 minutes. The nearest Park & Ride is Water Eaton, with buses stopping at the top of Harbord Road, which is a 10 minute walk to the park. Additional bus services include routes 2B, 7, S4, and X4 that provide access to nearby stops, with the closest bus stops being around a 10-15 minute walk from the park itself. This comprehensive bus network makes the park easily accessible from Oxford city center and surrounding areas.

The public are advised to plan their journey via the travel website;
<https://www.traveline.info/>

Cycling and Walking;

Cycling and walking are a reliable way to get to and from the event for local attendees. The public are advised to plan their journey via the travel website; - <https://www.traveline.info/>

Appendix 6

Medical Plan

Appendix 7

i. Noise Management Plan

i. i Introduction

This plan has been put together by the management of Lined Up Events Ltd. 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.

Campfire Country / Beatmasters / We Love It! Festival event is a 3-day event involving a wide range of performers and other entertainment. The event will be held on 22nd, 23rd & 24th August 2025. The performance area(s) are listed below.

i.ii Main Stage

Music Genre: Live Music:

22nd August: 15:00 – 22:00, 23rd August: 12:00 to 22:00 & 24th August: 12:00 to 22:00

Absolute final cut off time of 22:30 for both events, 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 NOVOCO UK Ltd, 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 [REDACTED] 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 [REDACTED] 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 22:30 for both events.
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 debrief 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:



The [REDACTED] representatives will be visiting houses in these areas 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 [REDACTED] Festivals 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 [REDACTED] 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 of 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 15:00 – 10:30pm on Friday & 12pm – 10:30pm on Saturday & Sunday.

i.xv Licensing conditions

The organisers of the [REDACTED] Event 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 22:30 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 [REDACTED] 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 [REDACTED] 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 [REDACTED] 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 [REDACTED] shall conduct a propagation test. During this test offsite noise measurements will be made by [REDACTED] 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 98dBAeq(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 [REDACTED] and 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. [REDACTED] Event 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.

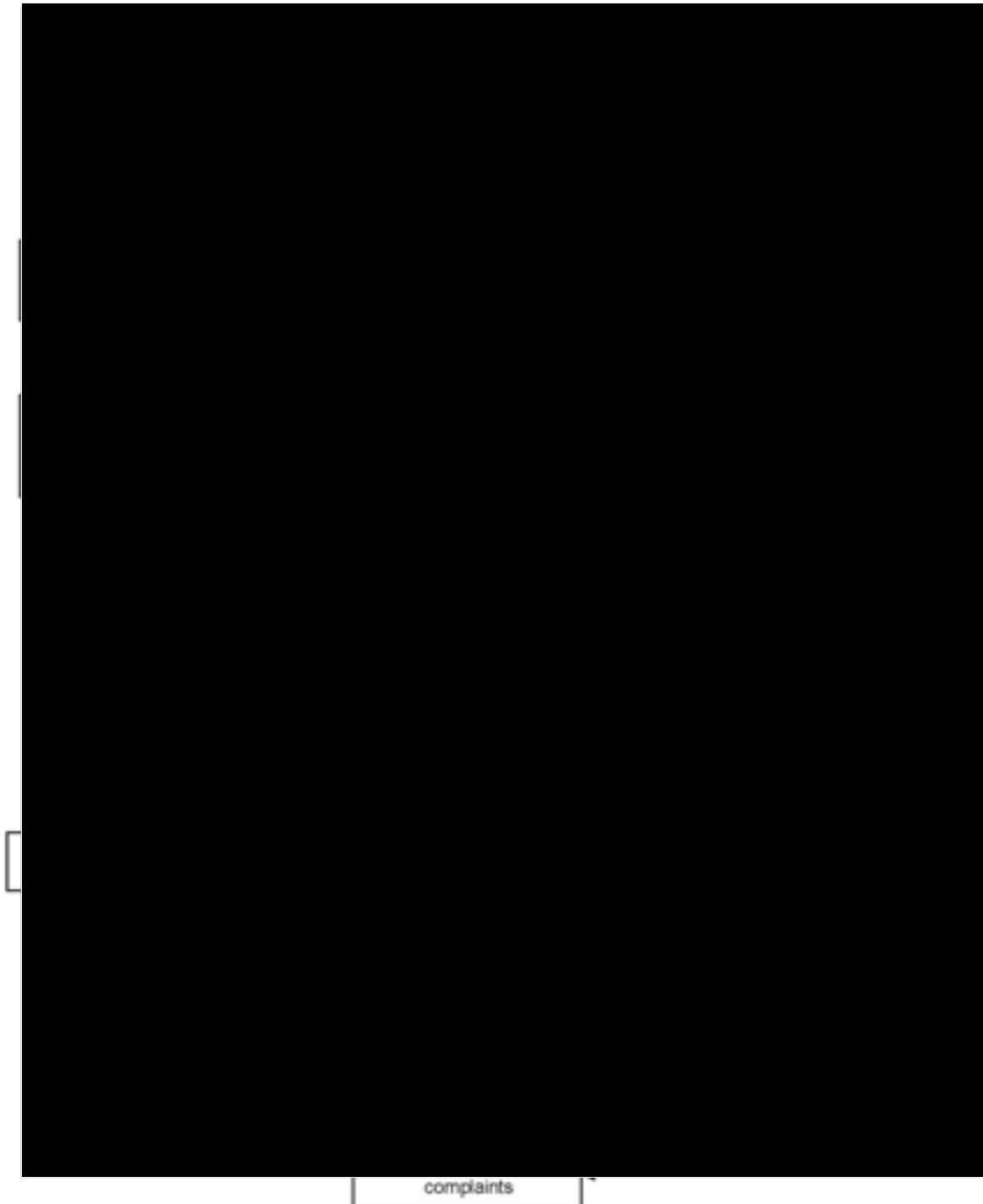
i.xxiii Communication with Sound Operators

