APPENDIX 3

FESTIVAL OF HOUSE 2016

APPLICANT'S SUBMISSIONS

		PAGE NO
ITEM 1	Event Management Plan	1-68
ITEM 2	Event Management Appendices	69-84
ITEM 3	Media & Communication Plan	85-130
ITEM 4	Crowd Management Plan	131-188
ITEM 5	Traffic Management Plan	189-246
ITEM 6	Environmental Management Plan	247-284
ITEM 7	Species Protection Plans	285-320
ITEM 8	Wet Weather Plan	321-338
ITEM 9	Wind Management Plan	339-346
ITEM 10	Waste Management Plan	347-360
ITEM 11	Noise Management Plan	361-374
ITEM 12	Water Safety Plan	375-400
ITEM 13	Medical Management Plan	401-432
ITEM 14	Welfare Plan	433-438
ITEM 15	Health & Safety Plan	439-468
ITEM 16	Risk Assessment (including Fire RA), H&S Information, Method Statements	469-732
ITEM 17	Major Incident Contingency Plan	733-796
ITEM 18	Emergency Procedures & Evacuation Plan	797-814
ITEM 19	Big Wheel Technical & Safety Information	815-838
ITEM 20	Site Plans & Schematics	839-854
ITEM 21	Technical and Safety Data	855-874
ITEM 22	Alcohol Management Plan	875-890
ITEM 23	Food Trader & Concessions – General Trading Terms & Conditions	891-906
ITEM 24	Cash Management & Cashpoint/ATM	907-910
ITEM 25	Drug Management Plan	911-920
ITEM 26	Letters of Support and blank postcard for support	921-1034

EVENT MANAGEMENT PLAN

Document Control

Document Title/Version	Event Management Plan / V1.7
Documents Owner	
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Command Structure V 1.2	MAIRG
Traffic Management Plan V2.5	Project Plan V0.2
Alcohol Management Plan V1.9	Media & Comms Plan
Drug Management Plan V1.6	Crowd Management Plan V11
Environmental Management Plan V2.10	Noise Management Plan
Water Safety Plan V3.0	Wet Weather Plan
Waste Management Plan V3(final)	Welfare Plan
Medical Plan V2.0	Wind Management Plan

CONTENTS:

1. EXECUTIVE SUMMARY

2. STATEMENT OF INTENT, NOMINATED ORGANISATION & APPENDIX 1 (COMMAND STRUCTURE/KEY CONTACTS)

3. OVERVIEW

4. JOCC

5. KEY ROLES & RESPONSIBILITIES

6. COMMUNICATIONS

7. VENUE & SITE

8. CAMPING

9. CROWD MANAGEMENT

10. TRAFFIC MANAGEMENT

11. EXTREME WEATHER – SEE WET WEATHER & EXTREME WEATHER PLANS

12. THE ENVIRONMENT – SEE ENVIRONMENTAL MANAGEMENT PLAN, SPECIES PROTECTION PLANS & SURVEYS AND APPENDIX 21.7 – 21.17

13. TEMPORARY STRUCTURES

14. BARRIERS & FENCING

15. ELECTRICAL SUPPLY & LIGHTING

16. BARS & CONCESSIONS

17. SANITARY FACILITIES

18. WATER SAFETY

19. WASTE MANAGEMENT & LITTER

20. SOUND & NOISE MANAGEMENT

21. MEDICAL PROVISION

22. INFORMATION, WELFARE & LOST PROPERTY

23. HEALTH & SAFETY POLICY & PROCEDURES

24. MAJOR INCIDENT CONTINGENCY PLAN

25. TRAFFIC APPENDICES, SEE ALSO 10. AND TRAFFIC MANAGEMENT PLAN

26. MEDIA & COMMUNICATIONS PLAN

27. EMERGENCY PROCEDURES & EVACUATION PLAN

28.1 WET WEATHER PLAN

28.2 WIND MANAGEMENT PLAN

29. ALCOHOL MANAGEMENT PLAN, OCCASIONAL ALCOHOL LICENCE LICENSING BOARD AND PUBLIC ENTERTAINEMENT LICENCE

1

Executive Summary

The following document provides the overarching Festival Of House Event Management plan, taking cognisance of all appendices and related plans. The following will outline the organisers intent in managing the event in line with the objectives of the Multi Agency Steering Group and Sub Groups chaired by representatives from Angus Council and maintain the highest standards of health, safety and welfare for all workers and attendees.

Statement of Intent

This document is to be viewed as an outline plan of intent, and not the definitive end product. The organisers recognise that planning is a dynamic process, and as such alterations and amendments may take place prior to the completion of a finished plan.

This document recognises that the organiser has carried out a comprehensive risk assessment in relation to the overall event and, whilst ensuring that incidents and accidents are kept to a minimum, part of the duty of care towards attendees is to provide sufficient command and control arrangements, in place, on site. For this to work effectively, the organiser will work in partnership with all the members of the Multi Agency Steering Group at all stages during the event.

This document will set the framework for the effective management of the event and will consist of the following:

- Statement of Intent
- Nominated Organisation
- Outline Major Incident Procedure

Nominated Organisation — I.D. RESILIENCE.

The promoter for Festival of House has commissioned a skilled and experienced independent provider for several aspects of festival delivery to compliment that of the Festival of house Team and specifically to provide experienced personnel to perform the roles of Festival Multi Agency Gold, Festival Manager (Silver) and JOCC Manager. SEE APPENDIX I. TO EVENT MANAGEMENT PLAN. COMMAND STRUCTURE & KEY CONTACTS.

Major Incident Contingency Plan

In the event of a major incident occurring at Festival of House it is recognised that the management of the event will pass from the organisers to a suitable statutory authority (principally the police). Under such circumstances the Festival Director will document the handover of responsibility and place at the disposal of the statutory authority all the resources available on site. During the period of the major incident, the Festival & JOCC Managers will act as the Festival Director's liaison with the police or statutory authority within the JOCC.

Please refer to the Major Incident Contingency Plan for further details. CONTENT NO. 24.



EVENT MANAGEMENT PLAN

CONTENTS. NO. 2.

STATEMENT OF INTENT

Document Control

Document Title/Version	Statement of Intent / V1.2
Documents Owner	IMK - ID Resilience
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

Executive Summary

The following document provides a succinct descriptor of how Festival of House and ID Resilience intend to practically deliver the event safety plans. The document will refer to the detailed project plan, (to be read in conjunction) in addition to a clear concise command structure, links, governance and communication. The following will also provide concise competencies of the staff to support their ability to perform the role described. Recommendations and endorsements are also to be found within to support our ability to execute the plans, manage the event and provide a safe and successful event.

CONTENTS

Event Management
Reference
Plans to Practical Implementation
FoH Event Command Structure
Roles and Responsibilities
Competent Persons
Conclusion

Event Management

A team of resilience professionals with a proven track record of running safe events will manage Festival of House. A number of individuals will be charged various aspects of running the event on the operational days with other heads of departments reporting to them.

Management functions will be co-coordinated through a multi-agency control known as the Joint Operations Coordination Centre (JOCC) within a control facility/office within the staff area on site. As the name suggests this facility is staffed by multi agency personnel with the ability to assume control of the event in the case of a major incident.

The JOCC will remain open continuously and will be managed by Mike Oates and Grant Russell – JOCC Managers. It is anticipated that Event Control/JOCC will be busiest between 11.30 and 02.00 on show days. Each agency may need a member of staff present, at all times, who is suitably authorized and competent to be a 'decision maker' for their agency.

The roles and functions of key individuals in the event management structure as well as the JOCC are explained in more detail below.

Reference

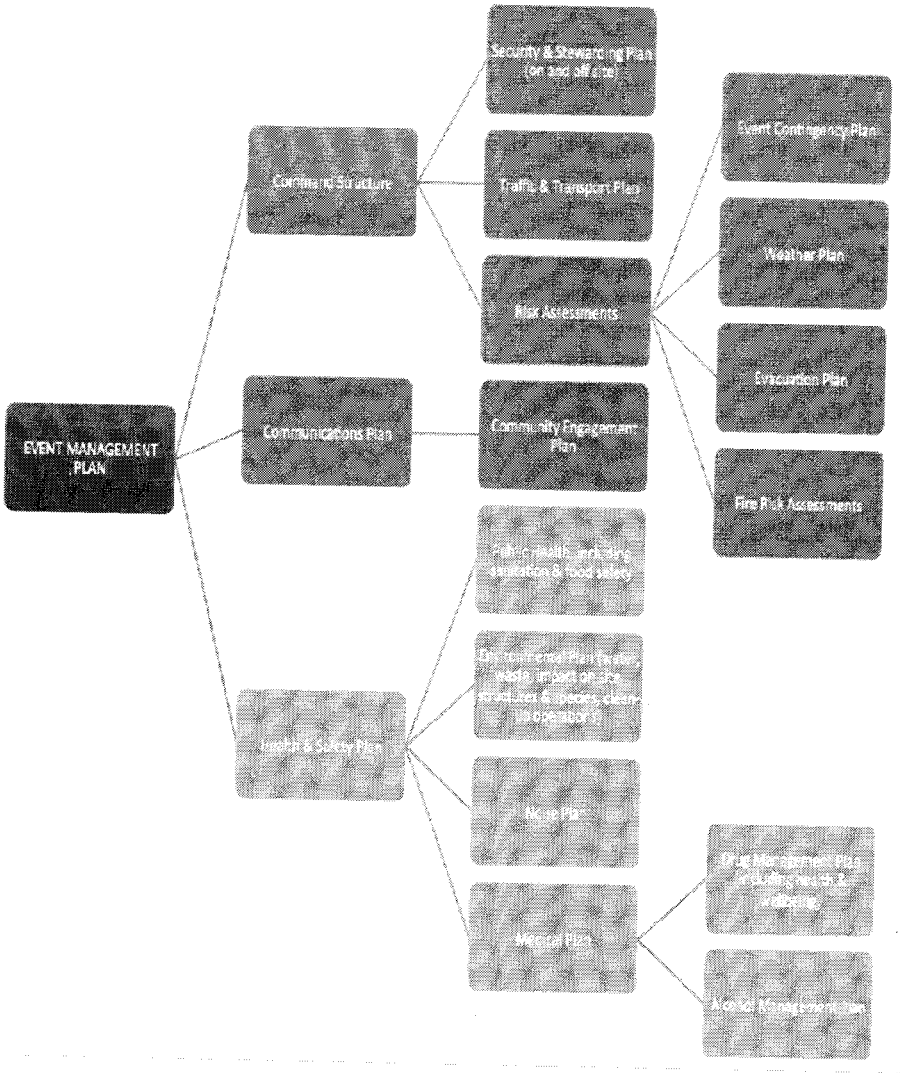
ID Resilience were introduced to The Wickerman Festival team in 2015.
Ian and his team worked with me to introduce robust multi agency plans, command structures and also increased the safety and professionalism of the event. Working with myself as the Event Consultant and Gold Advisor, ID Resilience demonstrated an in depth knowledge of operating in the multi agency arena and were key in delivering the coordinated multi agency management of The Wickerman Festival.

