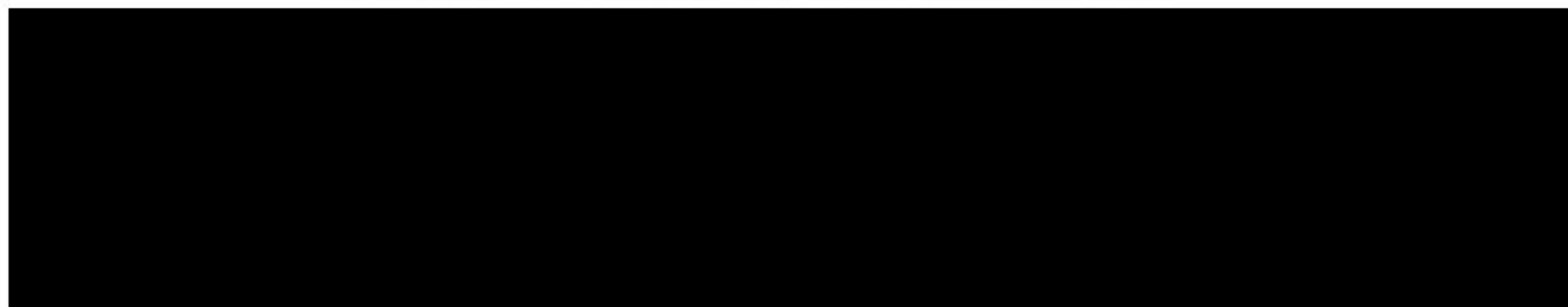


Event Safety Management Plan

Wild Field Family Festival
9 – 12 August 2019
Holly Tree Field, Oving Road, Aldingbourne



Wild Field Events Ltd.



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Premises Licence (To Follow)

Introduction

The event is being organised by: Wild Field Events Ltd.

The event will take place at: Holly Tree Field, Oving Road, Aldingbourne, Chichester PO20

Local Authority area: Chichester District Council

EVENT SITE LOCATION DESCRIPTION: Land owner Park Farm, Event Field is a 26-acre flat, grass, agricultural field, adjacent to Smiths Copse woodland.

ENTRANCE TO SITE DESCRIPTION Entrance to the field is via Oving Road. There are three gated vehicle access point to the field from Oving Road. The middle entrance will be fixed closed during the festival. The remaining two entrances will have temporary improvements to allow for swift and safe access from Oving Road.

GOOGLE MAP IMAGE OF LOCATION



Event name: Wild Field Family Festival

Type of event: Family Art & Crafts Festival with camping.

Date/s of event: 10 – 11th August 2019

Event time: Camping from midday 9th August – to midday 12th August
Festival open 10am – 8pm Saturday 10th & Sunday 11th August,

Description of event and main activities.

Wild field family festival is a pre-ticketed event. Aimed at young families, with predominantly primary school aged children.

This is a nature themed arts & crafts festival with family entertainment, activities and workshops and some music with some localised amplification.

Trade and craft demonstrations will take place onsite with high quality local food and drink stalls.

Event Personnel

Representatives from the following organisations will be present:

Event Manager – Sue O’Keeffe Director of Wild Field Events Ltd.

- Overall accountability for the event
- Assistance with inspection before and during event
- Planning the layout of the site that all official parties agree will lead to a safe environment
- To ensure that the objectives of the Temporary Events Notice objectives are upheld and adhered to
- To liaise with, Emergency Services, and the Event Safety Officer and Chichester SAG.
- Advise on unsafe works and the use of unsafe equipment
- Liaison with contractors, self-employed people on site and the health safety enforcement authority
- Assist with selection of suitable contractors
- Oversee all matters relating to the supply of alcohol

On site Safety Officer Simon Townsend

- Carry out onsite H&S inspections
- Monitoring safety performance
- Co-ordinate safety alongside contracted security and first aid in relation to any major incidents
- Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR)
- Communication of safety information to contractors on site
- Working alongside the Event Manager to compile a safety management plan; including staff deployment, identification of all key staff locations etc including where they will be, and when they will be there.

Lead Security Officer (external contract via MS Services Ltd)

- Ensure the provision of competent and qualified security and stewarding personnel to carry out their duties
- To provide the appropriate number of fully trained and accredited staff
- Ensure any incident is followed through in the appropriate manner
- Assist the Event Manager in meeting the licence objectives
- To assist and support the Event Manager and Emergency Services etc

Security/Stewards

- Ensuring public safety at all times.
- To provide intelligence and feedback to Event Control relating to activities on site
- Act as a point of contact and info for members of the public
- Advise Event Manager of any identified hazards

Key Personnel List (Name)	Position
Sue O’Keeffe	Event Manager & Personal License holder
Festival Safety Officer	Simon Townsend
Nick Goodison	Finance, IT & Communications
Wendy Berry	Trade stands coordinator
Sue O’Keeffe	Ticketing
Kevin O’Keeffe	Car parking supervisor
Kismet	First Aid 1
MS Services	Security & Traffic Management
Adrian King	Safe Guarding Officer

Contact List

Name	Position
Sue O’Keeffe	Event Manager
MS Services	Site Security
Barbara Ennis	First Aid & Safeguarding
Nick Goodison	IT & Finance & Communications
Peter Gillbard	Land Owner -Park Farm
Simon Townsend	Festival Health & Safety Officer

Contractor List & Contact Information

Company	Service
TMS Show Services (TBC)	Power Supply
C & G Marquees	Marquee & Furniture Hire
Beaver Tool Hire	Cone Hire
Perfect Portables Ltd.	Portable Toilet & Shower Hire
Veolia Environmental Services	Skip Hire
MS Services	Security Provision
MS Services	Traffic Management TBC
Kismet First Aid	First Aid Provision
Liquidline	Water provision
Entertainment	Dan the Hat
Fun Food Academy	Cookery workshops
Winner	Vehicle hire
PA Systems (TBC)	FB Music & Media
Art & Craft Workshops	Holly Berry/ Craft Scene
Percussion workshops	Sussex Music Workshops
Nerf, slime & dance workshops	The Party & Event Club

Exhibitors Food Traders and Producers (29.04.19)

Contact Name	Company Name	Hygiene Rating	Registered district
Nadia Bates	Tepee's galore	N/A	
Simon Berry	Craft Scene	N/A	
Bernard Booker	Dal Fucco Pizza	5	Arun
Bianca Carr	The Final Straw	N/A	
Robert Court	Bere Dairy Ice cream	4	Winchester
Olly Dawson	Olly's Fish Shack	5	Adur
Alison Driver	Loaded Loaves	Awaiting inspection after moving from Chichester district	Arun
Jayne Duveen	Jacobs ladder	5	Wealden
Mitka	Mitmakes Face painting	N/A	
Rachel Smith	Sussex Wildlife	N/A	
Tilly Webster	The Copper Top Bar	5	Horsham
Sarah White	Fun Food Academy	5	Chichester
Nicola Windle	Love Tea	5	Chichetser
Holly Berry	Greenpeace	N/A	
Deborah Mead	Homegrown Hunnys	5	Chichester

Concessions

There will be various catering vans/stalls etc offering light refreshments

All concessions must be located on site by the time specified within each event plan hours on the day of the event. All contractors are to carry relevant certificates of food standards and public and product liability certificates. LPG used by concessions must be in accordance with the HSE guidance on safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units" This is available on the web site www.hse.gov.uk. LPG must be suitably stored isolated from the public and a minimum number of cylinders stored on site and labelled.

Power

All contractors or traders connecting any electrical equipment must supply evidence of PAT certification for the equipment where necessary, the equipment will be waterproof and have RCD or similar protection for the end user. Any contractors connecting to (other than by way of a European standard domestic electrical connector)

Friday 9 camp set up and Monday 12 camp break down (camping stewards)
Steward set up and safety check 10am
Camping ticket office 11am – Park those who are too early in car park.
Camping opens 12noon Friday 9 th August
Steward campsite seeing in and keeping fire breaks clear
Main ticket office open 10am until 8pm Entrance manned from 9.30am Exit maned till festival arena cleared of attendees.
Saturday & Sunday campers' book in at main ticket office
Campers to be off site by 12noon Monday Stewards to man exit gate
Stewards to encourage all camper to take away all rubbish or use skip provided.
Sat/Sun 10/11 (Event Days)
Stewards 8.45 am
All exhibitors in by 9.15am and all cars moved to staff & exhibitor parking area.
Ticket office stewarded by 9am
Show opening 10:00am
Car park and exit to stay manned
Event break down, day visitors to be stewarded off site carefully using touches if dark.
Contractor breakdown from Monday after 12noon.

Event Schedule

Mon 5 August	Tues 6 August	Wed 7 August	Thurs 8 August	Friday 9 August
Weather & field check	Facilities arriving on site	Event signs/ way signs and safety signs	Event staff & exhibitor camping open	Staff briefing
Road and event direction signs	Erect barrier fencing and entrance hurdles	Check water, power, toilet and shower facilities are working	Prepare ticket office and welcome packs with wristbands.	Facilities check
Site office/camp set up	Erect marquees	Set out fire call points	Stock & set up camp shop	Do pre start H&S & noise level checks
Fence entrances and sign for contractors and stewards.	Fence around generator and water pillar		Weather and field check	Parking stewards and camping stewards on hand
Erect all the post and netting fencing	Erect festival flags		Marquee inspection	Open event ticket office from 9,30am
mark out field and camping	Trade stand layout		See in first exhibitors	Public arrive for camping 12.00
	Build play beach	Place trade stands signs out	Put all fire extinguisher out	Fence off arena to allow campers to catering units only
	Build mud kitchen	Set up activity marquees	Noise level check	Caterers open for trade from 4pm – 8pm
	Set up tea and music tent	Weather permitting fill beach with sand		Camp shop open
	Erect glamping tents			

Saturday 10 August	Sunday 11 August	Monday 12 August	Tuesday 13 August	Wednesday 14 August
Prepare ticket office and camping	Prepare ticket office and camping	Festival arena breakdown and exhibitors leave	Facilities being collected.	Site office and site camp breakdown
Camping Ticket office open from 9am	Camping Ticket office open from 9am	Campers pack up for 12pm exit		Full rubbish sweep
Event ticket office open 10am	Event ticket office open 10am	Whole site breaks down after 12noon		Skip to be removed
Festival arena open 10am	Festival arena open 10am			
Festival arena close 8pm	Car parkers to assist exit of early leavers			
Campfire 9 - 10	Festival arena close 10pm			
Fes Fire wardens to stay with	Car parkers with torches to help exit			
Steward tidy	Exhibitor breakdown			

Statement of Intent & Licensing

Wild Field Events Ltd. is committed to meet all obligations under the HASW Act and associated legislation and safety standards applied to all public events in Chichester including the Licensing Act and will include any agreed recommendations from the Safety Advisory Group or statutory body so to assist with compliance.

The Health & Safety of staff, contractors and guests is top priority and it is our policy to comply with guidance laid down under The Event Safety Guide (HSG195) & Managing Crowds Safely (HSG154) Plans have been developed in line with these and incorporating advice from the Safety Advisory Group.

The event will include the following Licensable Activities:

- The supply of Alcohol
- The provision of regulated entertainment: Performance of dance and things of similar description.
- Live Music
- Recorded Music

Food, alcohol and entertainment

A Premise licence is being applied for, however it has been agreed that the event can run event on a TEN's Licence for 2019 if required.

All Food vendors to have Food Hygiene rating of 3 or above

Planning & Management

All agencies will be provided with draft plans for discussion and final site plans prior to event. Low level barriers/ temporary fencing, road pins, bunting and warning signs to be used to identify and isolate hazards from the guests.

The Build Phase

The build will take place from 3rd August 2019

Contractors Behaviour

Use of professional, recognised contractors used to working on events of this nature are being used. Risk assessments, insurance etc specific to their undertaking /activity will have been provided by the contractors. Safety Officer to be responsible for the liaison and co-ordination of Health & Safety of all contractors. Where necessary all staff will need to attend site briefings prior to any work on site.

Temporary Structures

All marquees will be provided by a professional contractor who will carry out their own risk assessments and safety checks before the event is open. Additional safety checks will be made throughout the weekend by the company contracted to erect and dismantle the temporary structures.

The Event Manager advised by the Safety Co-ordinator will inspect each structure with the contractor responsible for erecting it including examination of relevant documents before its signed off.

Event Phase

Prior to official event opening at 12noon on Friday 9th August, all relevant staff will be fully briefed and a full walk round and site inspection and sign off will be carried out by the Safety officer insuring there any potential hazards are clearly signed or fenced off and that all resources are in place as per the plan.

Breakdown Phase

The event will officially close at 8pm Sunday 11th August, with campers staying on site until Monday 12th August at 12noon. Once the site has been cleared of the guests, break down work will begin and all contractors etc will clear the site. The contractors will remove all equipment and site will be fully cleared in a suitable condition to hand back. All staff and contractors will be required to wear hi-vis vests during breakdown phase and remaining staff and safety Manager will direct traffic movements during this time.

Post-Production

Following the event and consultation with all parties involved a documented debrief will be carried out and used for future events

Working hours

- 9am - 5pm weekdays – noisy works
- 8am-10pm weekdays – quiet works

Traffic Management (See traffic management plan)

The purpose of the Traffic Management is not only to control all traffic from moving in the site during the event, but to enable other traffic to continue move outside the site so far as is reasonable

The priorities are to

- A. Create a safe event for the public attending
- B. Create a safe event for the public outside the site
- C. To meet statutory requirements

A considerable number of factors affect the planning of traffic management. Location, Site Access, Event Type, Visitor Numbers, Mode of Transport and time of year to name but a few.

The attached Traffic Management Plan is designed to minimise inconvenience to traffic not connected with the event as well as to facilitate the guests entering and leaving the site in the quickest, safest way possible.

Should there be a major incident on any of the roads surrounding the event then the event organisers will inform guests of the whereabouts of the incident via site stewards.

Vehicle access and Parking

Vehicles driven around site, must remain within a speed limit of 10 miles per hour

Vehicle movements will be severely restricted during the event itself to minimise disturbance for the animals

Event staff, exhibitor and contractor parking is situated on the map as Staff carpark with stewards directing people as well as on site event signage

Public vehicles have allocated parking places and should be in this area.

Any staff vehicles should have an event Parking Permit and be in an allocated area.

Vehicles outside these areas should have a Temporary Site Permit on display showing details of vehicle and duration of visit.

Fire Safety

All staff will be briefed at the safety briefing in advance of the event opening with regards to the location of fire extinguishers and what to do in the event of a fire/incident which would result in needing the main event field to be evacuated. Caterers will provide their own fire extinguishers and fire blankets.

The Temporary structures used during the event have their own fire risk assessments along with traders, stalls and food concessions.

The Campsite will have fire call points with fire extinguishers, fire bucket and safety instructions.

See Campsite Risk Assessment

See Map of Fire extinguishers & Fire call points

Evacuation Procedure

The event space is open with plenty of space for the number of people attending so in the event of a fire or other emergency, staff and members of the public are to evacuate from the vicinity to an area a safe distance away from the incident.

For full evacuation plan details see: Site Emergency Plan

Crowd Management

Crowd management will be the responsibility of the Security Team.

Security will be provided around the main entrance and will be identified by logo uniform or high vis vests. Event stewards and volunteers will help monitor areas where crowds may gather, they will be identified by staff badges or logo-shirts. They will be briefed before event opening. If anyone is requiring security, they can be either contacted at either the site office, ticket office or be seen around the site wearing a Hi-Vis jacket.