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 earpieces but face to face contact and mobile telephones may also be used.

A review of the sound levels and procedures shall be undertaken by [REDACTED] and the Authority 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



ii. Noise Policy for Workplace Noise

██████████ 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:

██████████ 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 unnecessary 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 Coordinator 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 [REDACTED] 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 [REDACTED]

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 the [REDACTED] 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 [REDACTED] 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 bands 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 [REDACTED] 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

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

Action Required	Who by	Due Date	Action Completed
Sound Monitoring undertaken by [REDACTED] Operations Manager	[REDACTED]	12/08/25	
Ensure residents have all received communication from [REDACTED] and all have complaint number for the event	[REDACTED]	12/08/25	
Regulated entertainment involving either the playing of amplified or live music, shall not occur on more than three days in any calendar year.	[REDACTED]	15/08/25	
Adhere to any reasonable maximum music noise levels and operating hours set by the council. This will include: <ul style="list-style-type: none"> 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. 	[REDACTED]	15/08/25	
A class 2 sound level meter will be used which has A and C weighting and meets IEC 61672 standards.	[REDACTED]	15/08/25	
Sound Level Check at 11:00 <ul style="list-style-type: none"> 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 change in plans made on the day relating to noise issues must be noted in the event log. 	[REDACTED]	15/08/25	
No Music from Stage or DJ Tent Before 12:00 Noon (Only Sound Check after 11:00 Allowed)	[REDACTED]	15/08/25	
Hourly Checks for 5 minutes on show day from 11:00 – 22:00	[REDACTED]	15/08/25	
If levels are noted to be approaching maximum levels (above continue monitoring for a further 10 minutes.	[REDACTED]	15/08/25	
Sound Checks for 4 locations at the perimeter of the park	[REDACTED]	15/08/25	
If a breach of the boundary level is observed:	[REDACTED]	15/08/25	

<ul style="list-style-type: none"> - Event Gold & Silver informed and volume corrected - Staff remember to remain in location of the breach 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. 			
Any monitoring locations identified as problematic with higher levels observed more often, more frequent levels should be taken and noted in the monitoring form.		15/08/25	
Ensure that licensable activity ceases at 22:00 with the absolute cut off at 22:30 should the event be delayed.		15/08/25	
<p>If a complaint received:</p> <ul style="list-style-type: none"> - 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 the 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 		15/08/25	
<p>Submit post event report to local authority which notes:</p> <ul style="list-style-type: none"> - 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. 		15/08/25	

v. Site Plan



vi. Noise Monitoring Record Example Sheet

[illegible]

vii. Sound management process notice

██████████ is the appointed sound Manager for the ██████████ Event 2024. 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.

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 ██████████ or physical disconnection of sound system elements if required.

2. Disciplinary action.

3. Close of Stage

Venues such as rides 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. Site Plan/Noise Direction



vix. Residents letter example

Resident's address

NOVOCO UK Ltd events ANNOUNCEMENTS

We are getting extremely excited about bringing NOVOCO UK Ltd Campfire Country / Beatmasters / We Love It! Festival to Cutteslowe Park, Oxford on 22nd, 23rd and 24th August 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 12pm and 10:00pm on the show days.

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 the 12pm to 10pm. (3pm-10pm on the Friday)

If you have any concerns whatsoever – please contact NOVOCO UK Ltd on [REDACTED] 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

x. 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 22:30 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 $L_{Aeq,15 \text{ minutes}}$ 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.