Adrian Coombs - Security Director for the Glastonbury Festival

Plans to Practical Implementation

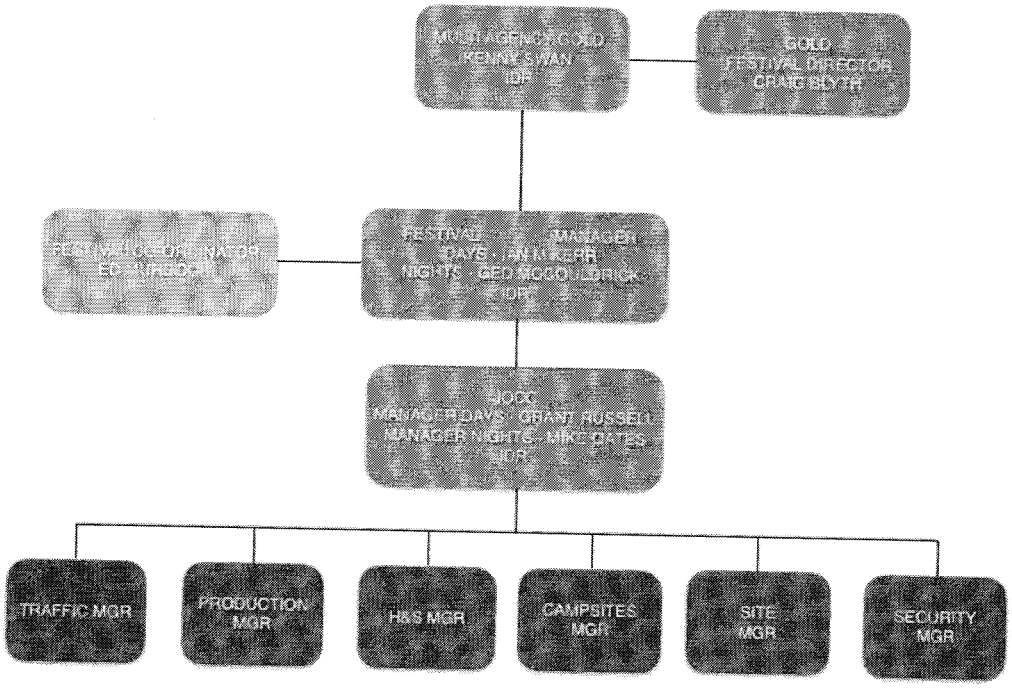
Understanding the key interdependencies and working on behalf of the Festival and in partnership with our key stakeholders we have produced a project plan to be read in conjunction with this document, which highlights key points and retains a key focus during the implementation phase. The diagram detailed bellows shows how the plans link and have to be considered and read taking cognisance of impacts on other areas of business. This is key in working together to ensure the plans are integrated into practice in the run up to the event and during showtime itself. This demonstrated that we have a clear understanding that plans are crucial meaningful documents that with the operational competence and understanding allow us as a multi agency group to deliver a safe and successful festival which will bring economic impact to Angus and further enhance the reputation of Angus and its ability to facilitate events of all genres.

The Festival of House Event Management Plan is supported by a number of appendices that provide further detail on the key arrangements for a safe and successful event. The following diagram shows these documents and their interdependencies.



FoH Event Management Command Structure

Name	Position	Company	Contact Number
Kenny Swan	Multi Agency Gold	ID Resilience	07975806719
Craig Blyth	Festival Director Gold	Jigsaw Events	07969 569 804
Ian Kerr	Festival Manager	ID Resilience	0796 859 2547
Ged McGouldrick	Festival Manager (night)	ID Resilience	07538 723 776
Ed Murdoch	Festival Coordinator	Red Pepper Events	07764 203 999 07703 481 262
Grant Russell	JOCC Manager	ID Resilience	07914647417
Mike Oats	JOCC Manager (night)	ID Resilience	07786661933
Stan Brown	Health & Safety Manager	SCR Solutions	07713 481 055
Phil Beaven	Production Manager	Festival of House	07803 887 522
Eleanor Whitby	Event Manager	Red Pepper Events	07921 311 743
Davie Rennie	Site Manager	Red Pepper Events	07514 287 800
Jo MacKinnon	Campsites Manager	Red Pepper Events	07827 908 422
Chris Callaghan	Security Manager	Securigroup	07791 299 912
Michael Paul	Security Manager (night)	SecuriGroup	07456 500 198
Jerry Watson	Traffic Manager	Alba Traffic Mgmt	07772 814 060
Jimmy Bradley	Car Parks, PUDO & Site Traffic Mgr	Event Traffic Ltd	07427 198 147



Roles and Responsibilities

Under normal operational conditions, the Festival Director, Festival Manager, JOCC Manager, Security Manager and H&S Safety Manager will work as a team consulting each other on various aspects of the show and liaising with all Heads of Department and the JOCC to ensure that all parties are kept informed of any potential problems, situations or incidents. It should be clear that all information must be coordinated through the JOCC to ensure transparency and provide an auditable decision making process.

Event Management Responsibilities

Under normal operating circumstances the arena will be run by the various departments all reporting in to the Festival Manager via the JOCC Manager. Members of that team with specific duties are as follows: -

Festival Director & Festival Manager

The Festival Director will make overall strategic decisions concerning the festival, however the Multi Agency Gold has primacy in decision making on matters pertaining to the safety and security of the festival. In all circumstances other than a major incident the final decision is that of the Festival Director and multi agency Gold based on advice from the Festival Management Team and JOCC representatives.

Festival Manager

Deputies to the Festival Director the Festival Managers take decisions about the general tactical operation of the event on the ground. The Festival manager role will be fulfilled by Ian Kerr in a dayshift role 8am – 8pm and Ged McGouldrick, 8pm – 8am to ensure

24hrs coverage throughout the event. Key duties include, dealing with any occurrences and incidents on behalf of the Festival Director. The Festival Manger will liaise with emergency services colleagues during the operation of the event and attend JOCC meetings to update on the all elements of the Festival in addition to highlighting areas for consideration. In the absence of the Festival Director, the responsibility of final decision-making lies with the Festival Manager.

Festival Coordinator
The Festival Coordinators role is to provide expert knowledge of all aspect of Festival plans and site. The Festival Coordinator role is fulfilled by Ed Murdoch who has been involved in the planning at the embryonic stage and brings a wealth of site experience in addition to a rounded event management portfolio. The Festival Coordinator will perform a trouble shooting role and liaise with the Festival Manager, attend scheduled JOCC meetings in addition to liaising with the relevant operational managers as detailed within the Command Structure.

JOCC Manager Day / Night
The JOCC Manager is the Festival Director's & Festival Manager's representative and is in communication with the Health & Safety Manager, Site Manager, Campsites Manager, production manager and Security Manager. The JOCC Manager will evaluate the intelligence relayed by the various agencies and assign tasks accordingly; the JOCC Manager is also responsible for the maintenance of the event log and co-coordinating the activities of the other JOCC members. Liaise with emergency services colleagues during the operation of the event.

Production Manager
To ensure that all stage activity is run on schedule and within the limitations set by the local authority and to additionally co-ordinate the movement and accommodation of artists and the management of their hospitality areas.

Site Manager
Working in conjunction with the rest of the event management team operate a safe event the Site Manager will deal with ensure that the site build and all aspects of the site infrastructure are delivered according to the Event Plan. During the event to deal with any incidents and occurrences relating to the site operation ensuring that the festival site continues to function effectively & safely.

Site Manager Deputy
Representing the Event Management Team their role will be to manage the day-to-day operations of the event. Working alongside the JOCC and monitoring a dedicated radio channel they will prioritise requests for site staff (e.g. electricians, plumbers) to carry out routine maintenance around the site. Any information received that could affect the safe running of the event would immediately be shared with the Festival/Event Controller and the Festival Manager.

Health & Safety Manager
To ensure that the festival health & safety policy is implemented and that an on-going assessment of all identified and new hazards take place on a regular basis and to update the JOCC of any changes to the agreed plan. To liaise between the Event Management Team in all aspects related to the safe operation of the event. To ensure

that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place following local authority inspections and to deal with any related problems that may occur during the festival.

Campsites Manager
To ensure the safety of occupants and that all aspects of the campsite remain in place following local authority inspections and to deal with any related problems that may occur during the festival.

Security Manager
To ensure that all aspects of the Security, Stewarding and Crowd Safety plan are implemented and that JOCC is advised of any potential incident that could raise the operating condition. The Security Manager will direct the various departments in their operations around the site and liaise with Police Scotland concerning crime and crime prevention (see separate Crowd Management Plan).

Traffic Manager
To ensure all aspects of the external Traffic Management Plan are implemented and to advise the JOCC Manager as and when any unforeseen issues arise (see Traffic Management Plan).

Car Parks, Bus Station & Internal Traffic Manager
To ensure all aspects of the internal Car Parks, Bus Station & Traffic Management Plan are implemented and to advise the JOCC Manager as and when any unforeseen issues arise (see Traffic Management Plan).

JOCC
The Joint Operations Coordination Centre (JOCC) will be formed from representatives of those organisations who form the Multi Agency Steering Group. Key organisations will have staff present at the Festival and the JOCC will be used to facilitate multi agency coordination and successful delivery of the event.

The JOCC will be located in the staff area and have suitable access to working space and communications facilities, provided by the organiser. The JOCC will act as Event Control and will have a designated JOCC Manager throughout the duration of the event who will be the focal point for the co-ordination of site activity during the event and will also be responsible for the maintenance of the event log. Should a major incident be declared then control of the event will pass to the most appropriate statutory service, or if unclear of the nature of the incident, by default, to the police commander. The sign over protocol has been reviewed with key staff briefed and related form contained within the Contingency plan.

The JOCC will remain open continuously, from 0800 before the event opens until the campsites are clear of public on Sunday.

Heads of Departments who would be represented in the JOCC will meet at regular intervals publicised within the JOCC throughout the event which will be a focused discussion based around a set agenda and chaired by the JOCC manager to ensure

all parties are kept fully informed. The timetable for these meetings will be agreed in advance and to allow for other agency briefings and will be minuted. An event log will be maintained in the JOCC where all occurrences and actions reported to the team will be noted along with the time and subsequent actions. A separate policy file for the event will also be maintained by both the Festival manager and Festival Director.