The event site will be open at 07:00 for exhibitors and 10:00 to members of the public. The ticket office will maintain a record of site guests to manage attendance. Guests will gain vehicular entry only through main show entrances as indicated on the plan.

The stewards will ensure that all emergency routes and exits are always kept clear.

Audience profile and crowd dynamics

The audience will mainly consist of families with young children, including parents, grandparents and carers.

The security will monitor crowd movements and be alert to any unusual behaviour and any hazardous situations if they develop. Security will have radios and are in contact with event control.

(See Conflict Management Procedures)

Inclement Weather

Careful monitoring of local weather forecast will be required for outdoor activity to enable a proactive approach to weather contingencies. Weather conditions will impact on the event

- Wind – numbers reduced but may affect construction / deconstruction – but likelihood is low
- Rain - numbers reduced – likelihood medium
- Sunshine – likelihood low action is to ensure staff working has access to sun protection. First aid is in place
- A combination of the above will multiply the effect on the show

The show plan has been drawn up to manage all weather contingencies to maximise the possibility of the show taking place. Decision to be taken through consultation with event manager.

Signage

Signage will be placed around the entire site, to aid guests. The signage will determine the position of all relevant facilities, venues, and points of interest. All signage will be visible.
All road signage will be compliant with Traffic Regulations.

Suspicious Packages / People

It is the responsibility of every person at an event to be observant of their surroundings. While you are walking around the site look around. If something is different from the norm and it is not part of the event setting, then start thinking. *Is it meant to be there? Who can I ask about it? Does it look like stage kit left out of place? Etc....*

If you are using a radio or mobile phone to contact someone about something suspicious then move at least 15 meters away from the object. Frequencies can set off initiators.

Packages

What does a suspicious package look like? Lunch box? Box of leaflets? Backpack? Pushchair of clothes? Mobile phone? Yes, all of them could be. Is it out of place. Is anyone else watching it? Stay safe!

If something looks wrong then do something, report it if you feel unsure. Better getting it checked out than it checking us out!

Security will have no problem in coming to “investigate” suspicious packages, it is part of their job. They have training to do this.

First Aid, Medical & Welfare Provision

First Aid and medical cover is to be provided by Kismet First Aid staff who are all first aid trained, they will provide cover of at least 1 Ambulance & 2 fully trained first aiders as identified by the event risk calculator (See Appendix 11)

The nearest hospital with an A&E Department is at
St. Richards Hospital
Spitalfield Lane
Chichester
West Sussex
PO19 6SE

First Aid Kit Locations (TBC)
(See Festival Medical cover document)

Water & Toilets

List of water and toilets facilities:

Public use : 18 x Event portable Toilet units plus 3 disabled portable Toilet units
2 x 4 urinal units

Staff Toilets : 2 x Event portable Toilet

Shower facilities

2 x 4 shower trailers

Additionally, there are various hand wash stations and water and drinking water points located within the event area.

Water

1 x 50,000 litre drinking water pillow, 3 x washing up stations, 2 x 6 x drinking water taps, two x stand point taps.

Welfare Tent

There will be a separate welfare tent to manage lost/found children/ vulnerable adults.

Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated away from houses and towns.

In advance of the event Wild Field Events Ltd will circulate a note to local residents informing them of the event. This note will state the duration and the scheduled time when the event will start and finish, and that the organisers can be contacted during the event by telephone if residents are disturbed by noise. Wild Field Events Ltd will give the telephone number of the person who will be dealing with noise issues. Wild Field Events Ltd will take steps to minimise noise emitted from the event. Keep any noise generated at such a level at the boundary of any neighbouring property that it would be unlikely to be a nuisance to the occupier. A nominated person will patrol area, particularly near any houses within a 400m radius, during times when loud music will be playing to ascertain noise levels. If the music is likely to cause a nuisance then the volume may be reduced. Steps will be taken to advise patrons leaving the event, especially late at night, to leave quietly and not unreasonably disturb residents in the neighbourhood.

- **Event Sound**

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced to ensure compliance with the guidance of the code.

- **Crowd Noise**

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main outdoor music is finishing before 22:30. Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

- **Publicity**

In the past we have found that publicity is the best combat we have against public nuisance. A letter drop will be carried out to all immediate local residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers for the management team and production office that can be used to discuss concerns or report any disturbance.

- **Lights**

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

- **Violence**

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. A licensed security team will be available for easy deployment to any incident on or off site.

Egress Dispersion The security team will carry out post event crowd dispersion

Impact on Local Environment

Wild Field Events Ltd will be providing eco washing detergents, soaps, shampoo and shower gels etc. to avoid any ground contamination.

The event will be encouraging exhibitors and guests as far as possible, to ban the use of single use plastics. All caterers will need to provide eco-friendly serving dishes, cups and cutlery.

Litter picking/collection will be undertaken by own staff as indicated in the staff list breakdown. Visitors and campers will be asked to take rubbish home with them, however, recycle bins and waste skip will be provided.

The event will be managed with the help of staff and volunteers, where necessary they will be used to disperse crowds at the end of the event.
(See Wild Field Events Sustainability policy)

Communication

Radios, staff with badges can be approached and communicate to relevant staff.

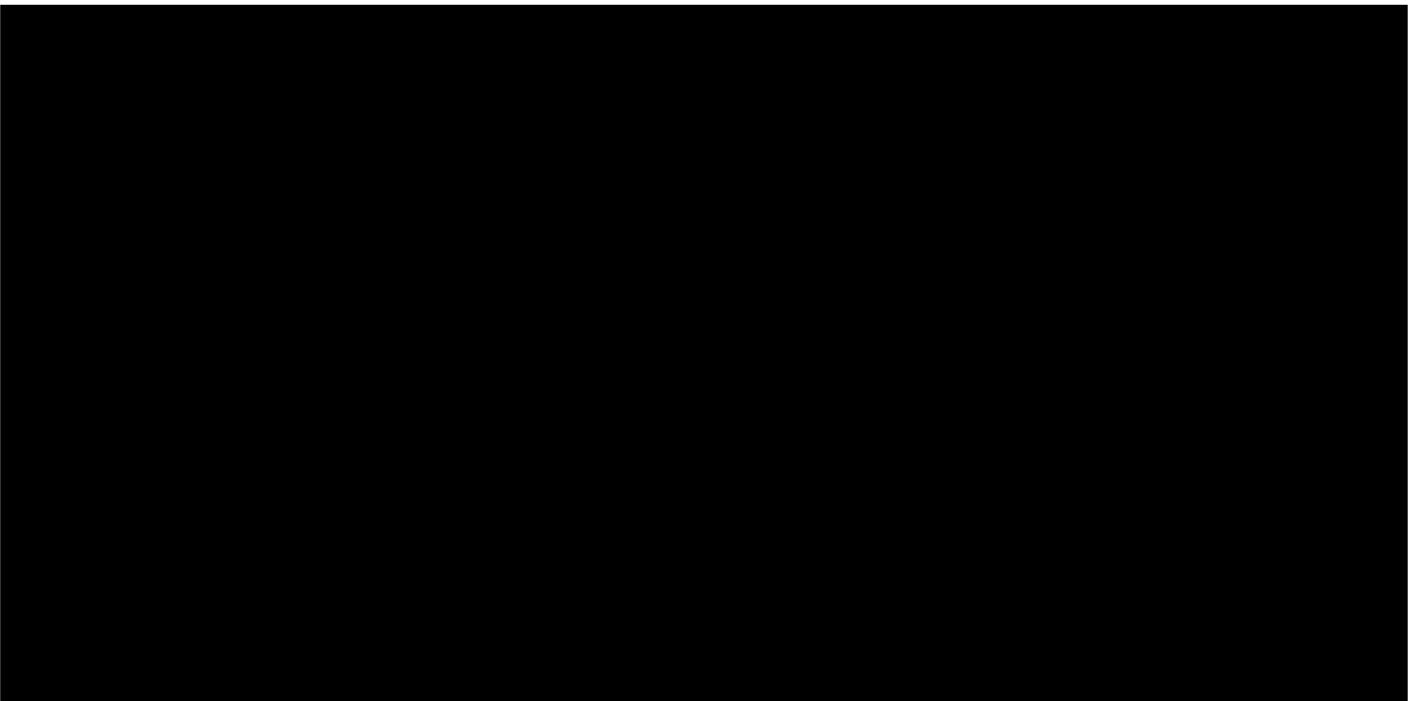
The systems will be used in the event of an emergency as well as informing the guests of any lost children or emergency evacuation.

A Radio system will be in place. There will be event control channel and Key personnel will be issued with the radios.

There are no known mobile network difficulties in the area and as such mobile phones will be designated to key personnel

Radio Procedure

Always maintain a listening watch on your radio. This way you will not cut in on someone else having a conversation. It also avoids messages having to be repeated and prevents wasting time on the radio. The radios are for transmitting work related messages, not a quick line for chatting.



Phonetic Alphabet

The **pro words** “**I spell**” should be used before spelling something out. Exceptions are like vehicle registrations then use suitable pro words such as “**Registration**”.

Example: For car registration MEE 17GL

“Registration, Mike, Echo, Echo, One, Seven, Golf, Lima, over”

Numbers should be given as single numbers

Example: 16 said on radio as “one, six” and not sixteen.

A	-	Alpha	N	-	November
B	-	Bravo	O	-	Oscar
C	-	Charlie	P	-	Papa
D	-	Delta	Q	-	Quebec
E	-	Echo	R	-	Romeo
F	-	Foxtrot	S	-	Sierra
G	-	Golf	T	-	Tango
H	-	Hotel	U	-	Uniform
I	-	India	V	-	Victor
J	-	Juliet	W	-	Whiskey
K	-	Kilo	X	-	X-ray
L	-	Lima	Y	-	Yankee
M	-	Mike	Z	-	Zulu

Safeguarding for Children and Vulnerable Adults

Designated people will be assigned for Safeguarding issues during event days. They may be static or mobile but will be in radio communication.

All children and vulnerable adults must have an appropriate escort. Where possible they will be asked to wear the wristbands provided with the contact phone number of their escort. No child or vulnerable adult is to be permitted to leave the site compound alone, this includes not going into the car park area alone.

If you find a lost person. See found child or vulnerable adult procedures

Do an immediate visual check in the area to identify a person looking for someone. Check if they have a wristband. If so, call the number now. If no wristband is present or no-one answers the phone call for assistance via radio.

“Hello this is Code Blue/Pink/Black found at I await your direction, over”

Do not take the person away on your own. Have someone meet you and escort the found person to the Designated Safe/Meeting place.

Be mindful that children respond better if you are the same height as them, ask questions such as, what colour hair has mummy? where were you with mummy/daddy last? etc.

If a person is reported lost to you. See lost child or vulnerable adult procedures.

Take as much detail as you can and give out the relevant radio broadcast if you are able. If you are unable, report it to someone who can. Bring the person making the report to the Designated Safe/Meeting place. Keep them talking and take note of everything that is said, and *how* it is said. **DO NOT PANIC** or make **ASSUMPTIONS!**

If you suspect an issue.

If for any reason you suspect a safeguarding issue, report it immediately to the Safeguarding person and ask their advice. Unless you see abuse happening do not get involved, watch from a distance and wait for your advisor/supervisor. If it is happening now, call Security on the radio and ask for assistance. Abuse comes in many forms, and is not always black and white. If your instinct says something is wrong – Act on it!

People

There will be around 1500 – 2500 visitors on site for the duration of the event. Young families, Carers and Grandparent.

Everyone is to be vigilant of people behaving in an “odd” way. Someone taking photos of children and they are not part of that group. Following a group when there is a vulnerable person in it. **If it feels odd, report it**

Media Management

In the event of a major incident the event management team will take guidance from the Police and other emergency service personnel to create a clear and unified message. All announcements will be made jointly with the Police.

All other staff, contractors etc will not be permitted to comment or liaise with the media following a major incident, this will be explained in the brief to all involved during their initial start meetings.

See Full Site Emergency Plan

Accident Investigation & Reporting

Management staff will keep written records of all casualties and will report any serious accident to the Event manager. Reports required under RIDDOR shall be the responsibility of the Event Manager.

Such written records to include the following information:

- Full name, address and age of casualty.
- The nature and severity of the injury sustained, and treatment given.
- The time, date and location of the accident.
- The identity of any eyewitnesses.
- The time of the report.

A copy of the accident report forms to be used on site is attached

(See Full Site Emergency Plan)