Appendix 8 - Alcohol & Drugs Management Plan & Policy

i. Introduction

This Alcohol & Drugs Management Plan & Policy has been produced by **NOVOCO UK Ltd** for the 2025 event held at Cutteslow Park, Oxford. The document outlines our policies, structure, and procedures to ensure compliance with the Licensing Act 2003 and associated Scottish regulations. The policy promotes the five licensing objectives:

1. Preventing crime and disorder
2. Securing public safety
3. Preventing public nuisance
4. Protecting children and young persons from harm

This plan is to be shared with the Licensing Board, Safety Advisory Group, Police, and other relevant authorities in advance of the events, and forms part of our Premises Licence compliance documentation.

ii. Event Overview

Item	Description
DPS	
Event Dates	22nd - 24th August 2025
Location	Cutteslowe Park, Oxford
Opening Times	12:00 – 22:00 (15:00 – 22:00 on Friday)
Sales	On Sales Only, customers are not permitted to bring alcoholic drinks into the venue. No alcoholic beverages will be allowed to leave the event site.
Items Sold	See appendix 1 – Product & Price List.
Glassware	No Glass is permitted on site. Vessels will be PET, Cans or Disposable cups. Vessels will be sold opened.
Toilet Provision	As per EMP.
Welfare	As Per EMP.

iii. Licensing Compliance Measures

In compliance with the Licensing Act 2003, **NOVOCO UK Ltd** commits to the following mandatory conditions:

- Free tap water available at all alcohol-serving units.
- Challenge 25 is actively implemented, with signage displayed at all bars (see Appendix 2).

- No irresponsible promotions including:
 - Alcohol for free or at a reduced price as a reward
 - Drinking games or "buy one get one free" deals
- No sale of alcohol to:
 - Persons under 18 (even if accompanied)
 - Persons who appear intoxicated
 - Anyone attempting to purchase on behalf of an intoxicated individual

Acceptable forms of ID include:

- Passport
- UK or EU photocard driving licence
- PASS-accredited proof-of-age card

vi. Site Plan



v. Management & Staffing

Each bar unit will have a designated Bar Manager. The Designated Premises Supervisor (DPS) has overall responsibility for alcohol management and compliance.

Staffing Responsibilities

Role	Name & Description
DPS	<ul style="list-style-type: none"> Overall supervision and management of all bar operations. Ensuring compliance with Premises License conditions Coordinating between bar managers to ensure smooth operations across the site. Addressing any issues that arise in any of the bar outlets. Conducting regular meetings with bar managers to review performance and operations.
Bar 1 Manager: Main Bar	<ul style="list-style-type: none"> Day-to-day management of Bar 1. Supervising staff, managing stock, and ensuring excellent customer service. Reporting to Occasional License Holder on operations, challenges, and successes. Total Staff: xx Staff Allocation: xx Staff: Front Service x Staff: Beverage Preparation (Pours, etc.) x Staff: Stock Management and Replenishment Notes: Bar 1 is expected to handle the highest volume of customers. Ensure efficient service and quick turnover at the front. All staff should adhere to the dress code and maintain a high level of customer service.
Bar 2 Manager: VIP Bar	<ul style="list-style-type: none"> Managing the VIP Bar, ensuring a high level of service for premium customers. Overseeing staff, maintaining stock, and ensuring the exclusive atmosphere. Liaising with Euan Smith for any high-priority issues. Total Staff: Staff Allocation: x Staff: Front Service (Counter) x Staff: Beverage Preparation (Premium Service) x Staff: Stock Management Notes: The VIP Bar requires discretion and a heightened level of service. Staff should be familiar with the premium drink offerings and ensure quick service with attention to detail.
Bar 3 Manager: Second Stage Bar	TBC

- Leading the Bar 3 team, focusing on a unique and engaging bar environment.
- Managing staff, stock levels, and customer satisfaction.
- Coordinating with Euan Smith on operational needs.
- Total Staff: x
- Staff Allocation:
- X Staff: Front Service and Beverage Preparation
- Notes:
- The single staff member should be adept at handling multiple roles including service and preparation.

Training Requirements

All staff handling alcohol must undergo training in accordance with Licensing Laws (see Appendix 3), including:

- Understanding the Licensing Objectives
- ID verification & refusal procedures
- Safe alcohol handling
- Health & safety in bar operations

vi. Responsible Alcohol Management Policy

NOVOCO UK Ltd take the management of the sale of alcohol with the utmost seriousness and understand that:

- It is a criminal offence to sell any alcohol to children under the age of eighteen.
- It is a criminal offence to knowingly sell or serve alcohol to a person who is drunk or who appears to be drunk.
- It is a criminal offence to sell or serve alcohol to the companion of a person who is drunk for the drunken person's consumption.
- It is forbidden to sell alcohol for consumption off site as per the premises licence

In order to promote and adhere to the 5 licensing conditions NOVOCO UK will implement the following procedures:

- Implement the Challenge 25 scheme at all bars with appropriate signage to advertise the policy. Example in Appendix 2.
- Ensure sales of alcohol stop 15 minutes prior to the event end time.
- Deploy SIA bar security staff at all bars in order to:
 - Ensure appropriate security measures are in place at the bars, that ID checks are taking place correctly and that suitable ID is examined, Acceptable proof of age is:
 - Valid passport
 - A photo driving licence
 - A proof of age card such as the PASS card from the national Proof of Age Standards Scheme
- Ensure SIA bar security staff have the authority to challenge bar staff where appropriate.
- Ensure ID is requested before any drinks are poured.
- Conduct internal 'mystery shopper' test purchases.
- Ensure staff are vigilant and that staff are reminded to continuously monitor those in the queue for anyone displaying signs of intoxication