Competent Persons

For the purpose of this event, the promoter has chosen to contract a competent provider to act as their agents in all health & safety and public safety matters. Jigsaw's safety provider will continue to update the Health & Safety sections of this document and the event risk assessment during the planning stages until all details are finalised. Any comments regarding the policy should be addressed to the Health & Safety Manager.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event before being allowed to commence work on site. Details of all contractors will be maintained by the Health & Safety Manager in the Contractors H&S file and technical specifications will be lodged in the Technical File. All contractors will be aware of the need for themselves and their staff to have the appropriate PPE for the task for which they are contracted to carry out. It is the contractor's responsibility to provide this equipment. The Health & Safety Manager will regularly make checks around the site that all contractors are working safely and will refer to the contractors control measures in their risk assessment, and suggest any amendments, as necessary.

Festival Management

ID Resilience

Kenneth Swan – Multi Agency Gold

Kenneth (Kenny) a retired Superintendent and now head of corporate resilience at ID Resilience. Kenny brings a wealth of knowledge within the multi agency arena. Kenny was an integral part of the IDR team who planned, managed and delivered a very successful Wickerman Festival 2015. Kenny recently spent 2 years in the role of Regional Resilience Advisor. Kenny was responsible for leading the West of Scotland Resilience Partnership and ensuring all responders worked together to plan and prepare for emergencies. In this role he led the Resilience workstream ensuring that Glasgow was fully prepared to deal with the impact of all threats and risks resulting from the Commonwealth Games 2014. Kenny has coordinated and tested Nuclear, COMAH response capabilities throughout the West of Scotland and was integral in the inception of the National Critical Infrastructure group in line with Scottish Governments Resilience strategy.

During his career he gained considerable operational experience working in Lanarkshire and Glasgow. He specialised in Emergency Planning and Event Planning contributing to many major events including the G8 Summit, policing Celtic Park and numerous Royal / VIP visits.

In his role as Emergencies Planning Officer he developed plans to ensure that the Force was prepared to deal with the consequences of a wide range of risk and threats including civil emergencies and terrorism.

Ian Kerr – Festival Manager Days

As the Managing Director of ID Resilience Ian brings dynamism, enthusiasm and a passion for resilience. Ian's intimate knowledge and experience of testing and exercising and Integrated Emergency Management principles, primarily developed through a 10 year career with Police Scotland which included 5 years divisional and operational duties has provided him the opportunity to offer resilience services corporately. Having planned and implemented robust management structures, command systems and new JACC into the Wickerman Festival in 2015, Ian's event management principles and particle experience is proven. Ian has also led IDR to win contracts with the likes of UK Sport, Rugby World Cup and also the SECC, SSE Hydro. Prior to the inception of ID Resilience, Ian was most recently employed in the Emergencies Planning position for 5 years; duties including Counter-Terrorism and national exercise planning on an unprecedented scale for the organisation. During this time Ian also worked with the Gold Commander at T in the Park, conducting a review of command and management structures on behalf of the force executive, adding to Ian's in depth event experience within the multi agency arena.

Ged McGouldrick – Festival Manager Nights

Ged head of festivals and outdoor events at ID Resilience brings a wealth of outdoor event and multi agency experience. As the lead planner working with Ian as the festival coordinator for the Wickerman Festival 2015, Ged was invaluable in not only the planning but also event delivery as the deputy Festival manager. Ged, having recently retired from Police Scotland was latterly the police planning logistics officer for the T in the Park music festival, the largest annual public event held in Scotland. As well as chairing multi agency planning meetings, he also prepared management plans covering resourcing, operational functions and resourcing for the event. In the planning stages he devised, prepared and delivered testing and exercising of multi agency plans, including table top exercises. He delivered 4 incredibly successful and safe festivals.

In addition, he carried out other duties including Police Emergency Procedures Advisor, Police Search Advisor and Public Order Tactical Advisor. Again, in these specialisms, Ged devised and delivered training and exercising to strategic, tactical and operational leaders from both Police Scotland and its partner agencies.

Ged has provided Police planning for events such as T in the Park, Forfar half marathon, local, European and General elections. He also conceived and prepared the one day practical exercise element of the inaugural Event Commanders Course run at Tulliallan Police College in 2014 for strategic and tactical commanders.

In addition to this Ged pioneered the interactive approach now used by police Scotland in delivering public order training to strategic and tactical leaders, devising and delivering the first table top event of its kind to senior officers of Tayside Police in 2010. He continued to develop the training until his retiral.

Ged has tried and tested experience in preparing operational, emergency and

contingency plans as well as a detailed knowledge of resource management. Whilst with Police Scotland, he provided training to officers of all ranks in Counter Terrorist Search, Public Order tactics and Emergency and Event planning.

Now working with ID Resilience, Ged is delighted to be continuing the delivery of high quality training and exercising and event planning. He's enjoying working with a forward thinking young company, alongside staff who have years of experience in the field.

Grant Russell – JOCC Manager Days

Grant, head of Major Events at ID Resilience, is a former Police Inspector having recently completed 30 years service. Grant was the Police Scotland lead for Resilience and delivery of the G2014 Commonwealth Games Readiness Programme in respect of the preparation and delivery of venue specific testing and exercising. Grant worked jointly with the G2014 Venue Management teams and Venue Safety Officers providing advice and guidance to ensure full awareness of roles and responsibilities amongst G2014 venue personnel and multi agency partners and ensuring compliance with venue safety and licensing regulations.
He has a wide range of experience in the operational planning and event planning arena, having been involved in the planning and delivery of SPL, UEFA and FIFA football events and high profile music events at major stadia and venues. He is an experienced Police Match Commander. Grant also has vast experience in the Emergencies Planning / Resilience field, having been an Emergencies Procedures Advisor for a number of years and regularly provided training and advice to Police Incident Officers. He was the national point of contact for Police / Prison liaison and delivered a series of national joint training events.

Mike Oates – JOCC Manager Nights

Mike, our CT and specialist services expert, recently retired from Police Scotland as an Inspector having specialised in Emergencies and Counter Terrorist Planning being the tactical lead for delivery of the prepare strand of the CONTEST strategy.

Mike was the national exercising lead in the preparation of numerous site specific plans including Aircraft diversion planning, nuclear installation and convoy preparedness at Hunterston, the Clyde Base Faslane and arrangements for responding to a Chemical, Biological, Radiological and Nuclear attack.

Mike has a wealth of experience in terms of exercise planning, partnership and multi agency working across the emergency Planning landscape, representing the police on several national bodies including the Department For Transport Hijack Airport Working Group, ACPOS Ports Group, UK Nuclear Police Forum, The Emergency Arrangements Joint Working Group for the Nuclear Industry and the Counter Terrorist Operational Learning and Development Group.

In his role as an Emergencies Procedures Advisor Mike was deployed at a number of

major and critical incidents. Mike attended and advised at the terrorist incident at Glasgow Airport on the 30th July 2007 until the conclusion of the initial emergency phase, a role for which he received a commendation from the Chief Constable.

Festival of House –

Craig Blyth – Festival Director
Director- Jigsaw Events and Management Limited.

Jigsaw Events and Management Limited May 2015-Present

As the director of Jigsaw Events and Management, Craig was instrumental in the initiation of Festival of House, a two-day electronic music festival. Craig's experience in strategic management of partners and clients within his role at Jigsaw media has allowed Craig to develop a team of experts under his management to deliver festival of House, a niche festival and first of its kind in the East Coast of Scotland. Craig's business experience and strategic planning of managing multiple projects has been key in the development and planning of the various and integral aspects of festival planning and at the heart of which Craig hopes to further enhance the reputation of Angus and for Festival of House to have a positive economic impact on the local area.

As director of Jigsaw media Craig manages business to business relationships and has an expert knowledge of public relations, business planning, business consultancy, with a firm grasp of budget planning.

In Craig's previous role with Bauer media, he managed National contracts and understands the importance of working together to achieve a successful outcome and also importantly to maximise the brand and protect the reputation of all stakeholders involved in product delivery.

Craig has also embedded himself in the multi agency environment in his previous role as a sports development officer where he learned the importance of multi agency working and integration with the local community and key stakeholders.

Craig is delighted to be Director of Festival of House and looks forward to a safe and successful event.

Ed Murdoch – Festival Coordinator
Ed is a director of Red Pepper Events and brings a drive to deliver the best possible event to every project with enthusiasm, honesty and dedication. Ed's experience includes managing the safe delivery of festivals with up to 30,000 attendees and he has a 13-year unblemished festivals track record in doing so. For T in the Park at Balado, Ed led a team that successfully planned, implemented and delivered the installation of an effective internal signage programme for the festival. In addition to this he managed the implementation of the first silent disco and, at a critical period of change, managed audits of the car parks and security provision to improve efficiencies.

Eleanor Whitby – Festival Coordinator Deputy
Eleanor has worked in the events industry for over 15 years. Running Red Pepper Events for the past 10 years she is a solutions driven organiser. Eleanor has successfully planned and executed the Arbroath Sea Fest for 10 years, Dundee West Fest (2009, 2010, 2011), East Haven 800, Roots Festival Angus Council, Tartan Week Angus Council and many more. All of these events have been incident free for the 10 years that Eleanor has been leading them. Eleanor has multi agency experience from working directly with local authorities, emergency services and statutory partners in the organising of a vast number of events.

Davie Rennie – Site Manager
Davie has worked with Red Pepper on events over the last 9 years and his responsibilities have included the coordination and implementation of site infrastructure, car parking, concession management and security at a wide variety of events and festivals - his skill set is truly extensive. Davie entered the events industry after a successful 20 year career as a close protection consultant managing the protection of countless celebrities, diplomats and VIPs. At that point he challenged himself qualify in many different areas of expertise, in addition to his previously achieved qualifications, and is now a fully trained first aider specialising in mountain and loan working (QA Level 2). He has specialist drug detection training, fire training, hot works supervision training, gas detection training (confined and open spaces) and holds NPORS, PASMA and VCA Vol certification.

Phil Beaven - Production Manger

Director BVR Productions Limited

Phil is a highly skilled Production Manager with broad experience including 9 years within an agency and 9 years freelance Festival Site Management, Technical production, tour & logistics mgmt., stage mgmt., event producer, motivated team leader. Day to day leadership of teams. Event conceptualisation, from strategy through creative to execution. Vast international experience - produced shows in 20+ countries. Expertise in H&S + touring production. A resume of Phils extensive experience is detailed below.

Event Producer - Bacardi Triangle, Puerto Rico.

Head of Production for Bacardi Triangle - Co-ordinated and headed up production and build of 3 events in 3 days in Puerto Rico – 2 events on the mainland and one on a remote island 4 miles out to sea. Managed a core team and all local suppliers. Dealt with all permits, licensing and government agency co-ordination including US Coastguard, DEA, Puerto Rico Police, Department for Natural Resources to protect marine life and Airport airside staff. Overseeing the safe build of 27 individually themed bars + 4 stages, Co-coordinating the logistics of bringing all production and guests and artists safely to and from a remote island. Budget control $10m USD.