Risk Assessments

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Emergency evacuation	All	3	1	3	L	<ul style="list-style-type: none"> All staff and marshals etc to be trained on the emergency evacuation procedure Marshalls to be used to communicate to public during event and to contact emergency services 			2	1	2	L
Toilet Provision	All	2	1	2	L	<ul style="list-style-type: none"> Enough toilets for maximum potential attendance are to be provided including provision for disabled persons 			2	1	2	L
Care of children and vulnerable adults – Lost/found children or vulnerable adults.	All	3	3	9	H	<ul style="list-style-type: none"> All staff and marshals to be briefed on the lost/found children and vulnerable adults procedure prior to the event. See Wild Field Events Ltd safeguarding of children and Vulnerable Adults policy. Radio system to be used if required 			3	1	3	L
Exhibitors stands						<ul style="list-style-type: none"> All stock held by the exhibitors to be covered by their own public liability insurance which is checked by event rep before booking All exhibitors selling food to have current level 3 or above food hygiene rating have current insurance and relevant food or alcohol sale licences. The Event organisers will provide the local authority with the necessary details used to register. 						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Slips, Trips & Falls – Ground Hazards	All	2	2	4	M	<ul style="list-style-type: none"> Spilled liquids to be cleaned up immediately if causing a hazard. Hard floor surfaces are kept free from grease, oil etc. Visitors are made aware of the uneven nature of the site surroundings. via a notice board at entrance if necessary and on media and paper publications. 			2	1	2	L
Floor coverings in poor condition causing tripping hazards		2	2	4	M	<ul style="list-style-type: none"> Areas to be closed off until hazards are dealt with. Regular inspection of hard floor areas to be carried out. 			2	1	2	L
Trailing cables etc. can cause tripping		2	2	4	M	<ul style="list-style-type: none"> All trailing cables to be secured away from walkways. Temporary trailing cables to be covered to prevent a tripping hazard. 			2	1	2	L
Working outside in poor weather conditions - Working outside during wet conditions can lead to slip and fall injuries		2	2	4	M	<ul style="list-style-type: none"> Staff to wear suitable footwear when setting up and breaking down event. Members of the public to be advised to wear suitable footwear. Work to be postponed if weather conditions deteriorate to a level that could cause harm or injury. . Staff have been briefed on appropriate apparel for weather conditions 			2	1	2	L
Walking on field & museum site: Animal holes						<ul style="list-style-type: none"> Inspection of the festival arena site by site manager who will fill any large visible holes or make the area inaccessible (barrier off) etc. 						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Violence	All	2	2	4	M	<ul style="list-style-type: none"> SIA guards to be on duty 24/7 during the event opening times. Police should be telephoned immediately a violent incident takes place. Where possible, potentially violent people should be identified in advance so that risk can be minimised. Staff and security guards to be informed, instructed and trained on the above. <p>(See conflict management procedures document)</p>			2	1	2	L
Fire	All	3	2	6	M	<ul style="list-style-type: none"> All staff to be briefed on the site/event fire risk assessment and associated procedures including location of extinguishers and assembly areas etc <p>(see Campsite Fire Risk Assessment)</p>			2	1	2	L
Crushing (Crowds)	All	3	2	6	M	<ul style="list-style-type: none"> An appropriate number of stewards are on hand at various locations. Marshalls to be briefed prior to the event 			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Weather Working in wet & cold conditions	All	2	3	6	M	<ul style="list-style-type: none"> Encourage employees to bring appropriate wet weather clothing. Provide employees with adequate facilities for changing and drying clothes Ensure that all electrical equipment being used is sufficiently covered Provide a sheltered treatment area. 			2	1	2	L
Working outside in the sun (sunburn, skin cancer, heat stroke/exhaustion)		3	2	6	M	<ul style="list-style-type: none"> Encourage employees to wear head protection when necessary. Allow employees adequate breaks for refreshment Staff are to provide suitable sun cream 			3	1	3	L
Working outside in thunder storms & lightening		3	2	6	M	<ul style="list-style-type: none"> Bring all staff exposed indoors under temporary structures for duration of storm. restrict access to wooded area during storm. 			3	1	3	L
Working outside in strong wind		3	2	6	M	<ul style="list-style-type: none"> Ensure that tree and decorations are firmly secured. Provide adequate bins to avoid rubbish blowing around. 			3	1	3	L
First Aid	Staff / Members of the public / Event participants / Contractors	2	2	4	M	<ul style="list-style-type: none"> Fully trained First aiders will be used during the event as identified by the risk calculator attached 			2	1	2	L
Emergency evacuation	All	3	1	3	L	<ul style="list-style-type: none"> All staff and others etc to be briefed on the emergency evacuation procedure 			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Electricity – Provision of power	All	3	3	6	M	<ul style="list-style-type: none"> All equipment to be connected by a qualified electrician. All electrical equipment will be waterproof and have RCD or similar protection for the end user. Cable ramps will be used where cables cross public/traffic areas. A completion and safety certification are required from the Electrician for each supply connected. Suitable firefighting equipment to be available at each power source. All completion and safety certification will be kept on site. 			3	1	3	L
Removal of Refuge	All	2	2	4	M	<ul style="list-style-type: none"> Ensure appropriate staff on duty post event. All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided. Implementation of agreed clean-up plan prior to, during and immediately after the Event. 			2	1	2	L
Noise -	All	2	3	6	M	<ul style="list-style-type: none"> Staff to be rotated to quiet duties during their shift All staff to be made aware of the hazards and measures to minimise exposure. 			2	1	2	L
Manual Handling	Staff	3	3	9	H	<ul style="list-style-type: none"> Use mechanical means where possible to transport goods to work area If not possible, divide loads to make for easier carrying Lift goods by bending at the knee and keeping the back as straight as possible, taking the strain on your knees If the load is too heavy and cannot be divided seek assistance – DO NOT ATTEMPT TO LIFT IT ON YOUR OWN. 	All	Ongoing	3	1	3	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Electrocution: General	Staff	3	3	9	H	<ul style="list-style-type: none"> Ensure all portable appliance are tested and in date Do not overload plug sockets Ensure RCD's are used to prevent electric shock 	All	Ongoing	3	1	3	L
Electrocution: Electric Fence	All	3	3	9	H	<ul style="list-style-type: none"> <i>Not applicable at Festival</i> 						
Temporary Site Structures	All	3	2	6	M	<ul style="list-style-type: none"> Specialist contractors should be used to erect structures. They will operate to their own method statements and risk assessments. All non-essential personnel to be kept clear during construction / de-rig of built structures. Tape and pin to isolate structures during construction. All construction information, completion certificates, H&S & insurance details to be kept in site office. Each contractor working onsite will evidence insurance and risk assessment Correct pinning of equipment, especially concessions to be checked No open fires or gas bottles inside or near to the structures Tents/gazebo's/stalls need to stay within the designated space and be inspected by WFE rep Emergency contact info for marquee supplier to be available at secretary tent/info point 			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Fire /Shock						<ul style="list-style-type: none"> Ensure that the distribution system is completely installed and maintained. All portable appliances must be PAT tested Check cables before use 						
Burns						<ul style="list-style-type: none"> Turn off equipment when not in use Use suitable utensils to handle anything hot Ensure that adequate space is provided on work surfaces 						
Slips, Trips & Falls						<ul style="list-style-type: none"> Staff instructed to practice good housekeeping. Put equipment and stock away when not in use both inside and outside trailer and support vehicle. Keep doorway clear of trip hazards. Use lights at night Use step up into trailer when necessary 						
General Food Safety						<ul style="list-style-type: none"> Staff to be trained in Food Hygiene if serving or preparing food. Perishable stock bought fresh for each event Monitor dates on all foods and discard foods which are past their use by date Ensure that all fridges, freezers and other storage areas are clean before each event. Clean each fridge freezer at least weekly and in case of spillages Monitor cleanliness Keep cooked and raw foodstuffs separate at all times and separate from other foodstuffs Cooked foods will reach 65 degrees before serving (verification using a thermometer) Hand washing facilities will be provided 						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Mobile Catering Vans (Fire & Explosion) LPG	All	2	2	4	M	<ul style="list-style-type: none"> All staff to be trained in safe lighting and use of all gas appliances Ensure that LPG cylinder and spare are kept outside within a specific ventilated unit out of reach from members of the public Ensure that LPG cylinder has an easy isolation system All appliances and pipe work have an appropriate gas safety certificate 			2	1	2	L
Fire						<ul style="list-style-type: none"> Do not allow waste material to accumulate. Use waste bins. Bag waste for disposal Check and clear customer area regularly 						
Fire (Fats)						<ul style="list-style-type: none"> Minimise use of fats as far as possible. Store new and used fats in secure containers for use and regular disposal Ensure that fire blanket is kept nearby 						
Fire – Refuelling of generator						<ul style="list-style-type: none"> Train staff in safe fuel storage and refuelling of generator. Isolate generator before refuelling Have Fire Extinguisher nearby Limit amount of fuel to 10 litres in two 5 litre containers. To be kept in area away from unit 						
Fire /Shock						<ul style="list-style-type: none"> Ensure that the distribution system is completely installed and maintained. All portable appliances must be PAT tested Check cables before use 						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Animal Contact: Disease / Infection / Bacteria control						<ul style="list-style-type: none"> Training sheet for staff and volunteers on E. coli precautions and disease management plan attached if animals attending event. . 						
COSHH – Chemical contact						<ul style="list-style-type: none"> Kept in clearly labelled containers that are out of public reach 						
Pedestrian Movement Vehicle impact whilst entering site	All	3	2	6	M	<ul style="list-style-type: none"> Traffic cones to be used to mark pedestrian routes. Sufficient stewards to be on hand to direct pedestrians and vehicles. Temporary speed restrictions to be enforced during the event. 			2	1	2	L

Campsite Risk Assessment Wild Field Family Festival 2019

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H)	Actions to be taken to minimize each risk	Final Rating (L, M, H)
Public Health	Insufficient facilities or medical cover	Staff, Festival attendees, contractors	High	The festival will have sufficient facilities hired in from external contractor (See Medical Cover)	Low
Emergency evacuation from campsite in the event of fire or major incident.	In the event of a serious fire or major incident, campers would be evacuated and may have difficulty finding the exit points	Staff, Festival attendees.	High	Exit points from any fencing will be clearly marked and stewards will be on site to guide people to the exits in an emergency.	Medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
Emergency Vehicle access	No hard roadway to campsite Emergency vehicles may not be able to access the campsite	Staff, Festival attendees	Medium	The distance from road entrance to the campsite is short. There will be an onsite medical vehicle at the festival 24hours. Keep access to the campsite as clear as possible. Do regular ground conditions spot checks. Set up the campsite ring fence in a way that foot paths and drive ways can be moved in an emergency.	Low
Campers Arriving & departing in vehicles	Injury or death from moving vehicles, Bad weather may also make the ground slippery and unsuitable for use.	Staff, Festival attendees, contractors	High	Stewards will be onsite directing and mangling vehicle movements. Vehicles will be restricted to 10m/ hour limit on site. Vehicle will be parked outside of the camping area.	Med
Campers Erecting & taking down tents	Injury from tentpoles or mallets	Staff, Festival attendees,	Medium	Volunteer stewards will be on hand to help any campers having difficulty erecting their tents. Medical provision is on site.	low
Campsite access	Injury or death from moving vehicles.	Staff, Festival attendees, contractors	High	Safety routes for pedestrians separated from vehicle routes. Separate safe access for vehicles used to remove waste and refuse will also be designed into the layout where possible, to reduce the risk to pedestrians	Med
Campsite design	Campers becoming lost, overcrowding, insufficient information	Festival attendees	Medium	Directional signs will be in place to entrances, exits and facilities. Camping areas will be marked as zones to avoid getting lost Information boards will be clearly placed.	Low
Campsite overcrowding	Trips & falls from guy ropes	Festival attendees	Medium	There will be plenty of space in the campsite, with low numbers attending reducing overcrowding risks.	Low

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
Campsite crime and disorder	Physical violence, theft and vandalism	Staff, Festival attendees, contractors	Medium	See WFFF Conflict management and eviction procedures.	Low
Fire	Death, burns, smoke inhalation/ loss of property Explosion Electrical Smoking Cooking Grass fire	Staff, Festival attendees, contractors	High	<p>A no smoking policy is in place within the campsite, festival arena and woodlands. A structured designated smoking area will be in place outside of these areas.</p> <p>The event Terms and Conditions are clear that in the event that the extreme hot weather, the decision to ban all personal BBQs, low level fires, and cooking low to grass may be made by the organisers. In these circumstances the organisers will clear a safe communal cooking area for campers to control risks. This area will be placed near to water supply and the H&S officer will oversee its use.</p> <p>All electrical appliances used by contractors or exhibitors have an up to date pat test certificate.</p> <p>Visitors who are camping will be issued with a safe Camping flyer in advance of arriving giving instructions of fire hazards and risks.</p>	Medium
Refuse and Waste	Hygiene issues, disease & Vermin	Staff, Festival attendees, contractors	Medium	<p>The bin and recycling stations will have lids to deter vermin intrusion.</p> <p>The refuse skip will be ring fenced</p>	low
Sanitary Facilities	Hygiene issues & disease	Staff, Festival attendees, contractors	High	Portable toilets, accessible toilets and showers will be available and will be cleaned on a regular basis. Hand wash	medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
				stations will be positioned near food areas and toilets. Drinking water points and cold water washing up stations will be installed. .	
Lighting	Trips & falls Emergency services could be hampered with inadequate lighting	Staff, Festival attendees, contractors	High	There will be limited lighting on the site. Staff and visitors will be advised to bring torches. The first aid, site security and office tents will be lit. The toilet & shower areas will also have external spot lights. All exhibitors trading in the evening will be expected to bring their own safety lighting. First Aiders and security teams will carry strong torches to guide emergency services to an incident.	medium
Water	Contamination drowning	Staff, Festival attendees,	High	Drinking water will be supplied by a contractor who works to the British Standard BSI 8551, all installations to be tested by the contractor to ensure the water is safe and free from harmful bacteria before being commissioned for use. The site pond will be out of bounds and fenced off to deter anyone from entering the pond area. Safety warning signs will be erected, and festival attendee will be warned of the danger. Children must be accompanied at all times.	Low
Extreme weather	High winds may cause temporary structures to be unsafe Flooding – heavy rain may cause localised flooding	Staff, Festival attendees, contractors	High	Weather will be monitored before and during the festival, in the event of extreme weather causing major concern to Health & Safety the Event Manager will consult with the onsite Health & Safety officer and appropriate actions will be taken to	Medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
	Heat – sunburn, dehydration. Heat stroke Falling trees Bad weather may also make the ground slippery and unsuitable for use.			minimise risk, including cancellation or evacuation if needed. The woodland area will be cordoned off in high winds. Activities in the woods will be moved away from trees in high winds.	
Rainwater ditch	Falling into ditch at or near Risk highest after heavy rain when river may flow.	Staff, Festival attendees, contractors	Medium	Access to the ditch is through bramble and thick foliage. Where areas of bramble/ foliage are easily passable extra barriers may be used. Warning notice posted along the ditches to warn campers to keep clear of the ditch. Woodlands inside of the festival area fenced off and warning notices posted to keep site users away.	medium
Vulnerable children/adults		Festival attendees, Adults & Children	High	First Aid and volunteer staff will be briefed in the events safeguarding procedures. Exits to the site will be gated and manned. Lost persons area will be based in the First Aid Tent.	Medium

Bonfire Risk Assessment Wild Field Family Festival 2019

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
Bonfire	Fire/burning & Toxic Fumes & Pollution of ground/water from the remnants	Members of the public & Staff	High	<p><u>Prior to the event</u> Event organisers to notify Fire Brigade at least 28 days in advance of details of the event.</p> <p><u>Positioning / fire safety</u> Site bonfire in clear an enclosed space at a safe distance from any temporary structures, vehicles or overhead cables. Measure the height of the bonfire and x 5 and erect barriers at the distance around the bonfire to prevent proximity of people to bonfire. Wind direction must be taken in to account on the day and the perimeter moved back as appropriate. In dry weather the site must be dampened down with water from the edges of the bonfire up to the perimeter barrier. Buckets of water and/ or sand and / or portable fire extinguishers to be situated at intervals around the perimeter. Fire blankets must be on hand.</p> <p><u>Building the bonfire</u> Ensure no hazardous/inflammable material is used in the bonfire construction. The height of the fire should not exceed 6ft to comply with organisers insurance.</p> <p><u>Lighting up the bonfire</u></p>	Medium

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H,)	Actions to be taken to minimize each risk	Final Rating (L, M, H,)
				<p>There must be 1 designated adult person responsible for the bonfire including lighting up, plus one adult helper. Before lighting up ensure that there are no people or animals within the bonfire construction. Paper and domestic firelighters only to be used to light the bonfire: it should be ignited in 2 or 3 places to ensure an even burn. The people lighting the fire should be advised no to wear lightweight clothing which could ignite. They are recommended to wear substantial outer garment of wool or other material of low flammability and strong boots or shoes. They must also carry a torch and a mobile telephone.</p> <p><u>General Safety</u> Sufficient identifiable marshals with high visibility jackets must be situated at suitable intervals along the perimeter to ensure no unauthorised access. Marshals must monitor the bonfire to ensure it does not get out of control.</p> <p>Marshals to call 999 emergency services in the event of any fire spread or accident.</p> <p><u>First Aid</u> At least 1 qualified first aider must be in attendance.</p> <p><u>After the Event</u></p>	

Activity/area of concern	Hazard	Who/what is at Risk	Initial Rating (L, M, H)	Actions to be taken to minimize each risk	Final Rating (L, M, H)
				Marshals must ensure that the bonfire is completely extinguished with water and / or sand before the site is thoroughly cleared and vacated.	
	Cars/ tents/ temporary structures damaged by burning embers/ ash	Property – Vehicles/ tents/ temporary structures	Medium	Bonfire to be situated as far as possible down wind-from the car park, campsite, and any temporary structures. Access must be by separated pedestrian and vehicle routes which must be clearly signposted.	Low
	Weather – strong winds	Members of the public & Staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event. If strong winds or gusts are likely to exceed 30mph then the bonfire event must be cancelled or postponed by the event organiser due to the risks involved.	Low

Cross contamination plan, Wild Field Family Festival 2019

To be read in conjunction: • Event H&S Plan • Event Risk Assessment • Site map • Pre-Start Safety inspection • Staff and volunteer training on E.coli precautions.