- Will not permit offers or promotions relating to the sale of alcohol or encourage excess drinking in any form
- Ensure all training records shall be made available to authorised officers. Example in Appendix 3.
- Maintain a refusals log for the event. Example in Appendix 2.
- Staff under the age of eighteen are not permitted to work on the sale or delivery of alcohol.
- Ensure that glass vessels are not permitted onsite
- Ensure free drinking water must be provided at each unit that sells alcohol.
- Ensure bottled water and soft drinks are available for sale at units that sell alcohol

vii. Drugs

Due to the nature of this event alcohol and drug use is expected so will be monitored and search procedures will be in place for the event. There will be a zero-tolerance approach to illegal substance use.

If illegal substance use is witnessed, it will be reported to security and the person(s) may be removed from the event site. This includes Psychoactive Substances or legal Highs.

vi.i Search Procedures

The search procedures outline in the EMP will be followed at all times.

vi.ii Confiscation

Illegal substances will be confiscated by Security and bagged in evidence bags. These will be transferred to Event Control and kept in a secure container. The ESO will liaise with the local Police at the end of the event for collection. Amnesty bins will also be placed outside the entrances.

There is a sealed liquids policy for this event, which is clearly advertised when purchasing a ticket, there will also be signs to say this at all entrances. All unsealed liquids will be confiscated.

Vi.III Spiking

Staff will immediately help someone who has been or is suspected to have been spiked. The victim may not be able to get medical help or call the police, and the people with them may be focused on helping them.

If someone has been spiked in the venue, event staff will:

- check whether the victim needs any medical support, and arrange it if they do
- find their friends
- find them a safe space, away from crowds, if they need one
- help them to get home safely
- call the police, if that has not already been done

To support the police, staff will:

- Tell security and work to identify the perpetrator. Staff will gather as much information as they can for the police.

- Evidence will be collected and secured, including:
 - all affected drinks,
 - containers and
 - contaminated clothing.

The event will display clear information that spiking will never be tolerated and will always be reported to the police. See Appendix 5 for examples.

Staff training– including door and security staff, and bar staff – will include how to recognise spiking and what to do when it happens.

Bar staff will also:

- remove unattended glasses
- do not promote rapid consumption
- be alert to unusual requests

vii. Ejections

The ejection procedures outlined in the EMP will be followed at all times.

Appendix 1 – Products & Price List

To follow

UNDER 25?

Please be prepared to show proof of age when buying alcohol

Acceptable forms of ID:

- Cards bearing the PASS hologram
- Photographic Driving Licence
- Passport

drinkaware.co.uk

u25

RASG
Retail of Alcohol Standards Group

Appendix 3 – Training Record Example Sheet

Training Record for Bartenders operating under UK Licensing Laws.

Venue Name: _____

Venue Address: _____

License Holder: _____

Training Supervisor: _____

Bartender Details

Full Name: _____

Position/Role: _____

Date of Birth: _____

Date of Employment: _____

Training Topics Covered

- Introduction to UK Licensing Laws
- Overview of the Licensing Act 2003
- Understanding the Four Licensing Objectives:
 - Preventing crime and disorder
 - Securing public safety
 - Preventing public nuisance
 - Protecting children and young persons from harm
- Spiking - recognising the signs and what to do
- Responsibilities of a personal license holder

Sale of Alcohol to Persons Under 18

- Procedures for age verification (Challenge 25)
- Recognising acceptable forms of ID
- Consequences of non-compliance

Sale of Alcohol to Drunk Persons

- Identifying signs of intoxication
- Refusal of service procedures
- Handling difficult situations and customers

Operating Hours and Conditions

- Legal hours for the sale of alcohol
- Understanding special conditions of the premises license

Health and Safety Regulations

- Safe handling of glassware (if permitted) and alcohol
- Procedures for dealing with spills and breakages
- Fire safety and emergency procedures

Responsible Alcohol Retailing

- Promoting responsible drinking
- Managing promotions and discounts within legal guidelines
- Communication of responsible drinking policies to customers

Understanding the Role of Licensing Officers (LOs)

- Role and powers of LOs
- Importance of compliance inspections
- Cooperation with LOs during visits

Record Keeping and Reporting

- Maintaining accurate records of alcohol sales
- Procedures for recording refusals of service
- Reporting incidents to management and authorities

Certification

I, the undersigned, confirm that the above-named bartender has completed the necessary training in accordance with UK Licensing Laws.