Bestival – Production and Stage Manager 2003 -2015

In charge of the safe build and running of festival stages, sponsor activations, stage management, production management across site for the last 13 years.

Queens Diamond Jubilee - Site Mgmt., Hyde Park July 2012,

Creative & Brand Mgr. for whole site, 1st point of contact for 28 sponsoring brand partners. Co-coordinating all vehicle movements and sponsorship activation builds, build and break. Liaison with The Royal Parks, Westminster Council for Traders Food Hygiene Safety. Managed a 36-person team of production staff and coordinators across site.

LoveBox 2015, London. Crowd Safety and egress/ingress Management – Working in JOCC with the Police and ELT team to safely manage the ingress and egress of 40,000 people to and from the nearest tube stations to the site. Co-ordinated traffic stops/road closures and pinch points during egress. Constant surveillance of crowd during the weekend to spot any potential incidents and sending the relevant persons to deal with any situations.

Harvey Goldsmith's www.chimeforchange.org (Beyoncé, J-Lo, Rita Ora, Florence + TM, Madonna). Working on the production team as production troubleshooter across the event during build and break and the concert itself. The role included site management, production management, high-level artist liaison and A-list access and egress issues including road closure for Artists and Royal Guests

Event Producer - Nissan Leaf Launch with David Cameron and Vice President of Nissan Japan. Production and project Manager for a press launch that was built inside the Sunderland factory without disrupting car production in a 24hr environment. Coordinating in secret, arrivals and exits with the Prime Minister's core team and ensuring that my team met all the protocols required as well as extremely high production values in the build of the press conference.

Conclusion

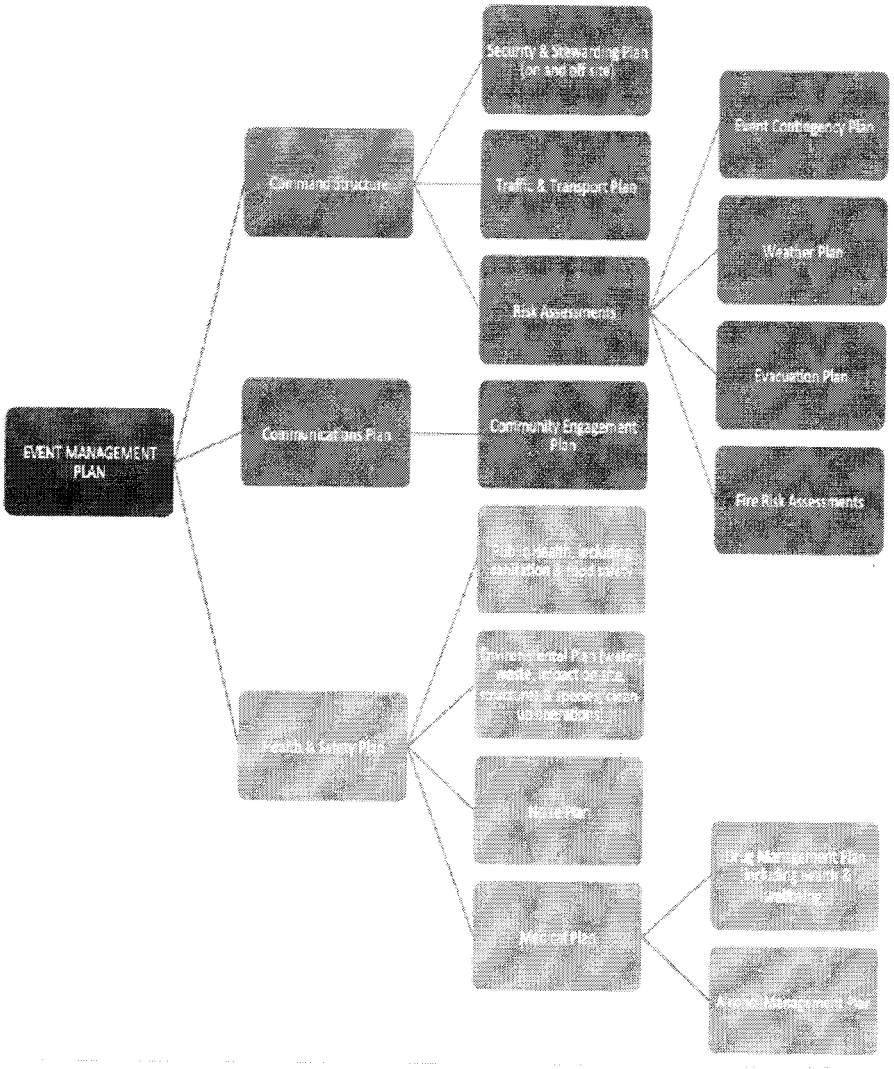
Festival of House in its first year has learned from feedback and has responded quickly to ensure plans are enhanced to a robust standard taking cognizance of partners requirements. Festival of House has also recruited a wealth of experience to manage the event documented within the body of the report, working with partners to ensure that the plans are clear, understood and thereafter that the FOH team have the practical experience to put the plans into practice. This statement of intent seeks to provide partners the confidence and reassurance that Festival of House are now in a position to not only provide robust plans but also to move to the implementation stage working together to deliver a safe, secure and successful event.

CONTENT
* ~~APPENDIX~~ NO 25.
TO EVENT MANAGEMENT PLAN

Plans to Practical Implementation

Understanding the key interdependencies and working on behalf of the Festival and in partnership with our key stakeholders we have produced a project plan* to be read in conjunction with this document, which highlights key points and retains a key focus during the implementation phase. The diagram detailed bellows shows how the plans link and have to be considered and read taking cognisance of impacts on other areas of business. This is key in working together to ensure the plans are integrated into practice in the run up to the event and during showtime itself. This demonstrated that we have a clear understanding that plans are crucial meaningful documents that with the operational competence and understanding allow us as a multi agency group to deliver a safe and successful festival which will bring economic impact to Angus and further enhance the reputation of Angus and its ability to facilitate events of all genres.

The Festival of House Event Management Plan is supported by a number of appendices that provide further detail on the key arrangements for a safe and successful event. The following diagram shows these documents and their interdependencies.



3. OVERVIEW

Festival of House (FoH) is a music festival targeted towards electronic music fans of 18 years and above and takes place at Panmure Estate near Carnoustie in Angus, Scotland. The event area consists of open grassed areas, woodland, a number of temporary structures and a big wheel ride. Wooded areas are not accessible to the public but provide a visually impressive backdrop.

The festival offers a wide variety of artists, DJ's and other acts performing throughout the festival site with a large main stage and several smaller stages within tented arenas / marquees with music. There will be various entertainment areas, food concessions, bars and a selection of non-food vendors selling a wide variety of merchandise.

All campsites will have access to shower facilities and a festival shop will be available for the purchase of basic foods and requisites. The campsites will open on Thursday.

The festival is in its inaugural year and is being promoted by Jigsaw Events & Management Ltd. The team employed by Jigsaw has vast experience in staging similar events throughout the UK and they have created a team of event specialists in all areas to ensure that the highest standards are maintained at all times.

For the purpose of this document the event organisers are Jigsaw Events & Management Ltd (Jigsaw).

Jigsaw has gone to great lengths to learn from the success of other festivals and aims to avoid mistakes made by them and introduce innovative ideas that will help ensure that the festival is run as smoothly as possible.

Purpose of this Document

This document and the plans referred to herein are intended to outline how the organisers intend to manage the event in line with the objectives of the Multi Agency Steering Group and Sub Groups chaired by representatives from Angus Council and maintain the highest standards of health, safety and welfare for all workers and attendees.

These management plans include the plans for dealing with major incidents, which are developed in partnership with Angus Council and the Emergency Services represented on the Multi Agency Steering Group.

The procedures and management systems have been developed to ensure that the event is operated in line with the following objectives:

a) Preventing crime and disorder
b) Preventing public nuisance
c) Securing public safety
d) Protecting public health
e) Protecting children from harm. (no under 18s)

Various sections below outline the methods of achieving these objectives at the event, but in brief these include:

Preventing crime and disorder – the organisers are working closely with Police Scotland in the planning of all aspects of this event and are utilising the services of SecuriGroup Ltd a professional security firm with extensive experience of securing and working with crowds at similar events. Additional measures such as campsite entertainment in the form of the 'Funky Tractor' (a tractor and trailer with DJ playing from it) and restricted arena opening on Thursday for campers only are proposed. This is with a view to those attending in advance of the main show days are encouraged to engage in festival activities and entertainment - with the

objective of reducing any potential for disorder.

Preventing public nuisance – the organisers have taken measures and employed the services of professionals in order to prevent a public nuisance. These measures include comprehensive plans for traffic management (including Thursday evening entertainment to encourage campers to arrive early and spread the volume of traffic), environmental management, noise level monitoring, waste and litter management and community engagement.

Securing public safety – the health, safety and welfare of all attending (or affected by) the event, whether visitors, community or staff, features highest on the organisers priorities. The event health and safety policy, risk assessments, emergency and contingency procedures are all documented and all contractors working at the event must work within these procedures. Scottish Ambulance Service, Red Cross, St Andrew's Ambulance, Dr Jason Long and Senior Charge Nurse Mary Cumming, at levels agreed with the Multi Agency Steering Group, will provide medical cover throughout the event. The event hospital tent will be set out with the equipment requested and to the layout as outlined in ***Appendix 7 – Hospital Tent Layout*** in the list of appendices.

Protecting public health – a number of measures will be implemented to protect public health including the provision of safe drinking water throughout the event site; hand washing facilities in campsites and the arena; adequate sanitation facilities which will be monitored and regularly serviced; strict food and drink vendor vetting; robust waste and litter management; extreme weather planning; welfare and medical facilities and experienced stewarding and crowd control measures.

Event & Audience Profile

The FoH line up will feature a mixture of locally, nationally and internationally known artists, DJs and acts. The festival will attract an audience across a wide age range from throughout the UK. The age range will vary from 18 to 50+ with the **largest majority of customers in the 35 – 49 age group** and the male/female split is anticipated to be around 50/50. ***See Appendix 2*** for up to date sales split & age profile – this information will be updated regularly and all agencies advised should there be a shift in the majority demographic.

Given the anticipated age profile of customers we do not anticipate the audience to be particularly difficult to manage or likely to engage in large-scale disorder or destruction of property. Ticket sales data outlining a largely older demographic supports this view.

The organisers are realistic enough to expect that there will be elements amongst the crowd who may engage in these activities as well as crime and have implemented strategies to combat this.

There will be a maximum of 15,000 ticket holders plus up to 1,100 staff, crew and guests with a maximum of around 7,000 in public camping, plus staff and crew who will be accommodated in separate parts of the site.