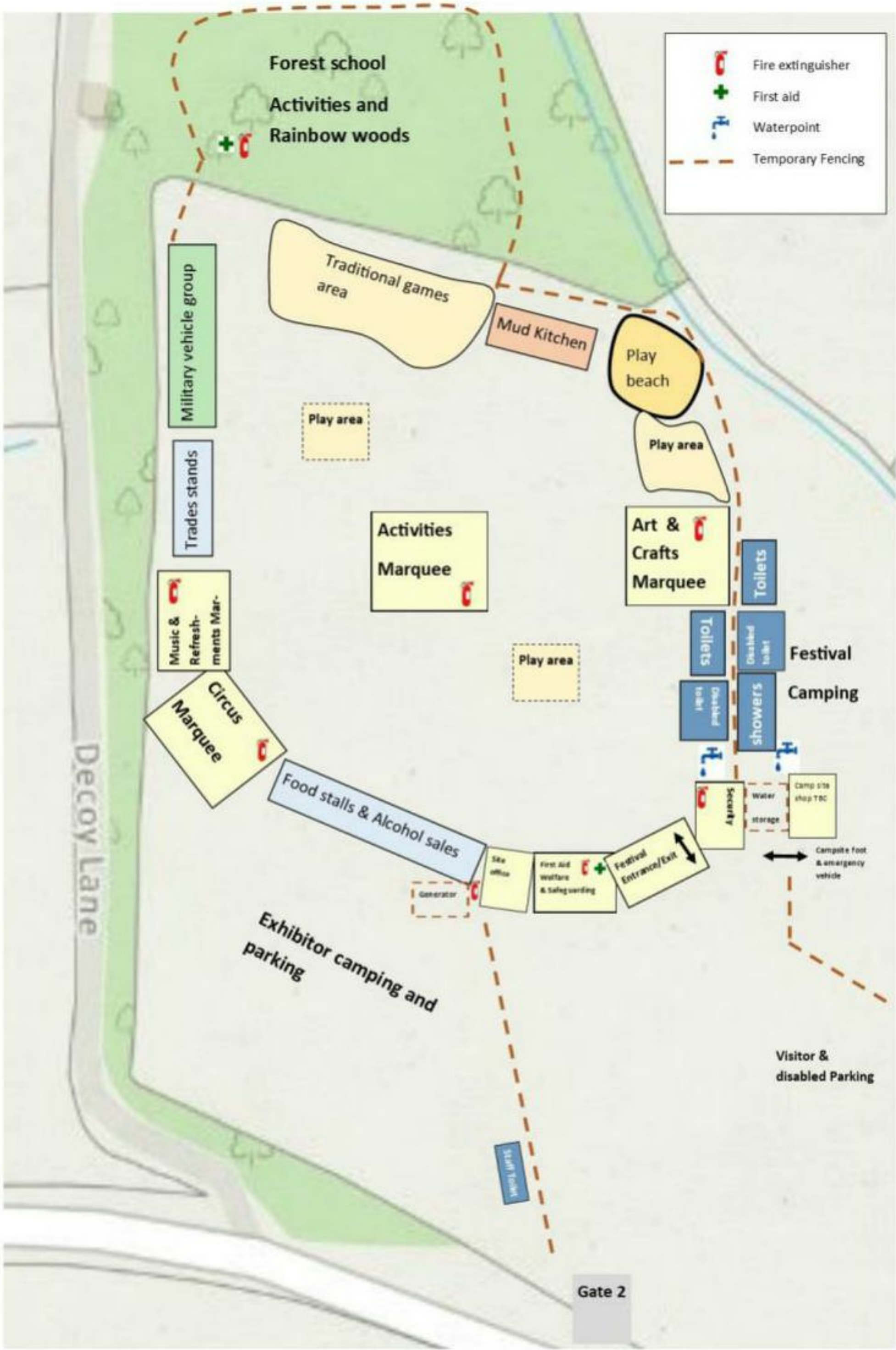
Controls in place are as follows:

- Hand wash stations will be placed next to toilets in festival arena and campsite with soap and paper towel dispensers. They are self-contained sink units and no water is reused.
- Hot water hand wash points will be provided in the first aid tent and the hospitality tent.
- Signing advising visitors to wash their hands after coming into contact with animals, if applicable, will be placed in prominent areas around the site. There will be clear signage to water points on site.
- E.coli precaution training is given to all staff and volunteers as a general procedure at induction.
- A pre-start safety inspection will be carried out before the show opens.
- Members of staff and wardens will be regularly walking through the whole site to ensure that all signage remains in place, that soap is topped up, bins emptied, and hand wash facilities are working properly.
- Portable toilets and showers are cleaned at regular intervals by the service provider.
- There is a clearly defined route for visitors, which is given in the show programme (given to all visitors on arrival) and by event signage. The programme is made specifically for the event and includes health & safety information.
- Signs at the event will remind visitors about safety handwashing and that there are designated areas to eat.

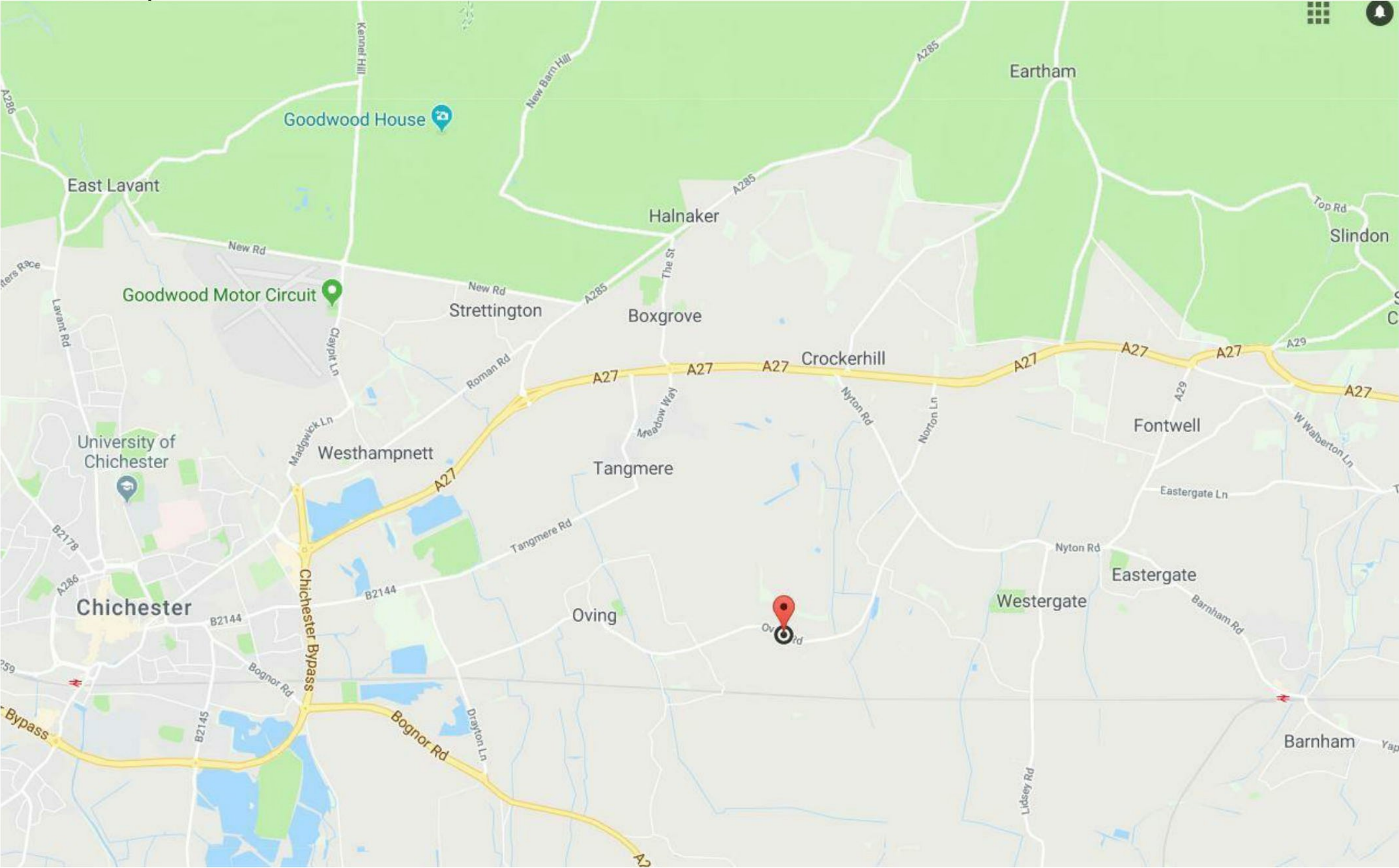
Site layout if at full capacity 2500



Festival Arena plan (29.04.19)



Local area map

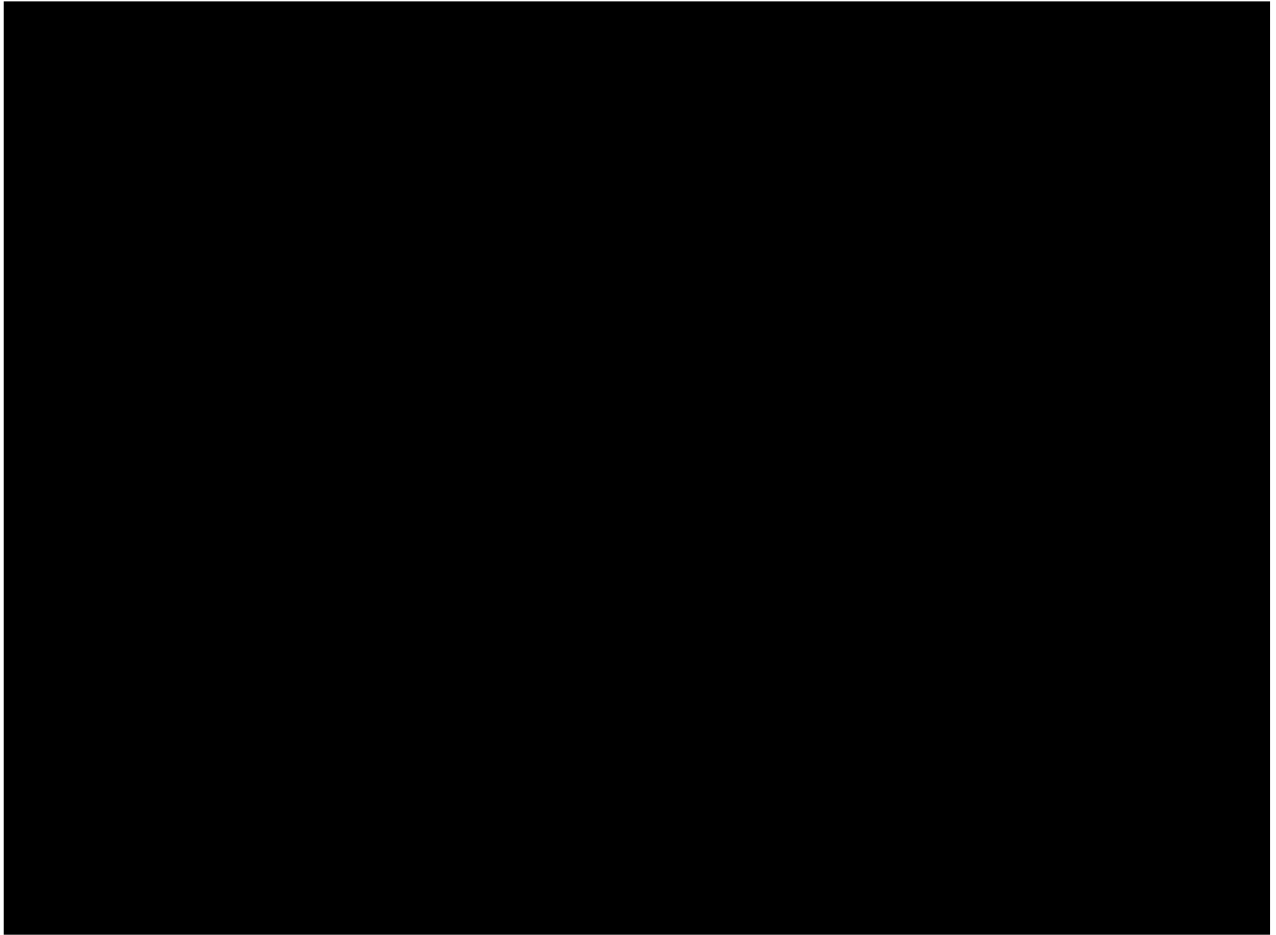


Map of fire extinguisher, call points and muster points at full capacity



This map shows the proposed 100-acre wetland area in the northern portion of the site. The wetland area is outlined in red and includes a small pond. The area is bordered by Detour Lane to the west and a road to the south. The wetland area is labeled "Gate 2" and "Gate 1".

Cash Handling Policy



Location of event: Holly Tree Field – (Park Farm) Oving Road Aldingbourne West Sussex

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INTRODUCTION

The purpose of this document is to outline plans at a practical level for responding to emergencies or unexpected events, which might have potentially destructive consequences for the Festival.

The Plan aims to limit potential damage in the event of an emergency and to protect and maintain the services required to support operations. It is our policy to ensure that all staff are made fully aware of the importance of emergency planning and of the contents of the Plan; and to review the Plan annually.

Situations may vary from small-scale incidents to a major emergency, but in all cases a prompt reaction and appropriate recovery measures are essential to limit the damage. Well-planned and documented procedures, emergency supplies and an informed staff are all essential elements of incident management. This Emergency Plan provides for swift and effective reaction to emergencies and implementing suitable recovery procedures.

Emergency planning is the overall responsibility of the Events Manager and the Security Manager is responsible for ensuring that all staff are up to date in their understanding of the plan.

Staff will be encouraged to use the following M/ETHANE model for passing incident information between services and the control room.

M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	<i>Include the date and time of any declaration.</i>
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	<i>Be as precise as possible, using a system that will be understood by all responders.</i>
T	TYPE OF INCIDENT	What kind of incident is it?	<i>For example, flooding, fire, utility failure or disease outbreak.</i>
H	HAZARDS	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact.</i>
A	ACCESS	What are the best routes for access and egress?	<i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i>
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	<i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i>
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	<i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i>

THE PLAN

The Festival location occupies approximately 32 acres of land. Wild Field Events Ltd has access to part of the land for 28 days a year, the site is an agricultural plot farmed seasonally, is currently laid to grass and for the event days is populated by temporary event staff, contractors, participants, volunteers and members of the public.

1. WHAT TO DO IN THE EVENT OF SMOKE/A FIRE/AN EXPLOSION

1.1 Smoke

In the event that you see smoke either in close proximity or at a distance, you must report it immediately to the Event Manager either by radio or mobile telephone.

Calmly describe your location and the location of the smoke and move yourself a safe distance away from the smoke.

1.2 Fire and explosion

In the event that you see or are made aware of a fire:

- Move yourself away from the immediate vicinity
- Report the fire to the Event Manager
- Make your way to the nearest muster point

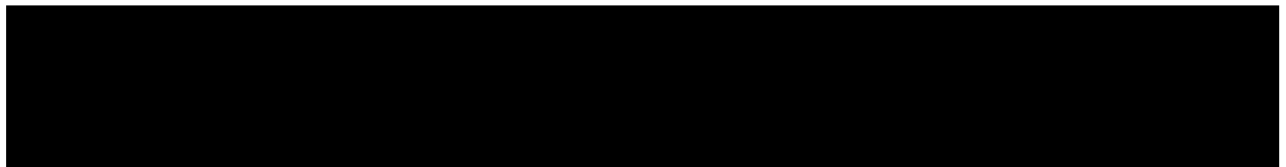
Event Manager will inform you of the appropriate course of action to take
Do not in any circumstances attempt to tackle the fire yourself unless safe to do so with the appropriate firefighting equipment to hand.

1.3 Contact numbers

Events Manager number:



1.4 Muster point



2. MUSTER POINTS

Stewards occupying these spaces must ensure that all people are mustered to the appropriate muster point and assist the emergency service when they arrive.