Trainer Name: _____

Signature: _____

Date: _____

Bartender Name: _____

Signature: _____

Date: _____

Review Dates

Next Review Date: _____

Reviewed By: _____

Bartender Signature: _____

Appendix 4 – Example Refusal Log

REGISTER OF REFUSALS

Name of Premises		Designated Premises Supervisor (DPS)	
------------------	--	--------------------------------------	--

Anytime the sale of alcohol or other age restricted item is refused, a record must be kept.

[illegible]

CHALLENGE 25 POLICY – Any person who looks under the age of 25 is required to prove they are over 18.

It is the duty of those selling age restricted items to refuse service to any person under the age of 18 or who cannot prove they are over 18, any person who is or appears to be drunk or involved in disorderly conduct.

¹Where the reason for refusal is 'other' please explain the reason below

Acceptable Forms of ID – Photo Card Driving Licence, Passport or Proof of Age Card with a PASS Hologram

A poster with a black background and a checkered border at the top and bottom. The main text is in large, bold, yellow and white letters. The background image shows a night scene with bright, colorful light trails (yellow, orange, red) and silhouettes of people with their hands raised in the air, suggesting a nightclub or party environment.

SPIKING?

YOUR FUTURE INCLUDES

THE SEX OFFENDERS REGISTER

PRISON

LIMITED EMPLOYMENT PROSPECTS

RESTRICTED TRAVEL

LICENSING SAVI **SECURITY & VULNERABILITY INITIATIVE** [®]

NPCC
National Police Chiefs' Council

www.police.uk/spiking

From: [REDACTED]
To: [licensing](#)
Subject: FW: New Premises Application - NOVOCO Cutteslowe- Ref: 'oxford-1646858'
Date: 08 July 2025 15:52:01
Attachments: [image003.png](#)
[image005.png](#)
[image004.png](#)

To The Licensing Authority-Oxford City Council.

Regarding the three day festival Campfire Country, Beatmasters & We Love It! Festival [REDACTED] in Cutteslow Park (your reference 1646858), TVP have concerns regarding the short notice in the event approaching all the relevant authorities, that the three days are different concepts, therefore potentially attracting different demographics and therefore different challenges to the licensing objectives. We are also concerned given that this is such a protracted event and the significant increase in use of the park for festivals given the proximity of local residence.

This is a completely new event and as such it is very difficult to accurately predict how the licensing objectives will be impacted on. In terms of crime and disorder, we cannot say with any certainty that the application warrants an objection despite our concerns.

As such we have discussed and agreed a raft of conditions that as best as is possible addresses the likely overall issues and are appropriate to the promotion of licensing objectives.

Consent and the conditions are contained below, however in summary these conditions are:

1.	The event shall be one occurrence per year, consisting of three consecutive days only. Prior notice of the proposed days shall be sent in writing to the Licensing Authority, Thames Valley Police Licensing, Thames Valley Police Operations and Oxford City Environmental Health department no later than 3 months prior to the event. The proposed dates shall be subject to the consent of the above named authorities.
2.	<p>The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall be given training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of:</p> <ul style="list-style-type: none"> - The need to ensure the responsible sale and supply of alcohol - The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage - The need for vigilance regarding proxy sales - The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 25 years old <p>Staff shall sign to confirm they have received and understood this training. Written copies of this training shall be retained by the premises licence holder for 6 months after the event and shall provide copies to the Police or the Licensing Authority upon request.</p>
3.	The event control will maintain a Premises Register throughout the

	<p>event This Register shall</p> <p>be retained by the licence holder for a minimum period of 3 months after the event for subsequent referral by the authorities if requested. A copy of the finalised register shall be given to Thames Valley Police after the event for their records and for referral regarding future events.</p> <p>The log will detail:</p> <ul style="list-style-type: none"> • The name of the person responsible for the premises on each given day of the event. • The name(s) of the person(s) authorising the sale of alcohol each day of the event. • All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. • Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) • Any items seized by security staff employed at the premises • The name, SIA number, start and finish time of anyone employed in a security role for that day • Any use of force by SIA registered staff in the effective management of the premises or in ejecting persons from the premises (to include date, time, member of staff involved, reason for force as well as a brief physical description of the person refused) • Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter.
4.	<p>The Premises Licence holder shall ensure that all staff employed in a security or stewarding role at the premises shall wear at all times whilst on duty both inside and outside of the premises' foot print high visibility florescent yellow jackets/ vests which clearly identify them as members of in that role.</p>
5.	<p>The premises licence holder shall, if invited, attend the Oxford Safety Advisory Group</p> <p>(SAG), and shall implement and adhere to all recommendations made by that group.</p>
6.	<p>The event organiser shall submit an event management plan (EMP) to the Oxford Safety Advisory Group (SAG) no later the 3 months before the date of the event that year.</p>

7

The premises shall implement written policies and procedural statements and/or

management action plans. Such documents shall include, but not be limited to, the

following:

- Road Traffic Management Plan (RTMP)
- Conditions of Entry (inc searching of persons entering the site, and the process for found illegal or restricted items such as drugs or weapons and liaison with Thames Valley Police for the collection of such items)
- Crowd Dispersal at the end of the event
- Emergency and evacuation procedures (including Counter Terrorism plans)
- Safeguarding Children & Vulnerable Adults
- Noise
- Queue Management
- Responsible Service of Alcohol
- Drinks Spiking
- Violence against Women and Girls (VAWG) Offences
- Security Measures (inc the details of the security provider, the number of SIA security on site throughout the whole period of the event, their duties and deployments)
- Underage Sales & False Identification
- Zero Tolerance Drugs(including the link to the Condition of Entry policy above the provision of drugs amnesty bins etc)

(Finalised) Copies of these policies will be provided to the Oxford SAG no later the 4 weeks before the event.