Artists – Profile, Running Order & Crowd Dynamics

An artist area including dressing rooms, artist green room, press and media facilities will be established in the backstage area; admission to this area will be by pass only and this will be managed by security.

Because of the nature of the event and the audience profile there are no artists deemed to be high-risk or who are likely to incite the audience to unsafe behaviour or public disorder.

The acts and genre of music to be played at Festival of House pose no significant risks. No artist is likely to provoke or incite the audience or to use racist or derogatory language or to engage in disruptive or destructive behaviour. No artists are employing any special effects.

Artists will be in areas managed by SecuriGroup personnel at all times be that on stage, backstage or in the Artist's Village. Access to all of these areas is restricted and only accessible to staff with the correct pass/credentials for the area and emergency services in uniform responding to an incident/call or with the correct pass/credentials for the area if not in uniform.

The likelihood of crowds moving en masse between the main stage and/or other entertainment areas/tents is low and the running orders of acts is timed to minimise the likelihood of any surges between areas.

Given the physical space available in the main arena, where space far exceeds the anticipated (and also the maximum permitted) customer numbers in the first year, it is not likely that crushing will take place at any point within the main arena.

See Appendix 17 for set times and running order and act risk assessments in Apendices 13.1 & 13.2 for the acts confirmed to perform at Festival of House.

Physical risks across Panmure Estate

The organisers are taking steps to minimise risks, where practicable, across the entire estate.

There are a number of risks identified and concerns raised by residents, which are shown in the risk assessment at ***Appendix 13.3***. These risks and concerns include unauthorised persons entering the estate, potential dangers posed by attempts to cross a ravine and watercourses, potential falls from the Montague Bridge, potential dangers posed by unlit woodland, potential dangers posed by incomplete new house/s and persons wild camping.

The organisers will ensure that security personnel from SecuriGroup are deployed at key locations, including access points along The Marches to the west of the site, whilst the event is running to deter unauthorised persons attempting to enter the estate at those points thus mitigating many of the potential risks and concerns by preventing access to those areas.

Security at points such as the main estate entrance from The Marches and the Montague Bridge will operate on a 24-hour basis for the duration of the festival.

In addition to the 24-hour security detail at Montague Bridge the organisers will also install 2m high fencing along the sides to prevent access to the parapets.

Right to roam legislation will be suspended for the event over an area agreed with Angus Council and local residents. This mitigates the risk from potential wild camping and anyone attempting to camp within the suspended area may also be deterred by Scottish Fire & Rescue who can serve a prohibition notice.

A mobile security patrol will also be in operation to respond to requests for support from residents via a resident's telephone hotline and from the static security points.

In addition to the static security points and mobile patrols SecuriGroup will be operating perimeter patrols, car park patrols and observation towers to monitor the immediate and wider event perimeters and these observation towers give sight lines to the wooded areas in all directions.

Local residents have the opportunity to opt in or out of the area to be suspended and will have access to a 24 hour hotline telephone number during the course of the event to contact the SecuriGroup representatives within the JOCC.

Deployment is outlined in more detail in the Security & Crowd management Plan from SecuriGroup.

Event Management
A team of resilience professionals with a proven track record of running safe events will manage Festival of House. A number of individuals will be charged various aspects of running the event on the operational days with other heads of departments reporting to them.

Management functions will be co-coordinated through a multi-agency control known as the Joint Operations Coordination Centre (JOCC) within a control facility/office within the staff area on site. As the name suggests this facility is staffed by multi agency personnel with the ability to assume control of the event in the case of a major incident.

The JOCC will remain open continuously and will be managed by Mike Oates and Grant Russell – JOCC Managers. It is anticipated that Event Control/JOCC will be busiest between 11.30 and 02.00 on show days. Each agency may need a member of staff present, at all times, who is suitably authorized and competent to be a 'decision maker' for their agency.

The roles and functions of key individuals in the event management structure as well as the JOCC are explained in more detail below.

FoH Event Management Command Structure
See ***Appendix 1*** for Event Management Command Structure and list of key contacts.

Reference

ID Resilience were introduced to The Wickerman Festival team in 2015.
Ian and his team worked with me to introduce robust multi agency plans, command structures and also increased the safety and professionalism of the event. Working with myself as the Event Consultant and Gold Advisor, ID Resilience demonstrated an in depth knowledge of operating in the multi agency arena and were key in delivering the coordinated multi agency management of The Wickerman Festival.

Adrian Coombs - Security Director for the Glastonbury Festival

4. JOCC – Joint Operations Coordination Centre

It is proposed that Joint Operations Coordination Centre (JOCC) be formed from representatives of those organisations who form the Multi Agency Steering Group. Key organisations will have staff present at the event and it is proposed to run an on-going JOCC office during the event.

The JOCC office will be located in the Production Village and have suitable access to working space and communications facilities provided by the organiser. The JOCC office or marquee will have a designated JOCC Manager throughout the duration of the event who will be the focal point for the co-ordination of site activity during the event and will also be responsible for the maintenance of the incident log. Should a major incident be declared then control of the event will pass to the most appropriate statutory service, or if unclear of the nature of the incident, by default, to the police commander.

The JOCC will remain open continuously, in shifts, from two hours before the event opens until the campsites are clear of public on Sunday.

Heads of departments who would be represented in the JOCC shall meet at regular intervals throughout the event for a brief discussion and update so that all parties are kept fully informed. A timetable for these meeting will be agreed in advance and the meetings will be minuted. An incident log will be maintained in the JOCC where all occurrences and actions reported to the team will be noted along with the time and subsequent actions.

The organizer will provide the following facilities and equipment in quantities suitable to the needs of each agency present within the JOCC:

Desks	Chairs
Landline telephone (if required)	Wifi access
Electricity & heating	Tea & coffee making facilities
Refrigeration facilities	Toilet & hand washing facilities

In addition to the above if any agency has specific requests or needs the organiser will endeavour to meet those needs. Please advise us of any additional requirements.

For Police Scotland the following requests have been received and will be supplied:

Police Scotland	Fridge for storage of foodstuffs
Portakabin office with desk + 8 chairs	
Landline telephone	
Electricity (minimum 4 points)	

The membership of the JOCC and roles are as follows:

Angus Council

A representative from Angus Council may be present in the JOCC during periods of the event. This officer will act be the first point of contact for the event organiser for all services provided by the Council. For those hours where there is no representative available the Council will be contactable via an on-call number.

Police Scotland

The police will assume their statutory role outside the site perimeter as well as supporting the event security and management with various functions within the site. The police representative the JOCC will be responsible for co-coordinating police actions including those of traffic police.

Medics
A representative from the Scottish Ambulance Service, based in the JOCC, will control and co-ordinate the deployment of medical resources around the event, including responding to reports and evacuating casualties from the site (see Medical Plan).

Scottish Fire and Rescue Service
Scottish Fire and Rescue will respond to any fire incident on site that cannot be managed by the on-site providers. The JOCC will deploy the on-site response as appropriate and provide co-coordinated security and medical support, if required.

5. KEY ROLES & RESPONSIBILITIES

Under normal operational conditions, the Festival Director, Festival Manager, JOCC Manager and all heads of departments will work as a team consulting each other on various aspects of the show and liaising with all Heads of Department and the JOCC to ensure that all parties are kept informed of any potential problems, situations or incidents. It should be clear that all information must be coordinated through the JOCC to ensure transparency and provide an auditable decision making process.

Event Management Responsibilities
Under normal operating circumstances the arena will be run by the various departments all reporting in to the Festival Director and the Festival Manager via the JOCC Manager. Members of that team with specific duties are as follows:

Festival Director
The Festival Director will make overall strategic decisions concerning the festival, however the Multi Agency Gold has primacy in decision making on matters pertaining to the safety and security of the festival. In all circumstances other than a major incident the final decision is that of the Festival Director and multi agency Gold based on advice from the Festival Management Team and JOCC representatives.

Festival Manager
Deputies to the Festival Director the Festival Managers take decisions about the general tactical operation of the event on the ground. The Festival Manager role will be fulfilled by Ian Kerr in a dayshift role 8am – 8pm and Ged McGouldrick, 8pm – 8am to ensure 24hrs coverage throughout the event. Key duties include, dealing with any occurrences and incidents on behalf of the Festival Director. The Festival Manger will liaise with emergency services colleagues during the operation of the event and attend JOCC meetings to update on the all elements of the Festival in addition to highlighting areas for consideration. In the absence of the Festival Director, the responsibility of final decision-making lies with the Festival Manager.

Festival Coordinator
The Festival Coordinators role is to provide expert knowledge of all aspect of Festival plans and site. The Festival Coordinator role is fulfilled by Ed Murdoch who has been involved in the planning at the embryonic stage and brings a wealth of site experience in addition to a rounded event management portfolio. The Festival Coordinator will perform a trouble-shooting role and liaise with the Festival Manager, attend scheduled JOCC meetings in addition to liaising with the relevant operational managers as detailed within the Command Structure.

JOCC Manager/ JOCC Manager (night)
The JOCC Manager is the Festival Director's & Festival Manager's representative and is in communication with the operational managers such as the Health & Safety Manager, Site Manager, Campsites Manager, Traffic Manager and Security Manager. The JOCC Manager will coordinate event and site requests made between the various agencies and assign tasks

accordingly in order to provide an audit trail, achieved by using an incident log; the JOCC Manager is responsible for the maintenance of the incident log, ensuring that tasks are completed and reporting back to the requesting agency.

Production Manager
To ensure that all stage activity is run on schedule and within the limitations set by the local authority and to additionally, via the Artist Liaison, co-ordinate the movement and accommodation of artists and the management of their hospitality areas.

Event Manager
The Event Manager will mange the Event Office and general day to day operations and coordination of event staff, regularly communicating and updating the JOCC and acting in a support capacity to the Festival Manager and Festival Coordinator.

Site Manager
Working in conjunction with the rest of the event management team, in coordination with the JOCC, to operate a safe event the Site Manager will ensure that the site build/break and all aspects of the site infrastructure are delivered according to the build/break schedule. During the event they will deal with any incidents and occurrences relating to the site operation ensuring that the festival site continues to function effectively & safely.

Site Manager Deputy/Site Coordinator
Working alongside the Site Manager and monitoring a dedicated radio channel they will prioritise requests for site staff (e.g. electricians, plumbers, site crew) to carry out routine maintenance around the site. Any information received that could affect the safe running of the event would immediately be shared with the JOCC.