All other locations evacuate and head for the nearest muster point as outlined above in a safe location.

Muster points will be clearly sign posted and marked on any event Programme/ weekend literature.

3. WHAT TO DO IN THE EVENT OF A MEDICAL INCIDENT

3.1 Minor injury

In the event that you are made aware of a minor injury, if the patient is able to move comfortably, contact the First Aid response team. A first aid box is held at the first aid tent.

3.2 Injured party unable to move

If you are made aware of an injury, where the injured party is either unable to move or you do not want to move them, contact the Event Manager or The First Aid response team immediately requesting assistance. Briefly state your location calmly and clearly and give basic information relating to the patient.

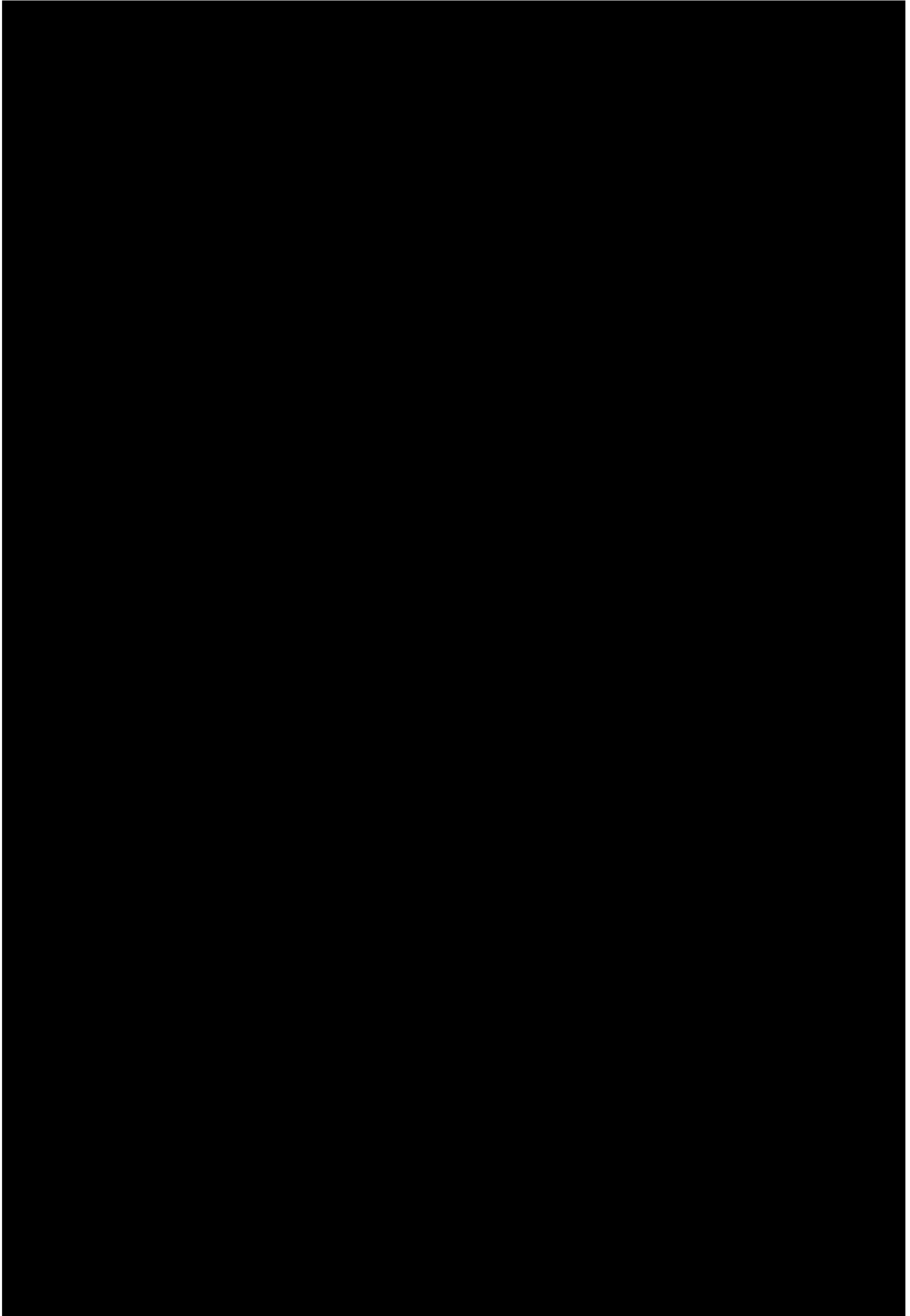
Wait with the injured party until a qualified first aider attends.

3.3 Life threatening injury

If you are made aware of a life-threatening injury, dial 999 and then contact The First Aid response team immediately informing them that you have dialled 999. The First Aid response team will ensure the Emergency Services can safely access the site and the patient.

The First Aid response team (Kismet) will be bases near the festival entrance or reached by radio at the event.

4. WHAT TO DO IN THE EVENT OF A SECURITY INCIDENT





5. FOUND/ LOST CHILD/VULNERABLE ADULT PROCEDURE

(See attached procedures)

6. FACILITIES MANAGEMENT RESPONSE TO DISREPAIR/COLLAPSE

6.1 Moderate damage to the fabric of the Site

On causing or discovering damage to the fabric of the Site, the H&S Officer should be notified immediately by radio or telephone, so that they, in conjunction with the Event Manager can view the damage and carry out a dynamic risk assessment.

Where repair is required, repair work will be carried out in a timeframe relating to the severity of the damage.

6.2 Severe damage to the fabric of the Site

On causing or discovering severe damage to the fabric of the Site, remain at a safe distance from the damage and immediately report the damage to the Event Manager by radio or telephone. Do not attempt to fix the problem and remain a safe distance until the Event Manager and H&S Office arrive to assess the situation.

7. CHEMICAL AND SUBSTANCE SPILLAGE MANAGEMENT

In accordance with the Health and Safety Operating Policy, any substance brought on to site must be accompanied with an up to date MSDS. The user of the substance is responsible for ensuring that their risk assessment has included any substances brought to site.

Any chemicals and substances found on site must not be touched, other than by the primary user.

Any spillages should be reported immediately to the H& S Officer either via radio or telephone. No attempt should be made to clear up the spillage without the supervision of the H&S Officer.

The H&S Officer will perform a dynamic risk assessment, based on this incident and will carry out the appropriate level of response.

8. MANAGEMENT OF ANIMALS AND LIVESTOCK (INCLUDING VERMIN MANAGEMENT)

The management of animals, livestock and pest control form part of the Health and Safety Operating Handbook, A separate Risk Assessment exists each time animals are brought to site as part of our events activity.

9.1 Animals on site

Dogs are not allowed on site

9.2 Poisons and bait traps

No Poisons or bait traps on site

9.3 Livestock

NO Livestock on site

THE SAFE MANAGEMENT OF VEHICLES ON SITE

Vehicles driven around site, must remain within a speed limit of 10 miles per hour and must have hazard lights on at all times with the vehicle is in motion. Mobile phones must not be used while vehicles are in motion.

Vehicle movement within the festival arena and campsites are restricted to site vehicle and emergency vehicles only once the event is open.

Any crash or damage to a vehicle must be reported to the Event Management by phone or radio.

9. LONE WORKING SAFE PRACTICES

Any employee, contractor, volunteer or participant working at the Event must inform Management of any intention to work alone. This will enable enough risk assessment to be carried out and safe practices put in place to support any necessary emergency planning.

10. AIRCRAFT EMERGENCY PLANNING

Should there be a requirement for a patient to be airlifted, the Emergency Services will implement their own plan to safely land an aircraft as close as possible to the casualty.

Responsibility for enabling this activity to happen quickly and safely, rests with the Event Management Team, who, working with the Emergency Services, will carry out a dynamic risk assessment.

11. SITE MAP

Site plans are available in the Site Office

- Roads, paths, boundaries and common names of site locations
- Gathering points and evacuation areas
- Site access points, overhead power lines
- First aid
- Radios
- Fire extinguisher, call points & Muster Points

12 Event Location

The entrance is on Oving Road

Its National Grid Reference is GRID REF: SU 9192 0498 • X/Y CO-ORDS: 491921, 104984 • LAT/LONG: 50.8371,-0.69597736

13 Main Utilities

No Mains services connected to the site.

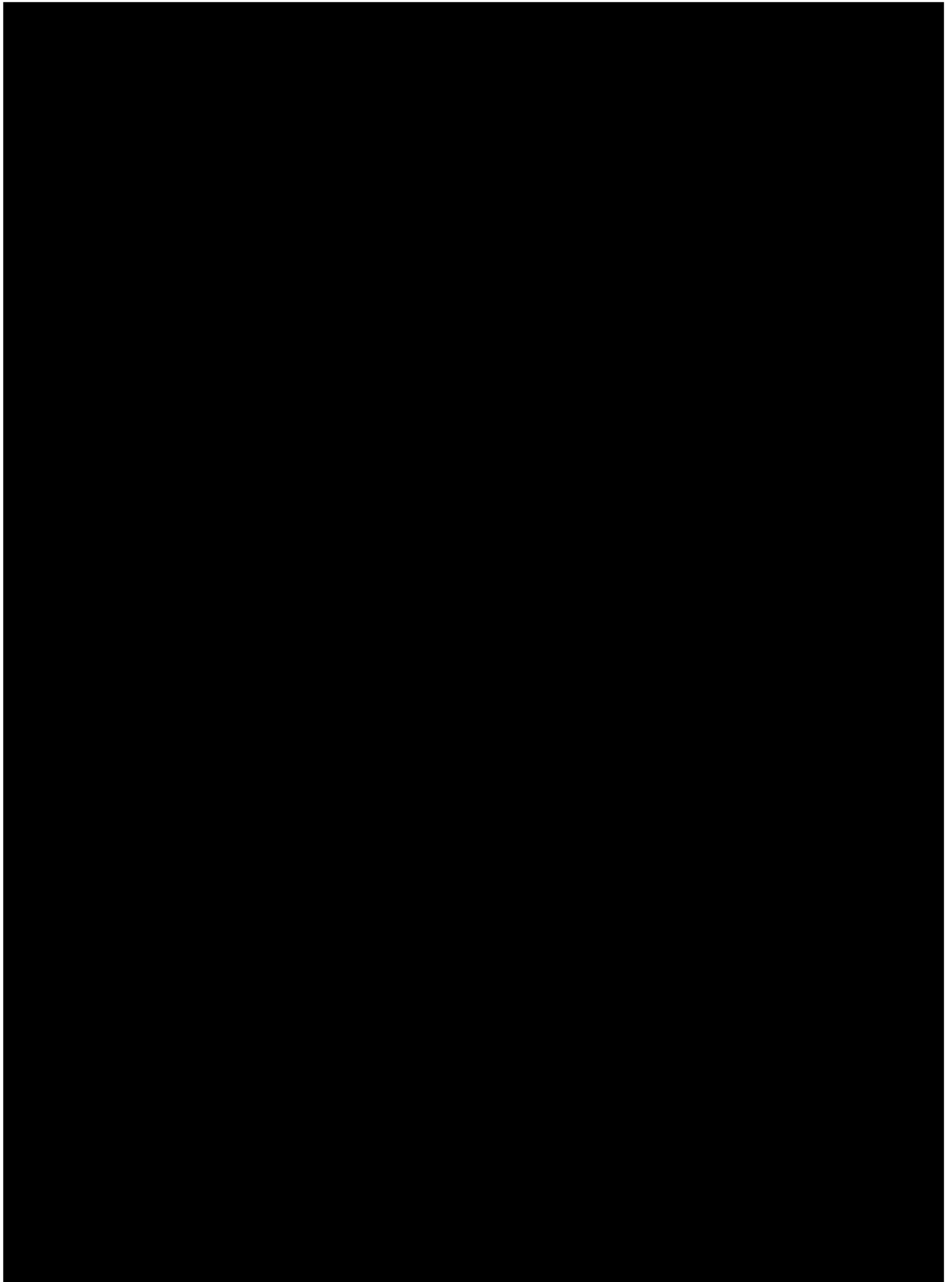
14. EMERGENCY SERVICES AND SERVICE PROVIDERS

FIRE, POLICE, AMBULANCE	dial 999
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The following is a list of emergency numbers for the major utilities and services. *Fire engines and ambulances can enter the site through the main gate, which is on Oving road between Oving and Aldingbourne.*

Local Police	Kingsham Road, Chichester, P019 8AD
Fire station	Northgate, Chichester, PO19 1BD
Water	50,000Lt water pillow on site
Electricity	Supplied by TMS Event Services
Sandbags	Builder Centre, Chichester: 01243 783267
Tree surgery	S&P Tree Surgeons: [REDACTED] Mark Odin: [REDACTED] Ian Odin (EJF): [REDACTED]
Environment Agency	Incident hotline 0800 807060 Flood line 0845 988 1188

15. COMMUNICATION PLAN IN THE EVENT OF AN EMERGENCY



16. EMERGENCY BOX LOCATION AND CONTENTS



17. GENERAL RISK ASSESSMENT

The table below is an outline of the key risk areas facing the Event and our summary responses and processes in place. Detailed risk assessments are carried out on an event by event basis.

Hazard	Risk Description	Who/What is at Risk	Consequence	Control Measure
Lost child	Child lost on site Child taken from site Child abused on site Finding a lost child Finding child with learning difficulties	Children	Stress of Parents Injury/Stress to Child Use of site resources Use of Emergency Service Resources Use of specialist assistance Press/Media involvement Legal Action	Event Manager Mobile phone contact number /radio Safeguarding Policy Safeguarding training annually Safeguarding warden in place Lost child training annually First Aider/ Kits/ Defib unit See lost child/ vulnerable adult policy
Lost/Abused/Vulnerable Adult	Adult lost on site Adult abused on site Adult found on site Abusive person on site	Vulnerable Adult	Stress of Carer Injury/Stress to Adult Use of site resources Use of Emergency Service Resources Use of specialist assistance Press/Media involvement Legal Action	Safeguarding Warden Mobile phone contact nos/radio Safeguarding Policy training Lost adult training First Aider/ kits/ Defib unit

Death/serious injury/incident of an individual	Death of an individual as a result of site operations Death or serious injury of an individual at a planned event Serious health incident of an individual on site Death/serious injury due to vehicle movement	Anyone	Stress for Family Stress to visitors Use of resources Use of Emergency Services Press/Media involvement Legal Action Close Site/Area	First Aider Defib unit & Trained First Aiders Mobile phone contact numbers/radios High viz jackets First aid policy and process training for all staff
Electrical failure	Electrical Short Circuit Electrical Overload	Those affected by the loss	Loss of Power Possible loss of a safety system Loss of communication Loss of some services Possible fire Electrical shock Close Site/Area	TMS Electrics Alarm system First Aider/kits/defib unit Burns kits Fire extinguishers Defib Unit Radio communication Mobile phones Evacuation routes Torches Hi viz jackets Emergency procedure training Muster points Check in/out rota-volunteers Staff Diary/visitor record Road cones/visible tape PPE
Weather/Environmental	Fallen trees Damaged unsafe structures Lightning Strikes High Winds Rain Flooding Black Ice Snow	Anyone structures Vehicles Temporary structures Local road users	Injury/Death Closure of site/area Usage of resources Use of emergency services Further damage to structure or property Uncontrolled flying objects	Event Manager Mobile phone contact no's/radios High viz jackets Emergency procedure training Evacuation routes Muster points Check in/out rota