Where subsequent issues are brought to the premises licence holder's attention by one or more of the authorities within the SAG, the premises licence holder shall make amendments as directed by that authority(s).

Staff shall received training on those polices relevant to their duties prior to commencing work. Staff shall sign records confirming that:

- They have had the training
- They understand the training and
- They will carry out tie role inline with the training

Hard copies of the most up to date policy/procedures will be kept on the premises during the event. They shall be readily accessible

	to staff for their own reference whilst working, and shall be made available to the Licensing Authority, Thames Valley Police or Oxford City Council Environmental Health officer upon request to check for compliance.
8.	<p>The Premises Licence holder shall ensure that a dedicated area is provided for first aid and vulnerable patrons (i.e. through alcohol, drugs isolation, underage, lost children etc.) that have come to the attention of staff employed at the premises. This area shall be for the safeguarding and appropriate support and first aid (if required) of such persons.</p> <p>This area shall be staffed with persons that are properly trained and enhanced DBS checked.</p> <p>This area shall be clearly signposted around the site for the public to readily find.</p>
9.	Drinks shall be served in containers made from non-glassware drinking vessels (e.g. polycarbonate, plastic, cardboard, or other such material). Note: Weights and measures legislation requires the use of "stamped glasses" where "meter-measuring equipment" is not in use
10.	<p>All bottled drinks shall be decanted into a vessel as described in the non-glassware</p> <p>drinking vessels (e.g. polycarbonate, plastic cardboard or other such material) condition before being given to the customer.</p>
11.	The total capacity for the event shall be limited to 4,999 persons. This limit includes performers, guests, staff and officials.
12.	The Security staff on duty shall operate a real time means of accurately documenting those entering and leaving the site to ensure the capacity limit is not exceeded at any point
13.	The foot print of the overall event space shall be ringed with heras fencing as agreed to prevent access other than through the approved entry/exit/ blue light points.
14.	All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears


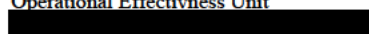
	to be under the age of 25 years and who is seeking to purchase or consume alcohol within the premises. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.
15.	All SIA security, and event management (as well as any other pertinent members of staff) shall be capable of communicating instantly with one another by way of radio or other simultaneous system of communication
16.	The event organiser shall agree an event control area where the operation will run and where the authorities may liaise with the event team during the event.
17.	There shall be throughout the event a dedicated phone number as a means of communication for the authorities to contact the event management. The phone number shall be circulated to the Oxford SAG members no later than one week before the event.
18.	The premises licence holder shall, no later than 4 weeks before the event, confirm the line-up of any performance artists /DJs etc to Thames Valley Police licensing.
19.	No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage

As such on the basis these conditions form part of the licence (if granted) TVP would have no objection to the licence. We will subsequently monitor the event and look to the review process should the event cause issues.

Yours sincerely





C0714 
Licensing Officer HQ South/Oxford Central Hub
Operational Effectiveness Unit

licensing@thamesvalley.police.uk
www.thamesvalley.police.uk

Want to know more about Licensing or the Night Time Economy?
Read our **Licensing Op Guidance**:

[Licensing & NTE Operational Guidance](#)

[Test Purchasing Operational Guidance](#)

[Op Makesafe Operational Guidance](#)

Want to submit a licensing incident or a licensing check whilst you are out on patrol- you can now submit a GEN 40/Licensing Check from your force mobile- simply click the link to our **Licensing Forms**:

[GEN 40](#)

[Licensed Premises Checklist](#)

The Licensing Team:

[Licensing Team Contact Details](#)

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From: [REDACTED]

Sent: 08 July 2025 10:52

To: [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe - If unsure email ICTSecurityTeam@thamesvalley.police.uk to report this message.

We are more than happy with the proposed conditions below. We were trying to show that we already follow these terms, so we agree to having them as conditions of the licence.

Many thanks,

[REDACTED]

On 8 Jul 2025, at 10:43, [REDACTED] wrote:

[REDACTED],

For clarity, in instances where you have added further comments other than 'yes' or 'this is fine', ie:

Yes, our EMP has (but is not limited to) the following:

1. Traffic management plan - Appendix 5
2. Security plans - Section 11
3. Search policies - Section 11.1
4. Emergency incident plans - Sections 34 & 35
5. Safeguarding plans and procedures - Section 23
6. Noise management plans - Appendix 7
7. Alcohol management plans - Appendix 8

Hard copies are kept in event control on site.