Health & Safety Manager / Health & Safety Manager (night)
To ensure that the festival health & safety policy is implemented and procedures followed, that all site inductions are carried out and that an on-going assessment of all identified and new hazards take place on a regular basis; and to update the JOCC of any changes to the agreed plan. To liaise with the JOCC and the event management team in all aspects related to the safe operation of the event. To ensure that all aspects of the site infrastructure are built to the correct specifications and that during the event all site infrastructure remains in place following local authority inspections and to deal with any related problems that may occur during the festival.

Campsites Manager / Campsite Manager (night)
To ensure the safety of occupants and that all aspects of the campsite infrastructure are maintained following local authority inspections and to deal with any related problems that may occur during the festival.

Security Manager / Security Manager (night)
To ensure that all aspects of the Security, Stewarding and Crowd Safety plan are implemented and to liaise with the JOCC throughout the festival advising of any potential incident that could raise the operating condition. The Security Manager will direct the various departments in their operations around the site and liaise with Police Scotland concerning crime and crime prevention (see Crowd Management Plan).(contents no. 25).

Traffic Manager
To ensure all aspects of the external Traffic Management Plan are implemented and to advise the JOCC promptly as and when any unforeseen issues arise (see Traffic Management Plan).
Contents no 26).

Car Parks, PUDO & Site Traffic Manager
To ensure all aspects of the car parks, bus station & internal/site traffic management are

implemented and to advise the JOCC as and when any unforeseen issues arise (see Traffic Management Plan). CONTENTS NO. 26.

6. COMMUNICATIONS

The organisers will install a landline telephone system to the JOCC enabling external communications for the emergency services at all times. A wifi service will also be installed for use within the Production Village and separate hot spots within the main arena for customer use.

In addition to the wifi/telephone network, a two-way radio system will be installed for communications during the build, event and break with a mobile mast positioned if required to offer coverage of the entire event area.

A robust communications system with dedicated telephone lines will operate from the JOCC throughout the show; radio communications will also be managed and logged at this facility. An event/incident log will be maintained by the JOCC Manager during the show and will provide a formal record of the day's events and key decisions.

Because of the remote location of the site, signals on various networks have been tested and coverage is intermittent. Mobile phones are not expected to be a reliable form of communication; therefore all key personnel must collect an event radio on showdays.

All supervisors, managers and key personnel in each area within the festival site will be in communication with the JOCC via event radio, any member of staff may approach a supervisor/manager in any area to relay messages to other areas of the site via the JOCC or with the JOCC itself.

A list of mobile numbers of key individuals will be available for reference but it should not be expected that mobile connections are possible.

Radio Network Operation

Event staff will be issued with radios where required, to negate the need for carrying multiple radios the JOCC Manager will monitor all event radio traffic and ensure that relevant messages and intelligence are passed on.

Radio channel lists and correct radio procedures will be made available to all radio users on-site.

Each department will be allocated a designated channel as well as the establishment of a chat channel and an emergency channel. There will be no communication to Bars except through JOCC and/or the production/event offices. Loud hailers will be provided for gates and the stage PA systems will be available for emergency use.

Communications with the public will be through the main stage PA, if required.

SEE CONTENT EVENT MANAGEMENT PLAN NO. 27.
MEDIA AND COMMUNICATIONS PLAN.

CAMPSITE.
SEE APPENDIX 13.4.

7. VENUE AND SITE

Organisers propose to hold Festival of House at Panmure Estate, near Pitlivie Farm in Angus, Scotland. The main arena will be located in the Machlands field and camping has been designated across the festival site with sufficient space for circa 7,000 campers plus campervans.

There will be a separate campervan area near the main campsite plus the facility to accommodate campervans within the disabled campsite should there be a requirement. There will also be car parking for customers parking for the weekend or each day plus pick up and drop off areas for cars, taxis (pre booked & rank), coaches and event shuttle buses.

In addition to the above there is a contingency area for overflow parking should it be required for any reason. There is an excess of parking facility even at maximum capacity of the event.

The following is a brief overview of the facilities available on site.

Accreditation

All site accreditation during the build phase will take place at a facility (marquee/portakabin or similar) situated on the route to the production road entrance. Site and production contractors will be checked to confirm that they should be on site and that they are competent in health & safety matters. All contractors will be given an individual pass, which they will wear at all times. Accreditation will only be issued to those individuals who have provided their details to the production team; artists and entourage will be given a pass accredited to the particular artist.

Site Build and Construction

Site build and break will take place within the 28 day permitted development rules.

Build will be carried out over the days leading up to the event from 2 – 3 weeks before and will be managed by the Festival, Production, H&S and Site Managers and their team. During this period, the area will be classed as a working area with all relevant health and safety procedures in place and restrictions being enforced by the Health & Safety Manager. Details of health & safety policies and procedures can be found in the appendices.

Jigsaw are aware of other activities, such as the estate being open as normal during the early build period and will take all reasonably practicable steps to ensure that none of its activities affect the health, safety or welfare of any persons on site and that all structures and areas where construction is taking place are isolated and secured.

A full build schedule is being produced and when ready for circulation will be made available to all statutory consultees.

Site Break / De-Rig

This will take place for 7 – 10 days after the festival has closed. As in the site build period steps will be taken to ensure the health, safety and welfare of everyone who may be affected by the de-rigging of the event.

A full de-rig schedule is being produced and when ready for circulation will be made available to all statutory consultees.

Site Plans

The Festival Manager will ensure that scaled plans of the event site are available clearly showing all structures, access and egress routes and audience areas and facilities. The final versions of the plan will have a grid reference system and be made available in sizes dictated by the scale of the drawing.

Due to the nature of the event and the fact that changes may be made during the planning process, please ensure that you are working from the most up to date plan. An updated version will be circulated prior to Multi Agency Steering Group meetings. A final site plan will be issued nearer the event after taking anticipated weather and ground conditions into account.

Structures
All stage and tower structures will be supplied by competent contractors who will issue full structural plans and calculations to the event and licensing team and ensure that a stand by team be on site for the duration of the festival to deal with any problems that may occur relating to structural integrity and weather conditions.

Ground Cover
The area in front of the stage is traditionally subject to heavy footfall that can lead to severe problems with mud and a build-up of water. With this in mind the working area immediately in front of the stage will be covered, if required, using a Geotextile membrane if the weather considerations require ensuring that a firm non-slip surface is maintained in this area at all times. Stocks of mulch and bark chippings will be held in reserve to be used should the ground conditions in any areas become waterlogged. Additionally there will be an on-call crew to lay temporary roadway if required.

Other areas may be delineated with astroturf to help in maintaining these routes.

Production Village
The Production Village will offer storage/boneyard space for contractors and suppliers plus dedicated office/working facilities for the following:

- JOCC
- Police office / briefing facility
- Event Office
- Production Office
- Security rest / briefing tent

Plus shared facilities for the following:

- Shared Briefing Facility / Office Space for...
- Health & Safety / Contractors / Records Office
- Medical / Emergency Services / Angus Council
- Site Suppliers/Contractors
- Staff Camping Area
- Staff Toilets & Showers

Main Stage
The Main stage is constructed to consist of a traditional festival stage with video screens and a front of house control structure. The available viewing area allows in excess of 15,000 people to see this stage at any one time, far in excess of the anticipated or maximum permitted attendance.

The stage will be isolated with a fenced perimeter containing the backstage area. The front of stage barrier will be of A-frame construction rated to withstand a constant
pressure of 5kN/m and signed off as fit by the contractor prior to public admission.

Other Entertainment Areas
Various themed marquees, tents and small geodomes will be located in the main arena with entertainment/artists performing within them or to audiences directly outside of the covered areas.

Further details and images of main tents, styles of marquees to be used, stages and campsite entertainment can be found in ***Appendix 10.***

Other Tents / Marquees (without entertainment)
There will be several covered areas consisting of open sided stretch tents/covers or open sided marquees where customers can relax with food or drinks (without entertainment playing in the immediate area).

Details of all main tents and marquees can be found in ***Appendix 10***. Description of stages: tents: marquees & campsite entertainment

Funfair rides – Big Wheel
With the exception of a big/Ferris wheel funfair rides will not be at this event. The big wheel will be supplied and managed by a competent fairground company and all necessary documentation has been submitted to the relevant authorities. Funfairs rides are enforced by the HSE and therefore they will be made aware and have opportunity to comment on the management and operation of this area.

Method statement, risk assessment, emergency procedures and DOC can be found at ***appendices 23 to 23.3***. Big Wheel .

The location of the Big Wheel within the arena offers ample space around it for the safe movement of customers without creating pinch points or bottlenecks. It will be located behind the main stage audience and the area will be fenced and monitored by SecuriGroup personnel.

Backstage area
The backstage area will include artist facilities, green room, dressing rooms, media area, stage production office, backstage security office, bars/concessions office and access to the main stage first aid facility. Access to this area will be by appropriate pass only. Vehicle access can be achieved via the Production Road in both a clockwise direction without encroaching on the public areas of the site (under normal conditions) or in an anti clockwise direction under blue lights if evacuation of the main arena is underway (to avoid encroaching on pedestrians evacuating the main arena).

Site Inspection
An inspection of the site and facilities will be made with all key agencies before the event is opened to the public. The inspection will ensure the integrity of the site infrastructure and that the site is suitable in order to admit members of the public. The campsite and external facilities will be completed and ready for final inspection on the afternoon of the day prior to opening.

The main arena will be completed and ready for inspection on the morning that the main arena is scheduled to open.

In the event of any item, facility or situation being identified as not meeting any of the license conditions during the inspection, the Festival Manager or Health & Safety Manager should be informed immediately.

Opening of Campsites
Once the Festival Director, Festival Manager, JOCC Manager, Health & Safety Manager, Security Manager, Site Manager and Campsites Manager are satisfied that the campsites are fit to open they will inform the JOCC who will then confirm with all relevant agencies and Angus Council that it is safe to open the event, and that all facilities are in place.

The JOCC Manager will then give permission to the Campsites Manager to open the entrances to allow access to the campers. If the campsite is ready to open before the advertised time

and all facilities and staff are in place then the Campsites Manager will ask the JOCC for approval to open early to enable them to get early arrivals in and pitched to help avoid a build-up of people at the gates.

Opening of Main Arena
Once the event management team has completed their inspection of the main arena each day, have cleared all vehicles and are happy for it to open, they inform the JOCC Manager who will confirm that all members are in place and all facilities operational before confirming to the Security Manager that he can open doors to begin admitting members of the public.

Start of Stage Activity
Once the arena entrances have been opened and not before the advertised times, the Production Manager, when ready, will contact the JOCC to obtain permission to start the stage activity in each area, in accordance with the schedules. The Production Manager will then advise the JOCC that stage activity is about to commence and if all agencies agree the Production Manager will be given the go ahead to commence.

End of Stage Activity
The stage activity in the main arena will not continue past the curfew time stipulated in the license. Should acts run over their allotted set times for any reasons the running order will be amended to accommodate the final finish time as per the running order. Any such action taken to achieve this aim will be relayed to the JOCC to be logged.