	Ground Condition		Press/Media involvement Legal Action	Fire extinguishers First aid kits & trained first aiders Defib unit Emergency kit Road cones/visible tape PPE
Fire	Electrical Fire Smoking Combustible Fire Controlled Fire Spreading (Hearth/work shops) Hot Works (welding/Oxy/Ace/MIG) Fire Works Spread from Explosion Thatched structures Event displays Diesel/Petrol Containers/Tanks	Anyone All structures Livestock Woodlands and site Neighbours Local road users	Injury/Death Closure of site/area Usage of resources Use of emergency services Further damage to structure or property Press/Media involvement Legal Action	Events Manager and event security Fire procedure Fire training Muster points Evacuation routes Mobile phone contact nos/radios Fire extinguishers/blankets Check in/out rota-volunteers Staff diary/visitor record First aider/kits/defib unit Emergency kit Road cones/visible tape Torches PPE
Fire	Bonfire			see Bonfire Risk Assessment
Explosion/Ejection of material	Steam Boiler (Steam Engine) Bomb Car Fire (Petrol Tank) LPG Bottle LPG Gas Tanks	Anyone All structures Livestock Woodlands and site Neighbours Local road users	Injury/Death Closure of site/area Usage of resources Use of emergency services Further damage to structure or property Press/Media involvement Legal Action	Event Security Fire procedure Fire training annual Check in/out rota-volunteers Staff diary/visitor record Fire practice Muster points Evacuation routes

				Mobile phone contact nos/radios Fire extinguishers/blankets First aider/kits/defib unit Emergency kit Road cones/visible tape Torches PPE Vet
Terrorists Threat	Anonymous Phone Call Bomb Threat Site Attack Robbery at Reception Robbery at Till points during Events Robbery at Café Robbery at Post Office Possible Hostage situation Unattended bags	Anyone All structures Livestock Woodlands and site Neighbours Local road users	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	Event Security Emergency training Muster points Evacuation routes Check in/out rota- volunteers Staff diary/visitor record Mobile phone contact nos/radios First aider/kits/defib unit Emergency kit Road cones /visible tape Vet PPE

Animals & Vermin	Incidents involving animals Animals out of control Infection & diseases Distressed animals	Anyone	Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S officer Daily checks Mobile phone contact nos/ radio Check in/out rota-volunteers Staff diary/visitor record Daily animal handlers Sanitizers, Hot water & soap available Verbal information to visitors from staff/volunteers First aider/kits/defib unit Mobile phones/radios PPE Vet
Chemical / Substance spill	Fuel Spillage Burns/poison Spillage with Stores Reaction with compound mixtures	Anyone Local environment Wide environment livestock	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S Officer Secure fuel/chemical storage Mobile phone contact nos/ radio Eye wash First aider/kits/defib unit Burns kits Check in/out rota Muster points Evacuation routes PPE Mobile phones/radios Emergency kit Emergency training annual Road cones/visible tape High viz Torches Vet

Collapse of temporary Structure	Tired Seating Event Structures Scaffolding	Anyone Livestock Other structures/vehicles	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S Officer Daily checks Maintenance plan Mobile phone contact nos/radios First aider/kits/defib unit Check in/out rota Muster points Emergency training Evacuation routes Road cones/visible tape High viz Torches PPE Vet
Trees	Deadwood dropping Trees falling Trees Under stress	Anyone Local roads Livestock Other structures/vehicles Damage to site infrastructure Powerlines down	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	Event Manager & Farm Manager Daily checks Annual maintenance plan Check in/out rota-volunteers Staff Diary/visitor record Mobile phones/radios First aider/kits/defib unit Road cones/visible tape PPE Vet

Vehicles on Site	Movement of vehicles on site Static vehicles on site Access/egress to site	Anyone Livestock Structures/other vehicles	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	Event Manager No vehicle ruling for general use whilst open Mobile phone contact nos/radio First aider/kits/ defib unit High viz Muster points Evacuation routes PPE Emergency training/procedure
Camping		Anyone All structures Neighbours Local road users		See Campsite Risk Assessment
Drugs & Alcohol	Missus of alcohol Risk to health of individuals, vulnerable children or adults	Anyone All structures Neighbours Local road users		See Drug and Alcohol Policy
Violence or conflict		Anyone All structures Neighbours Local road users		See conflict management Procedures

Aircraft	Displays Low flying Flight path across site Falling objects	Anyone Livestock Structures Environment Local road users	Closure of site/area Usage of resources Use of emergency services Press/Media involvement Legal Action	H&S Officer Mobile phone contact nos/radio First aider/kits/defib unit Emergency kit Emergency training annual Check in/out rota-volunteers Staff diary/visitor record Muster points Evacuation route High viz Torches Fire extinguishers/blankets PPE
Infectious diseases (Zoonoses) Legionella (detected/traced back to site)	Illness to anyone at site Illness to anyone who visited site Illness to other animals	Anyone Livestock	Closure of site/area Usage of resources Press/Media involvement Legal Action	H&S Officer Mobile phone contact nos/radio Daily checks First aider/kits/defib unit PPE Hygiene procedures Hygiene training

First Aid Provision Risk Calculator

Risk	Details	✓	Score
Nature of event	Classical performance	<input type="checkbox"/>	2
	Sports event - track & field	<input type="checkbox"/>	3
	Equestrian event	<input type="checkbox"/>	6
	Martial arts / Boxing	<input type="checkbox"/>	6
	Public exhibition	<input type="checkbox"/>	3
	Pop/rock concert	<input type="checkbox"/>	5
	Dance event	<input type="checkbox"/>	8
	Agricultural/country Show	<input type="checkbox"/>	2
	Marine	<input type="checkbox"/>	3
	Motocycle display	<input type="checkbox"/>	3
	Aviation	<input type="checkbox"/>	3
	Motor sport	<input type="checkbox"/>	4
	State occasions	<input type="checkbox"/>	2
	VIP visits/summit	<input type="checkbox"/>	3
	Music festival or similar	<input checked="" type="checkbox"/>	3
	Bonfire/pyrotecnic display	<input type="checkbox"/>	4
	New year celebrations	<input type="checkbox"/>	7
	Demonstrations/marches/political events	<input type="checkbox"/>	
	Low risk of disorder	<input type="checkbox"/>	2
	Medium risk of disorder	<input type="checkbox"/>	5
	High risk of disorder	<input type="checkbox"/>	7
	Opposing factions involved	<input type="checkbox"/>	9
Venue	Indoor	<input type="checkbox"/>	1
	Stadium	<input type="checkbox"/>	2
	Outdoor in confined location eg park	<input type="checkbox"/>	2
	Other outdoor eg festival	<input checked="" type="checkbox"/>	3
	Widespread public location in streets	<input type="checkbox"/>	4
	Temporary outdoor structures	<input checked="" type="checkbox"/>	4
	Includes overnight camping	<input checked="" type="checkbox"/>	5
Standing/seated	Seated	<input type="checkbox"/>	1
	Mixed	<input checked="" type="checkbox"/>	2
	Standing	<input type="checkbox"/>	3
Audience profile	Full mix, in family groups	<input checked="" type="checkbox"/>	2
	Full mix, not in family groups	<input type="checkbox"/>	3
	Predominantly young adults	<input type="checkbox"/>	3
	Predominantly children and teenagers	<input type="checkbox"/>	4
	Predominantly elderly	<input type="checkbox"/>	4
	Full mix, rival factions	<input type="checkbox"/>	5
Past History	Good Data, low casualty rate previously (less than 1%)	<input type="checkbox"/>	-1
	Good Data, medium casualty rate previously (1% - 2%)	<input type="checkbox"/>	1
	Good Data, high casualty rate previously (more than 2%)	<input type="checkbox"/>	2
	First event, no data	<input checked="" type="checkbox"/>	3
Expected numbers	< 1000	<input type="checkbox"/>	1
	< 3000	<input checked="" type="checkbox"/>	2
	< 5000	<input type="checkbox"/>	8
	< 10 000	<input type="checkbox"/>	12
	< 20 000	<input type="checkbox"/>	16
	< 30 000	<input type="checkbox"/>	20
	< 40 000	<input type="checkbox"/>	24
	< 60 000	<input type="checkbox"/>	28
	< 80 000	<input type="checkbox"/>	34
	< 100 000	<input type="checkbox"/>	42
	< 200 000	<input type="checkbox"/>	50
	< 300 000	<input type="checkbox"/>	58

Expected queuing	Less than 4 hours	<input checked="" type="checkbox"/>	1
	More than 4 hours	<input type="checkbox"/>	2
	More than 12 hours	<input type="checkbox"/>	3
Time of year (outdoor events)	Summer	<input checked="" type="checkbox"/>	2
	Autumn	<input type="checkbox"/>	1
	Winter	<input type="checkbox"/>	2
	Spring	<input type="checkbox"/>	1
Proximity to definitive care (nearest suitable A&E facility)	Less than 30 min by road	<input checked="" type="checkbox"/>	0
	More than 30 min by road	<input type="checkbox"/>	2
Profile of definitive care	Choice of A&E departments	<input checked="" type="checkbox"/>	1
	Large choice of A&E departments	<input type="checkbox"/>	2
	Small A&E department	<input type="checkbox"/>	3
Additional hazards	Carnival	<input type="checkbox"/>	1
	Helicopters	<input type="checkbox"/>	1
	Motor sport	<input type="checkbox"/>	1
	Parachute display	<input type="checkbox"/>	1
	Street theatre	<input type="checkbox"/>	1
Additional on-site facilities	Suturing	<input type="checkbox"/>	-2
	X-ray	<input type="checkbox"/>	-2
	Minor surgery	<input type="checkbox"/>	-2
	Plastering	<input type="checkbox"/>	-2
	Psychiatric / GP facilities	<input type="checkbox"/>	-2
Total score			<input type="text" value="27"/>

Score	Ambulance	First Aider	Ambulance personal	Doctor	Nurse	Ambulance manager	Support unit
< 20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	15	6	12	4	2
71-75	10	150	24	9	18	6	3
>75	15+	200+	35+	12+	24+	8+	3

WILD FIELD EVENTS LTD. DRUG & ALCOHOL POLICY

Wild Field Events Ltd. take their responsibilities seriously and therefore impose the following the Drug & Alcohol Policy across all events and functions managed by the company.

Persons must be 18 or over to purchase any alcohol.

Anyone selling alcohol must be fully trained to do so.

The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age.

- The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
- Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
- The challenge 25 policy will be fully stated on internet sites and other appropriate promotional material intended to be read by prospective attendees before they purchase tickets. The policy will also be stated in the campsite rules.
- The DPS will ensure that all individual bars and traders:
 - Display challenge 25 posters in prominent locations within their individual bars;
 - Ensure that their staff have been fully trained on the challenge 25 policy prior to supplying alcohol;
 - Ensure that bar staff are engaging with customers and implementing the challenge 25 policy on an ongoing basis throughout individual events.
- If you don't want to bring your pass port or driving licence with you to an event see <http://www.pass-scheme.org.uk/> for details.

Preventing Proxy sales of alcohol

Anyone selling alcohol must be fully trained and understand the law relating to proxy sales. Staff must stay vigilant and be aware of any young people nearby who may attempt to buy alcohol themselves or who may try and persuade an older person to buy it on their behalf. If staff see an adult asking the child what alcohol they want, or if the child's behaviour suggests the alcohol is for them, then they should refuse the sale. If staff have reasonable suspicion that someone is purchasing alcohol for a young person, they are not to sell alcohol to them. Statutory signs and deterrent posters will be prominently displayed on site.

Specific conditions in relation to Wild field family Festival

Any bar selling alcohol must decant into a non-glass, environmentally friendly container before serving.

Only alcohol purchased from one of the festival bars may be consumed within the festival arena.

Alcohol cannot be brought into the festival arena from the festival campsite

Alcohol purchased in the festival arena must be consumed onsite must not be taken back into the festival campsite.

Drugs

Wild Field Events Ltd. does not condone the use of drugs.

Drugs enforcement laws are as applicable onsite as anywhere else in the UK.

It is illegal to buy, sell or take drugs.

All drugs are potentially dangerous, there are no harmless drugs.

The only way to avoid risks is not to take drugs at all. This also applies to psychoactive substances (formerly known as "legal highs").

We want our visitors to know above all else, that they can come to the medical team for help if they need it. We encourage attendees to be honest with medics and welfare teams about what they have consumed so that they know how best to help.

This is a family event therefore any person found in possession of what is believed to be an illegal substance, even in a quantity deemed for their own use, will have their details taken, the substance will be confiscated by the onsite security Police will be called immediately, and any substances will be handed over to the

appropriate authority. Bringing drugs on site violates our Terms & Conditions and will result in the eviction of the person/persons involved.

Neither anti-social nor illegal behaviour will be tolerated, and participants will leave themselves liable for eviction from the site.

WILD FIELD FAMILY FESTIVAL 2019 (WFFF) FESTIVAL COMPLAINTS PROCEDURE

The Wild Field Family Festival organisers (Wild Field Events Ltd) take feedback seriously and aim to respond in a timely and polite manner to any complaints.

Ticket-buyers or members of the local community with a complaint may email info@wildfieldevents.com and will receive a response within 3 weeks.

Volunteers and contractors may express festival-related concerns or grievances to relevant area or service co-ordinators. Any issues that remain unresolved may be brought to the attention of the

Company Director and will receive a response within 3 weeks.

We hope that most complaints can be resolved informally.

Initially, the organisers will consider the complaint and respond with information with a view to achieving resolution. This information may take the form of an explanation, apology, offer of compensation or commitment to improvement in future depending on the nature of the complaint.

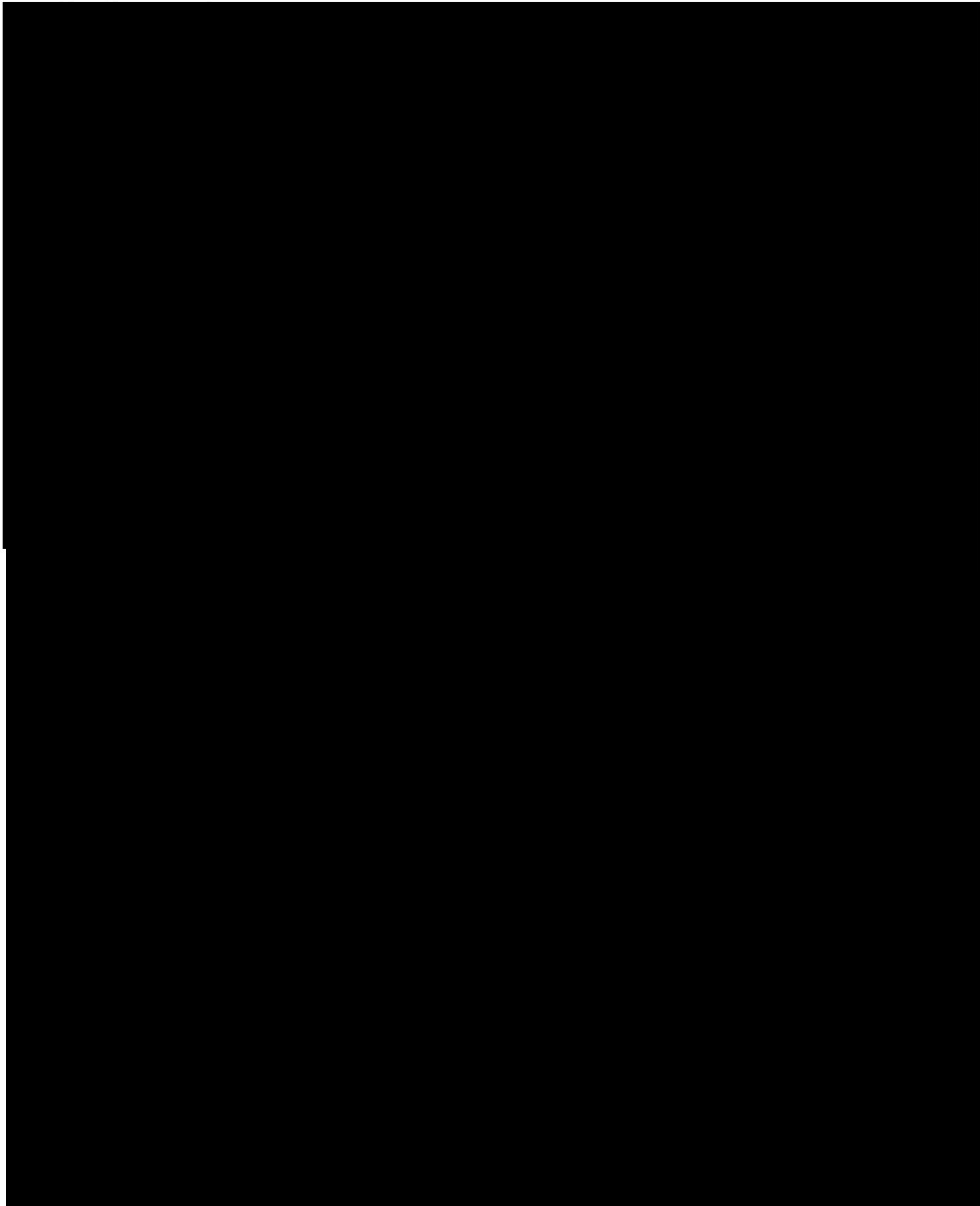
Please note that purchase of tickets implies acceptance of the WFFF Terms and Conditions which are available on the Festival website and ticket agents websites.