A section on Queue Management will be added to the Event Management Plan; existing references to Drink Spiking and VAWG will also be made more detailed and included also

Would you still be happy with the proposed police condition?

In order to get this home we need to show the council a clear agreement or it will end up at sub-committee. Would confirm the status of what the police have sought and from there I can make the appropriate response to the Licensing Authority

Kind Regards

[REDACTED]

From: planning@oxford.gov.uk
To: [licensing](#)
Subject: Comments for Licensing Application 25/02272/PREM
Date: 08 July 2025 20:51:11

Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 08/07/2025 8:50 PM from Mr [REDACTED] Calton.

Application Summary

Address:	Cuttleslowe Park Harbord Road Oxford Oxfordshire OX2 8ES
Proposal:	Premises Licence
Case Officer:	Madhu Singelee

[Click for further information](#)

Customer Details

Name:	Mr [REDACTED] Calton
Email:	[REDACTED]
Address:	Park Close Oxford

Comments Details

Commenter Type:	Members of the Public
Stance:	Customer objects to the Licensing Application
Reasons for comment:	<ul style="list-style-type: none">- Other objection- Public Nuisance
Comments:	08/07/2025 8:50 PM I object to the provision of a licence in perpetuity. The impact in the first year should be evaluated before giving a licence for future years. There is potential for major disruption to children, dog walker and sports activities. There is also a danger of anti-social behaviour at the end of the evenings.

Kind regards

To: licensing@oxford.gov.uk

From: Harbord Road Area Residents' Association

Ref: 25/02272/PREM, Cutteslowe Park Harbord Road Oxford Oxfordshire OX2 8ES,
Premises Licence

The Licence Application Form requires the Applicant to list steps that he/she will take to promote all four licensing objectives together, with separate sections for each of the licensing objectives.

The information on the Application Form is very general and we would like to see the Event Safety Management Plan so we can respond in detail. We therefore object to this Application and set out below our main concerns as relevant to the licensing objectives:

The prevention of crime and disorder

Residential properties in Harbord Road and the local area have previously been subject to damage to gardens/urination/defecation by people leaving events where alcohol has been served. We request that the Organiser provides stewards along Harbord Road as a deterrent.

Public safety

The general information provided gives no indication that the Organiser is aware that the event is being held in a dark area of the park, or that there is no lighting and uneven terrain leading to the exits. There is also the duck pond which is on route to the A40 Car Park which may be used for parking. The detailed event planning needs to ensure the safety of people leaving the event in the dark.

The prevention of public nuisance

There are residential properties in the park, and larger residential areas close to the event site. Noise travels. Three consecutive days of live and recorded amplified music from 12:00 to 22:00 each day represents a significant level of public nuisance for the occupiers. We have also been made aware of concerns about noise from previous music events from residents living to the north of the site towards Water Eaton. In our opinion three days of music, late into the evening, is excessive and creates an unacceptable level of public nuisance for residents.

Public nuisance has also been caused in the past by people leaving events late at night, hanging around, and creating an unacceptable level of noise and disruption. We request that the Organiser provides stewards along Harbord Road as a deterrent.

The Organiser does not appear to have any procedures to deal with people who have consumed too much alcohol, and are therefore inebriated, leaving the Site to go to other areas of the park where they could cause a public nuisance e.g. playgrounds and café which will be very busy in August.

The protection of children from harm

Cutteslowe Park will be busy during the school holidays and we are concerned that below-age teenagers will be attracted by the music, will bring their own alcohol, and will drink in the vicinity of the Site. The Organiser does not appear to have any procedures to monitor/prevent under-age drinking around the Site.

Similarly the Organiser does not appear to have any procedures to deal with people who have consumed too much alcohol, and are therefore inebriated, leaving the Site to go to other areas of the park where children will be playing.

From: [REDACTED]
Subject: [licensing](#)
Date: 25/02272/PREM
08 July 2025 20:00:43

Dear Sir or Madam,

I am writing to object to the granting of a licence in relation to the application 25/02272/PREM. I believe the granting of a licence will fail to prevent a public nuisance and therefore will fail to meet one of the four objectives of The Act . The premises in question, Cutteslowe Park, is a place enjoyed by families and individuals in the local area and is valued for its peace and quiet at most times of the day, along with weekend childrens' football games, picnics and enjoyment of the outdoors. The licence application is attached to a proposed annual event with amplified music and large crowd – mixed with alcohol this will lead to a great deal of noise, nuisance and poor behaviour in one of the quietest corners of the park and may also spill out to affect other areas of the park used regularly by families with young children. It is proposed to be of three days' duration on an annual basis. The granting of the licence is incompatible with the normal public usage of the park. If the licence is granted and the event goes ahead it will undoubtedly cause a public nuisance to all the regular, local users of the park.