Closing of Main Arena
Once all stage activity has ended the Security Manager will coordinate a sweep of the main arena to ensure that all members of the public have left the area. Once it is confirmed that the arena is clear the Security Manager will inform the JOCC Manager who will lift the vehicle curfew.

8. CAMPING

The following is a description of the facilities available on the campsites and the operational methods to be employed to manage these facilities. The campsite will be managed from the JOCC and Event Office. The day-to-day operation of the campsite will be the responsibility of the Campsites Manager, assisted by the various agencies represented in the JOCC.

The campsite fields are farmland and so may usually be used for livestock. Any livestock would be removed from the camping area at least 28 days before the beginning of the event but it is the intention of the landowner to remove livestock in this instance 6 weeks prior to Festival of House 2016. Visible animal droppings and mown grass will be removed and if required additional mowing and removal of mown grass will take place prior to the festival site opening.

The campsites will open at 14.00 on Thursday 9th June and close at 12.00 on Sunday 12th June.

Campervans
A separate campsite area is to be available for those customers with campervans with waste facilities for the disposal of toilet cassette contents and separate chemical toilets and hand washing provision.

Campsite entertainment
Funky Tractor
Entertainment will be provided in the campsite in line with the Public Entertainment Licence. This will take the form of the "Funky Tractor" - a tractor and trailer with electronic music playing from the trailer in line with guidance in the Noise Council Code of Practice on Environmental

Noise Control at Concerts.

Post arena close
An outdoor cinema screen will be located within the main campsite to entertain those customers wishing to stay awake longer than 23.00 but without the impact of music noise or movie volume. Customers will be provided with headphones to listen to the movie/s showing. In the event that inclement weather is likely open sided stretch tent covers will be installed in this area to provide protection from the rain. Soft drinks and food will be available and facilities will be provided in this area for customers to relax and play oversized games such as Jenga, Connect 4, etc.

Festival Shop
The shop will sell a wide variety of items needed from toothpaste to milk.

Campsite Concessions
Food vendors will be located within the campsite and will be open whilst there is a demand throughout the period that the public is allowed access to the campsite. The food outlets will offer a range of food, hot and cold drinks and snacks.

Toilets & Showers
Toilets will be located throughout the campsites (see site plan) and will be monitored by security personnel. They will be serviced at regular intervals throughout the weekend and all sanitary units will be located so that service vehicles do not have to operate in public areas.

There will also be wash points and showers facilities available to all campsites.

Drinking Water
Free drinking water will be provided throughout the weekend, water points are located within the main arena and campsites and will be signed and lit as well as being represented on the site map (***Appendix 6.1***). SITE PLANS. P7 x marks water points. ANNEXED TO WATER SAFETY PLAN. NO18 CONTENT OF EVENT PLAN.

Campsite Office
Overnight campsite management will be based in the Event Office or JOCC to deal with any infrastructure issues or untoward incidents in conjunction with campsite staff.

A 24-hour First Aid and Welfare Tent will be available at the campsites and will be monitored by SecuriGroup personnel.

Final Clearing of Campsites
On Sunday the campsite will close at the 12.00 and the post event clean up operation will commence.

A full search of all areas and items left by campers will take place to ensure that all persons have left the campsite and that no objects have been left that could pose a threat to the health, safety and welfare of crew working on the de-rig. Production and contractors vehicles will not be allowed into the campsite area until authorised by the JOCC Manager.

Facilities for Disabled People
Supplying facilities for disabled people represented a particular challenge for festival organisers due to the green field nature of event sites and concentration of people.

Festival of House accept their responsibility to take all reasonably practicable steps to ensure that people with disabilities are catered for and organisers will oversee the overall experience and ensure the safety of disabled customers.

A viewing area for wheelchair users will be located to provide an unobstructed view of the main stage and also within the Rhumba tent; suitable toilets will also be located at these areas and monitored by SecuriGroup personnel.

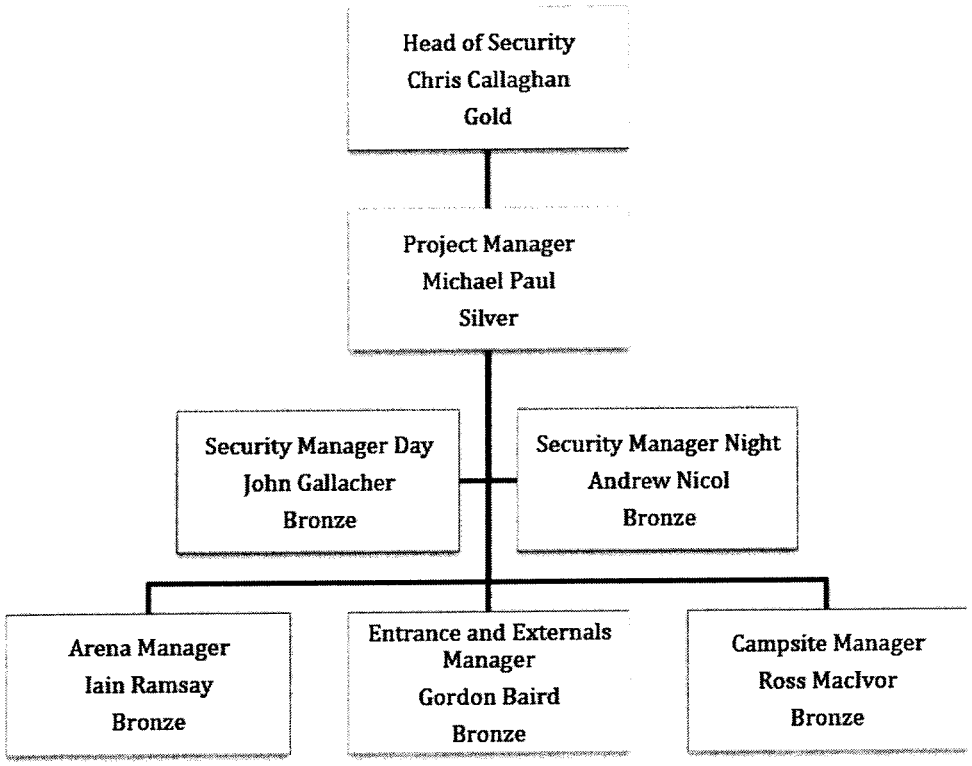
An accessible parking area and PUDO has been designated near the disabled parking and main arena. An accessible camping area has been identified with direct, separate vehicle access.

Event Entry Policy

All relevant and up to date event conditions of entry can be found at www.festivalofhouse.co.uk.

9. CROWD MANAGEMENT

Security Management Structure



Head Of Security: Chris Callaghan - Gold
Responsible for overall delivery of Security and Stewarding service to the Festival of House. Primary point of contact for client throughout the festival.

Project Manager: Michael Paul - Silver
Responsible for staff deployment, implementation of processes and service delivery. Secondary point of contact for client throughout the event.

Security Manager: John Gallacher (Day) / Andrew Nicol (Night) - Bronze
Responsible for staffing resource, staff welfare, logistics and service delivery.

Arena Manager: Iain Ramsay - Bronze
Responsible for deployment of staff and management of service delivery within the arena and stage areas.

Entrance and Externals Manager: Gordon Baird - Bronze
Responsible for management of queues, searching and ingress of patrons as well as bus drop off area and management of external deployments. Also responsible for management of staffing with regards to residents and their properties.

Campsite Manager: Ross MacIvor- Bronze
Responsible for staff deployments, staff welfare and management of Security and Stewarding within the Campsites.

SecuriGroup Ltd will manage all aspects of event security and have extensive experience in managing similar situations at similar events. The organisers will ensure that the level of security and crowd management at Festival of House is of the highest standard. Please refer to the Crowd Management Plan and Security Deployment for specific security details.

Details of training and codes of conduct are available on request. All staff based on entrances, bars and those likely to have significant customer contact will be registered within SIA rules (Security Industry Association).

Under normal circumstances executive control for all SecuriGroup operational security matters will rest with the Head of Security, with operational decisions taken by the various Security Managers.

The Festival Director, Festival Manager, JOCC Manager, Production Manager and the Health & Safety Manager will have the authority to direct any member of the security staff to perform any duty in the interest of event safety. This authority will be confirmed by the production of their named pass.

Staff will also be present from voluntary organisations working as stewards. This role will supplement the security companies and will be for information and stewarding purposes only, not for crowd management or security.

Crime Prevention
Police Scotland and the organisers are committed to reducing crime at events. Measures will be taken to ensure that opportunist criminals and organised groups do not have the opportunity to spoil the event for the majority of customers.

Any persons apprehended by security staff in the commission of a criminal offence will be passed to Police Scotland for processing before being detained or returned to SecuriGroup to be ejected from the site at which point the festival ejection procedures will be followed see Crowd Management Plan for further details.

Glass
No glass will be allowed in the arena or campsite. Any glass found during searching will be disposed of at the point of entry into appropriate bins provided. Stewards and cleaning staff will be especially observant for discarded glass within the event. No glass will be sold at any concession outlet or bar. Any trader found selling glass containers would be asked to remove them from sale or face closure.

Acceptable Behaviour
The organisers will not accept prejudiced or aggressive behaviour amongst audience members; anyone witnessed engaging in such behaviour will be ejected from the event by

SecuriGroup personnel following the event ejection procedures or would be reported to Police Scotland via the JOCC.

Any information gathered during the ejection process would be recorded and reported to the JOCC for the details of the incident to be logged, a record of all ejections would also be maintained and provided to the JOCC.

The organisers are committed to reducing audience injuries through crowd surfing and moshing and will implement a two strikes policy, leading to ejection for those persons who persist in this activity.

Festival of House is committed to operating a safe event and to providing not only a safe and fun environment for our customers but also a secure wider presence for the benefit of local residents on the estate. The deployment below not only shows a substantial deployment within the festival site but also outside for the benefit of our neighbours.

Deployment Summary

	Day			
Area	**Thursday**	**Friday**	**Saturday**	**Sunday**
Management Day	7	7	7	7
Management Night	6	6	6	0
Drop Off Day	7	7	7	9
Drop Off Night	0	0	0	0
Entry Day	22	27	27	3
Entry Night	0	0	0	0
Arena Day	25	71	71	0
Arena Night	3	8	8	0
Response Day	4	12	12	0
Response Night	0	0	0	0
Artist Day	0	0	0	0
Artist Night	0	0	0	0
Campsite Day	26	26	26	26
Campsite Night	26	26	26	0
Externals Day	27	27	27	21
Externals Night	21	21	21	0
Total Day	118	177	177	66
Total Night	56	61	61	0

10. TRAFFIC MANAGEMENT SEE CONTENTS NO 26 & ATTACHED APPENDIX NO 8.

Please refer to the traffic management plan for specific information.