Volunteers are required to follow WFFF Crew Terms & Conditions, Health & Safety advice and the specific arrangements/contracts made with their area or service co-ordinator(s).

Festival participants' satisfaction cannot be ensured where these terms and conditions, policies, guidance or contracts have not been adhered to.

Customer/Resident Complaint Form
Date of complaint:
Time complaint made:
Nature of the complaint made
Any actions taken
Name:
Address:
Post code
Phone:
Email:

LETTER OF NOTICE OF EVENT TO LOCAL RESIDENTS



SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY FOR WILD FIELD EVENTS LTD

Introduction

Wild Field Events Ltd is a for-profit events management organisation registered at 3 Oak Close Chichester PO19 3AJ.

Wild Field Events Ltd is managed by the Company Director who currently has particular responsibility for safeguarding children and vulnerable adults.

The Company has adopted this safeguarding children and vulnerable adults policy and expects everyone working or helping at Wild Field Events Ltd to support it and comply with it. Consequently, this policy shall apply to all staff, directors, volunteers, students or anyone working on behalf of Wild Field Events Ltd.

Purpose of the policy

This policy is intended to protect children, young people and vulnerable adults who receive any service from us, including those who are the children or dependant persons of adults who may receive services from us. As an organisation we believe that no child or young person or vulnerable adult should experience abuse or harm and are committed to the protection of children and young people and vulnerable adult. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child and vulnerable adults protection and safeguarding.

For the purposes of this policy, Wild Field Events Ltd defines a vulnerable adult as someone aged 18 or over:

- Who needs help because of their age, illness or disability,
- Or is unable to protect themselves against significant harm or exploitation
- A person can be a vulnerable adult temporarily due to illness or circumstances, including being under the influence of alcohol, medication etc

The risks to children and vulnerable adults

There are situations where children and vulnerable adults need protection including: • Sexual abuse • Grooming • Domestic violence • Inappropriate supervision by staff, volunteers, parents or carers. • Bullying, cyber bullying, acts of violence and aggression. • Crime • Exploitation

Safeguarding children and vulnerable adults at events / activities

There are three kinds of events/ activities • Those open to adults and children of all ages • Those for children accompanied by a Parent or guardian. • Those for unaccompanied children, which are sometimes run alongside other events/ activities.

Vulnerable adults who need additional support may need to be accompanied by a carer and attendees will be assessed on an individual basis

At events and activities open to all ages, children under the age of 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards.

Young people aged

16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise. (Wild Field Family Festival Ticket Terms and Conditions state all under 18's must be accompanied at all times).

At events and activities for children accompanied by a parent, carer or guardian, children under the age of 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise.

At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses and phone number the children's parents, carers or legal guardian. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise.

Both event and activities are to be defined broadly to include any occasions where Wild Field Events Ltd will be providing the service.

Disclosure and barring

Wild Field Events Ltd offers the follow events or activities where children and vulnerable adults may attend.

- Family Festival • Private parties • Functions • Theatre • Film • Camping & Glamping • Weddings

Some of the activities may therefore require adult participants or adult leaders to undergo DBS and / or police checks under the Safeguarding Vulnerable Groups Act 2016. The required level of checking (if any) will broadly reflect on the degree of frequency of unsupervised access given to other people children or vulnerable adults.

The Management will take very seriously any allegation of impropriety on part of any member of Wild Field Events Ltd team. A member of Wild Field Events Ltd who discovers anything amiss should get in touch immediately with the company director.

The team will review the allegation and the likely risk to children or vulnerable adults , and if appropriate, will consider banning the member from future events or revoking his or her employment or both, but only in full accordance with eh rules and procedures of Wild Field Events Ltd.

Health & Safety aspects of safeguarding children and vulnerable adults

Before starting any event for unaccompanied children or vulnerable adults , the team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents, carers and children and vulnerable adults will be made aware of any particular risks and of the steps to be taken to minimise those risks. The team will keep a record of all risk assessments.

Sufficient adults must be present at any event for unaccompanied children or vulnerable adults to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

Policy on the prevention of bullying

We will not tolerate the bullying of children or vulnerable adults either by adults or other children. If any incident of child-on-child bullying should arise at a Wild Field Events Ltd events, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The team will review all incidents of

child-on-child bullying and assess the likely future risk to children. If appropriate, the team will consider banning a child from future events, but only in full accordance with the rules and procedures of Wild Field Events Ltd.

Allegations of adults bullying children or vulnerable adults will be dealt with under the same conditions as any serious allegations of impropriety as above.

Photographing children

No photos will be taken or published of any child or vulnerable adult attending the events or activities unless prior written permission is sought from a person with parental or caring responsibility. If any person has any concerns regarding any persons taking photos at an event or activities, that person should contact Wild Field Events Ltd immediately.

Managing behaviour, discipline and acceptable restraint.

Adults supervising children or vulnerable adults at Wild Field Events Ltd events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent damage to property, then the minimum necessary restraint may be used – but for that purpose only. Unacceptable behaviour at Wild Field Events Ltd events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

Wild Field Events Ltd may apply further disciplinary sanctions; namely the banning of a child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the Company Director.

A parent who is aggrieved by this ban may appeal to Wild Field Events Ltd who will hear the views of all relevant persons. The decision of Wild Field Events Ltd is then final. Any such appeals should be made direct to Wild Field Events Ltd.

Other policies

The safeguarding policies should be read together along with the following policies and resources: • Wild Field Festival Event Management Plan • Lost child or vulnerable adults procedure • Found child vulnerable adults procedure • Staff & Voluntary DBS certificates. • Events Risk assessments. • Individual event Terms & Conditions.

This policy was drawn up by Sue O’Keeffe on 20/02/2019 and is due for review on a yearly basis.

Wild Field Events Ltd LOST CHILD OR VULNERABLE ADULT PROCEDURES.

IF A LOST CHILD or VULNERABLE ADULT IS REPORTED TO YOU, FOLLOW THIS PROCEDURE

- If a parent / responsible adult approach you about their lost child/vulnerable adult, remain calm.
- Contact Event Control, either with your own radio, or ask a member of staff with a radio to do this for you.
- Ask the parent / responsible adult for a detailed description of the child/vulnerable adult and where and when they were last seen.
- Go with the parent / responsible adult to the location where the child/vulnerable adult was last seen and wait there for at least 10 minutes just in case the child/vulnerable comes back. Make your position easily visible to aid the lost child/vulnerable adult to find their parents/responsible adult.
- Events stewards or/and security personnel in the vicinity will be notified immediately to support a rapid search of the immediate area.
- If the child/vulnerable adult does not return within ten minutes, escort the parent/responsible adult to the child/vulnerable adult point.
- The parent / responsible adult may be very distraught and not wish to leave the area where the child/vulnerable adult was lost. If the parent/responsible adult is not prepared to accompany you, their contact details should be taken and relayed to event control so they can be contacted if the child/vulnerable adult is found later.
- Event control will notify the police as necessary (suggested if not found after 20 minutes) who will co-ordinate and continue the search until the child has been found.
- If an individual case presents with circumstances which may lead to the child being a high-risk case (e.g. possible kidnapping) event control should be contacted immediately and the police informed immediately who will devise the appropriate search strategy.
- Parents / responsible adults arriving at the child/vulnerable adult point looking for a child/vulnerable adult who has not been handed in, will be encouraged to remain at the child/vulnerable adult point but will not be forced to do so.
- The child/vulnerable adult point staff will complete a lost child/vulnerable adult form and take care of the parents / responsible adult until the lost child/vulnerable adult is found. the parent /

responsible adult will be required to show proof of identity and a signature must be obtained prior to allowing the child/vulnerable adult to leave with them.

- On repatriation of the child/vulnerable adult with their parent / responsible adult, the incident log must be completed.
- Once a child/vulnerable adult has been reunited with their parents / responsible adult, the child/vulnerable adult point will notify event control.
- At no time should a child be escorted to the lost child point by one member of event staff alone.

Wild Field Events Ltd - FOUND CHILDREN/VULNERABLE ADULTS PROCEDURE.

IF A FOUND CHILD or VULNERABLE ADULT IS REPORTED TO YOU, FOLLOW THIS PROCEDURE

- Steward to remain with the child/vulnerable adult at the location they are found for 5 minutes and notify the Safeguarding Coordinator and event control immediately to request assistance.
- Event control/or the Safeguarding Coordinator will arrange for a member of staff to pair with the steward so that 1:1 contact with the child/vulnerable adult is minimised (physical contact with the child/vulnerable person should be avoided where possible)
- Steward to pass details of child/vulnerable person to event control and Safeguarding Coordinator.
- Safeguarding Coordinator (or event control if present) to open an incident log.
- After 5 minutes child/vulnerable adult to be taken to the Lost People Point.
- Minimum of 2 briefed and suitable staff to remain with the child at all times.
- Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/vulnerable person recognises the adult.
- Prior to discharging the child/vulnerable person, ensure the parent/carer is fit (for example that they are not intoxicated, emotionally distressed, angry) and consult with event control if there is doubt. (Police intervention may be necessary if the parent/carer is unfit to care for the child/vulnerable person.)
- When the child/vulnerable person is reunited with parent/carer, steward to inform event control and Safeguarding Co-ordinator.
- Descriptions of the child/vulnerable person should not be circulated in public unless the child/vulnerable person is already secure.
- Event Control or Safeguarding Coordinator to update and close incident log.

FOUND CHILD / VULNERABLE ADULT REPORT FORM

[Redacted content]

TRAFFIC MANAGEMENT PLAN (02/12/18)

WILD FIELD FAMILY FESTIVAL 2019 | HOLLY TREE FIELD, PARK FARM, ALDINGBOURNE, WEST SUSSEX

The purpose of the Traffic Management Plan is not only to control all traffic from moving in the site during the event, but to enable other traffic to continue to move outside the site so far as is reasonable.

The priorities are to:

- Create a safe event for the public attending
- Create a safe event for the public outside the site
- To meet statutory requirements

A considerable number of factors affect the planning of traffic management. Location, Site Access, Event Type, Visitor Numbers, Mode of Transport and time of year to name but a few.

This Traffic Management Plan is designed to minimise inconvenience to traffic not connected with the event as well as to facilitate the guests entering and leaving the site in the quickest, safest way possible.

Should there be a major incident on any of the roads surrounding the event then the event organisers will inform guests of the whereabouts of the incident via site stewards.

Wild Field Events Ltd will be employing the services of MS Services to provide traffic management on the main entrance and exit from 1 hour before and 1 hour after event opening/ closing times.

ACCESS TO WILD FIELD FAMILY FESTIVAL

Wild Field Family Festival is accessed via 2 gated entrances on Oving Road.

The Main Entrance (Gate 1) will be used by day and weekend guests.

The Exhibitor Entrance (Gate 2) will be used by all exhibitors, staff, production team, deliveries and emergency vehicles. This will be used as a backup for visitors to control queues on road if necessary.

Entrance 1 will be manned during the festival opening hours and times when guests will arrive or leave the site. In addition, the Exhibitor Entrance will be manned during the set up and break down hours and have access available for emergency vehicles at all times.

Both entrances to the field will be hardened to aid ingress and egress of vehicles.

The entrances will have sufficient signage in place which complies with the traffic regulations.

The visibility splays from the event accesses / exits will be checked and managed appropriately to ensure that there is suitable visibility.

Oving Road is a high-speed unlit road, therefore Wild Field Events Ltd plan to utilise an advisory speed limit (using yellow and black warning signs) and additional signs warning of upcoming events entrances.

Total expected vehicles on site including deliveries at full capacity - 600

SITE TRAFFIC RULES

- All vehicles will abide by a strict 10 mph speed limit on site
- All large production vehicles will be escorted by a steward at all times
- No vehicle movement on the festival arena site during opening hours, except for emergency and Wild Field Events site vehicles.
- Hazard lights will be required to be on in all areas except the public car park for moving vehicles.
- All staff will be required to wear the correct PPE for the activities they are undertaking at all times.
- All PPE must be in a clean and usable state
- If any of the above rules are broken, the staff member in question will be re-briefed and warned, any member of the public in violation will be warned.
- No Dogs will be permitted on site

- The Festival Campsite must be clear of cars by time of festival opening and parked in the appropriate car park.

PRODUCTION TRAFFIC

Expected Traffic levels and Arrival Times TBC depending on ticket sales and production schedule.

- 1 x Articulated lorry expected, carrying water supply and staying on site in static position until after close of event.
- During events set up (Monday 5th August – Thursday 8th)
- Production traffic and deliveries will only arrive between 9am and 5pm on non-operation days and on show days will arrive between 8am and 11pm, during opening hours of the public car park. No deliveries will be expected and the majority of production traffic at this time will be artists and small-scale contractors who will arrive at Exhibitor Entrance (Gate 2) and parked adjacent to the entrance.
- All collections will operate between 9am and 5pm and all will exit out of Exhibitor Entrance (Gate 2)

ACCESS ROUTES

- Production vehicles have one main access route; until the weekend of the festival.
- Production traffic will enter through Exhibitor Entrance (Gate 2) and enter the site into the exhibitor drop off and camping area, where they will sign in at the Site Secretary tent on the map.
- During the weekend of the show, minimal lightweight remaining production traffic will be required to enter through Main Entrance (Gate 1) and enter site via the public campsite and check in with security at that point.
- Production vehicles will then exit out of (Gate 2).
- Guests: Guests with a valid camping pass can arrive from 12:00 – 20:00 on Friday 9th August.
- Day visitors will have vehicle access to the campsite and visitor car park from 09:00 – 21:00 on Saturday 10th & Sunday 11th August.
- Campers staying overnight on Sunday evening must vacate the site by 12:00 Monday 12th August Allowing Production vehicle back on site to breakdown after 13:00 on Monday 12th August.
- Campers needing in to leave the site from Friday – Monday will be able to do so via the stewarded Main Exit (Gate 1)
- Camping areas and carparks will be managed by marshals directing people as well as on site event signage.
- Public vehicles have allocated parking places and should be in this area.
- Access routes and public pathways will be clearly signed and marked.