Yours faithfully

Mrs [REDACTED] O'Connor
[REDACTED] Victoria Road
Oxford [REDACTED]

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This email was Malware checked by UTM 9. <http://www.sophos.com>

From: [REDACTED]
To: [licensing](#)
Subject: NOVOCO UK Ltd 25/02272/PREM Land at Cutteslowe Park
Date: 01 July 2025 13:30:23

3 day event at Cutteslowe Park

This park is surrounded by small, family homes with many young children, who will not want to be kept awake late at night with live or recorded music - noise pollution for everyone. We aren't privileged enough to escape elsewhere during the 3 days' onslaught of crowds, their behaviour exacerbated by consumption of alcohol.

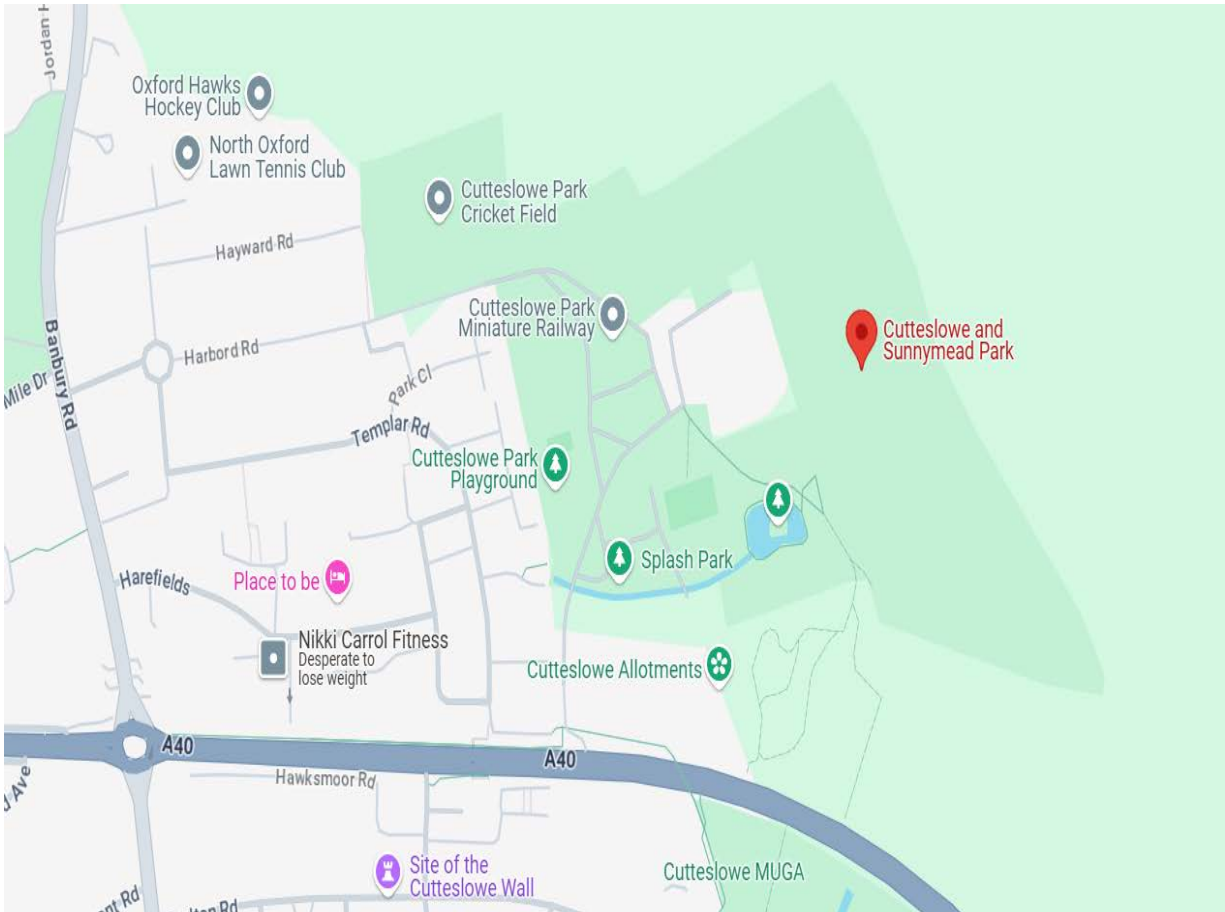
Moreover at the similar festivals which I witnessed in Bristol and Surrey, there was an atrocious amount of detritus left which cost their councils a fortune to clean up and the locality never quite recovered. We are not paying more council tax for you to do this. It's ironic that this festival will be by a peace mile and nature reserve, with a play area for local children, who will be deprived of a safe area in which to exercise and socialise for 3 days. We adults shall have to keep away to avoid petty criminals who throng to such events.

P [REDACTED] Wyman

Banbury Road

Oxford

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This email was Malware checked by UTM 9. <http://www.sophos.com>



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