VEHICLE PASSES

All exhibitors, staff and production and emergency vehicles will display a vehicle pass, all will include a space on the pass to add a telephone number.

PRE AND POST EVENT TRAFFIC

Production traffic levels are expected to be low, with the majority of the exhibitors arriving on Thursday 8th August, and leaving the site at end of event breakdown on Sunday 11th August. The earliest arrival day will be Monday 5th August and latest departure day will be Tuesday 13th August.

SUSTAINABILITY POLICY

WILD FIELD EVENTS LTD. SUSTAINABILITY POLICY

Wild Field Events Ltd. is a UK-based events company that runs festivals, weddings, parties and fairs. Wild Field Events Ltd. understands that the events that it manages have environmental, social and economic impacts. It is therefore committed to the development, implementation and continual improvement of a sustainable event management system to minimise any negative impacts of its operations.

Our approach is to embed sustainable management principles across all events for which it is responsible.

The Company's sustainable event management principles are:

Integrity & Ethical Behaviour: To act ethically and with integrity in our event operations with regard for the law and without bias, including in our dealings with our employees, customers, suppliers and towards society and the environment.

Inclusivity & Accessibility: To produce high quality events that are inclusive and accessible to people of all ages, backgrounds and abilities.

Environmental Performance: To minimise the impact of events on the environment.

Collaboration & Transparency: To collaborate and build relationships with stakeholders and the general public and to ensure that all stakeholders have access to all relevant information about event operations.

Legality: To meet and exceed all applicable legal and regulatory requirements in all activities.

Stewardship: To show leadership and best practice in sustainable event management.

Wild Field Events Ltd. is committed to continual improvement and will monitor its performance against agreed sustainability objectives.

What can you do to help?

We're busy behind the scenes doing as much as we can to realise our ambitions, but we need your help us to make our festival greener and cleaner, so here's some things you can do before, during and after our events;

Travelling to our events

If you don't live in West Sussex, consider the most sustainable way to travel here and back home. Make use of public transport where possible.

Walk to and from the events when possible. Many of our events take place around Chichester and are easy to travel to by foot or cycling, if public transport is not accessible please consider car share opportunities.

Recycle

Dispose of your waste responsibly by using the recycling systems in place.

Recycle any Festival brochures or leaflets when you are finished with them.

Reuse cups at the bars and food outlets as many times as you can.

Visit our website, or sign up to our Facebook, Instagram and Twitter pages for event updates so we can reduce the amount of print material we produce.

Use Eco Friendly products

PLEASE DO NOT BRING ANY NON-ECO FRIENDLY WASHING PRODUCTS WITH YOU!

The organisers are committed to making Wild Field Family Festival as eco-friendly as possible. One of the ways we will doing this is by providing everyone access to eco washing up liquid, eco shampoos and shower gels and eco hand wash at all our shower, washing up stations and hand wash points. This way we can be sure that the natural environment that we are using will remain undamaged.

Tell all your friends about the importance of helping us with all of this to reduce the impact Wild Field Events Ltd. has on the environment.

WILD FIELD FAMILY FESTIVAL 2019

FIRST AID PROVISION

The Festival organiser will be liaising with local authority services with regards to providing the appropriate level of medical cover for the duration of the festival, including event build-up and breakdown.

The nearest accident and emergency area is located at: St Richards Hospital, Spitalfield Ln, Chichester PO19 6SE

The level of medical first aid and provision for the whole festival including the campsite will be in accordance of the latest addition of the "Event Safety Guide" (HSG 195)

First aid facilities will be provided on site for all staff, contributors and audience members for the duration of the festival.

The local ambulance services will be given prior notification of the Festival.

H&S briefing meetings including medical provision information will be provided to all staff and volunteers.

The first aid point will be provided with the contingency plan, event contact numbers and site plan.

The medical first aid point will be clearly signed and provided with water and power supplies.

The medical team will be on site for a minimum of one hour before the festival begins to a minimum of one hour after the festival finishes. They will be identifiable by Kismet uniforms and high vis jackets. The medical team will be issued with a staffing plan before the start of the event.

An accident book will be located in the Festival HQ marquee. Any employee, contractor or freelance worker who suffers an accident must make sure that the accident is reported to the Event Safety officer as soon as possible. These records will be available at all times to relevant authorities.

Build-up and breakdown

During the Build-up and breakdown of the event first-aid provision will be provided by the festival coordinator who holds current AoFA First Aid Level 3 QCR certificate. First aid kit will be held in the Festival HQ Marquee which will be adequately signed.

During Festival and Campsite opening hours

A separate festival entrance will be in place to allow access for emergency vehicles during the event.

The festival will have a no vehicle movement policy in place in the festival arena, except for site and emergency vehicles.

Medical response will have radio communications with the Festival HQ & Event management. A protocol for the use of radio equipment is in place. A communications plan detailing medical communications links will be produced and held at both the medical control point and festival HQ.

An event log will be maintained and will include any actions or decisions taken by the manager of the medical provisions and the reasons for those actions.

First aid cover will be contracted to Kismet Medical services. Their provision will include: Medical Cover with a Response Vehicle, Shelter and all Equipment (Defib, O2, etc) for the duration. With 2 people with a sleeping duty overnight. In addition to this provision there will be a minimum of 4 additional first aiders on site during the day and an additional 'on call' campsite first aider to assist overnight. Kismet will be responsible for maintaining the medical unit, providing appropriate first aid facilities, water provision & clinical waste disposal.

WILD FIELD EVENTS LTD - CONFLICT MANAGEMENT AND EVICTION PROCEDURES

At any event or function that require Security, the guard will wear clothing that easily identifies the individual as a security operative.

At Wild Field Family Festival, Wild Field Events Ltd will use contracted SIA trained security Guards who are fully trained in dealing with conflict and practices to avoid conflict. These guard will wear BWV's when involved in ejections/hands on interaction.

Additional stewards will be at events and functions to help with directing visitors to the appropriate welfare and sanitary facilities, checking tickets on arrival, ensuring entrance, exit/evacuation routes and fire lanes are kept clear and providing assistance in the carrying out of evacuation procedures in the event of danger to visitors, including liaising with representatives of the emergency services.

Security guards will patrol the grounds of the events venue to protect against terrorism, theft and other illegal activities and are also responsible for observing event attendees, volunteers and staff to ensure that they are abiding by the laws and rules of the venue.

Security guards will have roaming duties as well as on occasions being stationed at various posts throughout the venue. Security will have a base which is easily identifiable. They may also search bags or other belongings that are brought into the venue for contraband. In some cases, they may monitor electronic surveillance equipment to ensure that no one is violating the law or rules of the venue. Security guards may detain anyone who is in violation of the law or venue rules. They will also perform crowd control and may be required to supervise parking or direct traffic after the event is over.

Avoiding Conflict

Security will be used to evaluate a potentially threatening situation and choose the best response of action to be carried out. They will be trained personnel who are experienced in assessing potentially hazardous situations.

All staff and volunteers are responsible for being aware of risks and potentially dangerous situations. Security guards will have been trained to evaluate and then respond professionally and decide what actions to take.

When attempting to resolve a conflict the security and any trained personnel are advised to maintain self-control, empathise with those effected by the incident, actively listen and call for assistance if required and act fairly without discrimination.

When confronted with a difficult situation the SIA Guard must attempt to manage the problem, however there will be situations where the only option for them and the team will be to eject the offender or offenders.

In all cases the event management team must be notified of the situation.

The licence for any event will be granted under strict conditions of attendance and public safety, prevention of disorder and prevention of public nuisance. Any person who disrupts an event, function, wedding or festival run by Wild Field Events Ltd under any of the below sections, will leave themselves liable for eviction from site. The decision as to the eviction will be at the discretion of the Event Manager following advice from and security staff or Health & Safety officer on site.

If a person or persons need to be evicted from the site, the situation will be evaluated, and a decision will be made by Security or Duty Warden whether this is an arrestable offence or whether it will require ejection only.

Persons may be liable for eviction under the following circumstances:

- Entering or being onsite without a valid ticket or relevant pass/ wristband or invitation.
- Bringing on site any of the following banned items • Drugs. • Any illegal substances such as NOS/nitrous oxide. • Weapons or anything that can be interpreted as a weapon. • Chinese lanterns. • Fireworks. • Naked flame torches or flares. • Generators of any kind, unless agreed in advance • Portable sound systems other than those for personal use, unless agreed in advance • Lasers or air horns. • Anything else that the security team or management team view as potentially harmful or antisocial.
- Failing to comply with all Wild Field Events Ltd Terms & Conditions that apply to the event you are attending.
- Any breaches of criminal law.
- Any breaches of licensing law.
- Unacceptable, disruptive or anti-social behaviour.
- Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the Police.

After being notified of an incident, the manager (or the most senior person on duty) will act immediately by:

- Assessing the need for first aid treatment and/or hospital treatment;
- Securing the incident scene where necessary to prevent additional dangers and to preserve any relevant evidence; promptly offering support and reassurance to the individuals involved.
- Reporting the incident to the Police where necessary. Visitors and staff have the right to report incidents of violence and/or aggression which directly involved them to the Police.
- Assessing what level of investigation is required for the incident.
- Completing an Incident Report Form - Incidents of violence must be recorded on the organisation's Incident Report Form.
- Reporting all incidents promptly and fully as per Incident.

In all cases:

- Inform – Events Manager & the onsite Health & Safety officer and Police Officers if called.
- Inform fellow team members, confirm the identity of the offender to the Response team leader or Police
- Confirm what the offender is currently doing, where the offender is, stating their location.
- Confirm the evidence of the offence and obtain the witnesses details.

EJECTION PROCEDURE:

All persons evicted from site will be processed via an onsite Security Team or Duty Warden. All persons presented for ejection will be interviewed and their details will be recorded in a secure database with their full personal details, a photograph, date and time and the reasons for ejection.

All persons who are to be evicted will be able to make a telephone call, if they do not have a mobile phone in order to contact immediate members of their group and/or family, using a free phone service. If the person or persons are not collected from the site or are not in a fit state to leave the site safely alone, then they will be handed over to the police.

Persons who are to be evicted will need to phone a friend on site to collect their belongings before their ejection as they themselves will not be permitted back into the event to find them. Wild Field Events Ltd will not be responsible for ensuring that they leave site with their belongings.

All evictees will have their wristbands removed to prevent them re-entering the festival.

WILD FIELD CAMPING 9 – 12 AUGUST 2019 ** CAMPING TERMS & CONDITIONS

Thank you for your cooperation, we hope that setting these T's & C's will enable a safe and happy stay over the festival weekend. Wild Field Festival Campsite opening/closing hours: Open: Friday 9th August 12 noon
Close: Monday 12th August 12 noon. The Festival Campsite is located at Holly Tree Field next to the festival arena.

Camping Passes: Camping Passes must be purchased in advance and all camping pass holders must also have a valid ticket to attend at least one of the Festival dates and show this ticket on entry to the campsite along with their Wild Field Festival Camping Pass. All tickets will be exchanged for wristbands on arrival at the entrance to the campsite. The campsite wristband will allow you 24-hour access to the campsite over the period of the festival, there will always be staff and security on site checking wristbands so please make sure you keep it on. Any persons without a wristband may be asked to leave the campsite.

Glamping: If you would rather opt for a stress-free weekend and have your space already for you when you arrive you may wish to glamp at the festival in one of our beautiful bell tents, please contact info@wildfieldevents.com direct for information, prices and packages. Glamping T&C's will apply.

Parking: Car Parking will be separate from, but adjacent to the campsite. Please note that you will not be permitted to sleep in any vehicle in the car park.

Pitches: Tents should be pitched a minimum of 3 meters apart. Tents erected unreasonably close to neighbouring campers (even if camping together) may be asked to take down and moved for health and safety reasons. We're happy for groups to camp near each other but we politely ask that people are considerate and not to set up overly large "camping areas" to ensure everyone has enough room to enjoy the campsite and all have a fair amount of space. Noise levels must be kept at a minimal after 10pm as this is a festival aimed at younger families. Gazebos are permitted, however, we kindly ask that, as with tents, they are a safe distance from other campers. All under 18s must pitch with their parents/carers.

Facilities: Facilities within the campsite include: toilets, showers (additional charge may occur), food stalls, 24-hour security, medical and welfare presence, limited lighting, & waste disposal area. The campsite will have limited lighting and campers are advised to bring personal torches with them.

Eco friendly: PLEASE DO NOT BRING ANY NON-ECO-FRIENDLY WASHING PRODUCTS WITH YOU!

The organisers are committed to making Wild Field Family Festival as eco-friendly as possible. One of the ways we will do this is by providing everyone access to eco washing up liquid, eco shampoos and shower gels and eco hand wash at all our shower, washing up stations and hand wash points. This way we can be sure that the natural environment that we are using will remain damaged.

Fires: Fire safety is very important. No campfires, flares, fireworks, Chinese lanterns, naked flames etc. are allowed. Disposable BBQs are not allowed. Only small purpose built off-the-ground BBQs and camping stoves can be used to cook food and must always be supervised. If the ground conditions become dangerously dry, Wild Field Events have the right to ban all BBQ's from being used for Health and safety reasons.

Pets: No pets or other animals are allowed on the festival campsite other than assistance dogs.

Electrics: Holly Tree field is completely off grid. Although the organisers will be bringing power supplies to service the facilities and entertainment, unfortunately, we will not be able to provide electric hook-ups for campers.

Wi-Fi: The festival is on a remote field with no fixed Wi Fi service. Please provide your own means of receiving internet access / Wi-Fi. Please make sure you top up your 4G allowance in advance. Vodafone tends to have a good reception onsite but cannot be guaranteed by the organisers.

Alcohol: The festival organisers will be running a 'Challenge 25 policy' if you're lucky enough to look under 18 please bring a valid proof of ID with you. Alcohol purchased off site will not be allowed to be brought into the festival arena, where there are bars available. Alcohol purchased at one of the bars in the Festival Arena must be consumed within the Festival Arena and must not be taken to the Festival Campsite or off site.

Behaviour: Wild Field Family Festival is about families enjoying a fun time together. Wild Fields Campsite is for people and having a good time. Anti-social behaviour will not be tolerated, and you will be ejected without refund from the campsite and the festival.

Dangerous items: Wild Field Festivals has the right to search ticket holders on entry to the campsite and to the festival. If you are in possession of illegal substances, you may be arrested. If you are ejected from the Wild Field Festival Campsite, you will also forfeit your attendance to the main Festival site and vice-versa.

The following items are not permitted at the campsite: • Drugs. • Any illegal substances such as NOS/nitrous oxide. • Weapons or anything that can be interpreted as a weapon. • Chinese lanterns. • Fireworks. • Naked flame torches or flares. • Camping gas canisters above 5kg. • Generators of any kind. • Portable sound systems other than those for personal use. • Lasers or air horns. • Anything else that the campsite security team or campsite management team view as potentially harmful or antisocial.

Security: Security will be on site throughout the event, however, visitors leave their belongings at their own risk. It is advised to leave all valuables at home.

Cancellation: If the Festival is cancelled, the organisers, Wild Field Events shall not be liable for any costs or expenses incurred by campsite ticket holders, including but not limited to the ticket cost, transportation & accommodation costs or any other losses of any kind. The organisers reserve the right to change and amend the festival programme without prior notification & cannot be held responsible for acts or activities that cancel. Refunds cannot be issued if a workshop or activity does not take place.

Wild Field Events Ltd **Security Incident Reporting Form Template**

[Redacted Content]

Wild Field Events Ltd **Offence Incident Report Form Template**

[Redacted Content]