The Traffic Managers for Festival of House are:

Traffic Manager (external)
The Traffic Manager for Festival of House is Jerry Watson of ALBA Traffic Management. Jerry is a vastly experienced traffic manager having planned and implemented successful traffic operations for many of the major events and festivals in Scotland. Jerry is responsible for the implementation of the traffic management measures outlined in the Traffic Management Plan outside of the event site plus the management of traffic measures on the south drive for the safe movement of residents with right of access on this drive where there is a crossover between internal and external traffic management.

Car Parks, PUDO, Coaches & Site Traffic Manager
The Site Traffic Manager responsible for Car Parks, PUDO, Coaches and Site Traffic at FoH is Jimmy Bradley of Event Traffic Ltd. Jimmy has planned and implemented successful car parking, PUDO and coach operations for many festivals including Belladrum, Rockness, Groove and Bestival where he has managed the internal traffic and coaches for the last 7 years.

Jimmy is responsible for the implementation of the traffic management measures outlined in the Traffic Management Plan within the car parks, PUDO areas (including coaches) and the internal management of traffic within the festival site and pedestrians within the PUDO and car parks with the support of SecuriGroup and event marshals.

The Traffic Management Plan is intended to reduce the impact of the event on the local roads infrastructure so far as is reasonably possible.

The Traffic Manager will ensure all aspects of the Traffic Management Plan are implemented in conjunction with Angus Council, BEAR Scotland & Police Scotland and with the support of the Car Parks, PUDO and Site Traffic Manager.

On event show days traffic management immediately outside the event site will be the responsibility of Alba Traffic Management in conjunction with Angus Council & Police Scotland; traffic management inside the event site will be managed by Event Traffic Ltd and event stewards/security.

Any issues that arise, external to the event, due to traffic in the surrounding areas will be reported to the JOCC immediately, discussed within the JOCC and support and solutions will be offered, where practicable.

The Event Organiser is responsible for fully funding the consultation, design, implementation & supervision of a Traffic Management Plan for the event, including all traffic management measures that are necessary to effectively ensure the safe and expedient movement of all road users arriving at and exiting the event. This would include pedestrians and mobility impaired persons. The Traffic Management Plan is to be approved by the Angus Council, BEAR Scotland & Police Scotland such that any identifiable road safety, traffic management and environmental issues are addressed.

The event organiser will ensure that immediate residents are informed in advance of the traffic management plans required for the event as agreed by Angus Council, Police Scotland and BEAR Scotland. An effective road signage plan directing event goers to and from site will be put in place as part of the agreed Traffic Management Plan.

Traffic signage plan
Signage relating to the event will be erected in advance of the build period, during the event and for the duration of the break period on agreed surrounding roads to inform local motorists in advance of potential disruption, road closures, speed limit restrictions and event directions; Full details of Traffic Plan signage to be submitted and approved by Angus Council, BEAR Scotland & Police Scotland.

Main Travel Routes
Traffic travelling from the **WEST** A90 Edinburgh, Glasgow, Perth will pick up positive signage on approach to Dundee and will be directed from Swallow roundabout East along the A90 Dundee Kingsway, A972 Kingsway East to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **NORTH** A90 Aberdeen will pick up positive signage on approach to Forfar and will be directed South to Forfar Road Junction, Left onto the A972 Kingsway East Dundee to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **SOUTH** A92 Fife will pick up positive signage on the approach to the Tay Road Bridge and be directed East along the A92 East Dock Street, Greendykes to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **EAST** A92 Arbroath will pick up positive signage on the A92 Arbroath and be directed West to Exit at Muirdrum Junction, Right onto the B9128 to Panmure Estate.

Local traffic travelling to the site from the North & South B9128 will also pick up positive signage on approach to the site.

E.R.V.P will be positively signed to Crombie Country Park, see Traffic Management Plan for full details.

Temporary traffic regulation orders (TTRO)
To facilitate the movement of vehicles and pedestrians on the surrounding roads we will seek to implement some restrictions. Full detail and timings of all TTROs will be submitted to Angus Council after agreement with the Traffic & Transport Sub Group and as part of the Traffic Management Plan.

Temporary traffic lights
Temporary traffic lights will be in place at various points along the B9128 during the build, show and break period. Refer to the Traffic Management Plan for full details.

Pedestrians on B9128
For ingress security marshals will be positioned at Muirdrum to actively discourage attempts to walk to the festival site along the B9128 and to encourage festival goers arriving there on foot to make use of the event shuttle. At egress security marshals will be positioned at all exit points to discourage festival goers from attempting to walk on the B9128 and to encourage them to use the public transport, shuttles and taxis available.

Refer to full Traffic Management Plan for further information.

Speed restrictions
Speed restrictions will be in place on the B9128 reducing speed to 30 mph between Muirdrum and the Crombie Mill junction.
Speed restrictions will be in place on the A92 for 2 miles either side of the Muirdrum junction

reducing speed to 50 mph.

Car Parks and Gate access

- Arrangements have been agreed with the landowner to provide car parking space for the event.
- There will be a charge for those wishing to use the event parking facility.
- All public car parks are sited on green field land and are therefore open to the elements; therefore, we will ensure that access directly into each car park is as robust as possible and will be subject to a pre event inspection by event management and Angus council.
- Each gate which leads from a road into a car park field will have a hardcore/tarmac base and/or temporary trackway spur connected to the road to ensure that access is maintained.
- A trackway spur enables us to load the car parks quickly and efficiently, even during inclement weather conditions, and gives us the option to continually move vehicles along the full length of the spur where ground would normally become damaged or unusable.
- Each connecting route from area to area will also be ground protected with a run of temporary trackway.
- Event Traffim Management Ltd will operate pay lanes at the furthest points from the roads within the parking fields to ensure a swift movement of cars into the car parks.

Wet weather contingency planning

- There will be constant surveillance of the weather forecast in the weeks leading up to the event.
- All car parking fields, access points and routes will be tested each day leading up to the event.
- Any remedial work required to maintain the car parks in the event of an adverse weather forecast will be undertaken.

Shuttle bus

- The organisers will operate a shuttle bus services – see the full Traffic Management Plan for details.

Coach Departure locations

- The organisers have appointed Happy Bus to operate a coach service service from locations throughout Scotland – see the full Traffic Management Plan for details.

Arena Emergency Vehicle Access

Should emergency vehicles require to enter the arena in response to an incident/emergency there are points along the Production Road at which they can do so - via arena gates Y10 and Y13. Should this be during arena open times emergency services should employ appropriate measure to advise pedestrians of their presence and ingress (blue lights, sirens, etc.).

11. **EXTREME WEATHER**

- See also the Wet Weather & Wind Management Plans to EVENT MANAGEMENT No 28(1) No28(2). PLAN

Introduction

Festival of House organisers recognise that extremes of weather are one of the major threats to festivals in the UK, both on show days and throughout the build and break. Forecasts for June will be monitored closely in the run up to the event.

This section is intended to outline the actions of the organisers to mitigate, so far as is reasonably practicable, the effects of extreme weather on audience members, members of the public who may be affected by the event and event staff.

A number of potential hazards that may be present from extreme weather have been identified and these, and the actions to be taken to mitigate the effects, are outlined in the relevant sections below.

Weather Monitoring
Because of the possible risk that weather may present to the audience and event team, we propose to implement constant weather monitoring on site from arrival until the end of the event.

Initial weather monitoring will use commercial weather information sites such as the Met Office, various other reliable sources and historic knowledge from the landowner.

Monitoring will be carried out during the build and break phases by the Health & Safety Manger who will inform the necessary heads of department of weather updates or initiate any appropriate action. During the event, the JOCC Manager, who will coordinate any necessary action, will undertake weather monitoring.

Specific Weather Risks & Facilities Proposed

Rain & Flooding
Rain is usually a problem when it appears with such intensity that it affects the integrity of the site – either due to the conditions underfoot or the possible effects on structures. Most festival goers are used to dealing with rain. However, it is recognised that the rain and ensuing mud experience at many festivals can be extreme and that the effects of cold or wet weather may be cumulative in some audience members, especially those who may have been outside for some time or who are inappropriately dressed. With this in mind Festival of House will implement the following measures to manage the effects of rain:

- Warm up areas will be made available for attendees to use should they become soaked or cold; these areas will be located within the welfare/first aid/medical facility.
- A number of space heaters will be available on standby on site.
- Concessions selling wellington boots, waterproofs and hats will be invited.
- Supplies of bark chippings, straw, etc. will be held on site to treat small, waterlogged areas that may develop.
- All marquees will be checked daily for structural integrity to ensure that any rainfall has not loosened the ground fastenings.
- All electrical installations and connections will be installed to relevant British standards for Temporary Electrical Installations, thereby ensuring that connections and distribution will not be affected by damp or water.
- Walkways will be maintained where possible by the use of bark, straw or a similar material whilst securing the less usable areas.
- Messages will be delivered to ticket holders via social media and the FoH website in advance advising them to bring appropriate clothing for the weather such as boots, warm clothing, waterproof clothing, etc.

Extreme Heat
Whilst it may be unlikely to reach such extremes at a festival in Scotland it is believed by the organisers to be prudent to plan for unusual periods of extended sunshine and heat. Such periods of time exposed to the sun and hot temperatures could result in heat exhaustion, hyperthermia, sunstroke and/or sunburn. The following measures are in place at FoH to counteract these ailments:

- Audience members will have access to the tented structures (up to capacity) to shelter from the sun.

- Sun cream will be available at welfare/first aid/medical.
- Concessions selling items such as sun hats and sun cream to ticket holders will be invited.
- Water points will be located around the site including within the campsites for audience members to refill water bottles.
- Medical professionals will be on site to help and advise anyone suffering from a heat related illness.
- Messages about covering up, using sunscreen and maintaining hydration levels will be delivered to ticket holders via the website and social media.

Wind and Wind Managed Structures

There are a number of structures on site that may be affected by high winds and, if the correct measures are not taken, may present a hazard to audience members and event staff. Structures that may require wind speed monitoring and possible remedial action are:

- Main stage
- PA delays and supports
- Screen and projector structures
- Marquees

Additionally there will be mobile food concessions, some of which may have large fascias that may need to be monitored and fastened down as appropriate.

Part of the site is surrounded by SteelShield and Heras fencing, some of the Heras will be covered in a scrim. Unlike SteelShield, Heras cannot be braced with pins driven into the ground therefore support has to be by way of bracing and/or weights in specialist weight brackets. As a further emergency measure any scrims can be slashed to allow wind to pass through the fencing rather than pushing it over.

Wind speeds will be monitored from an anemometer sited on top of the stage and linked to an LCD readout, the device is set to trigger an alarm at primary and secondary action levels.

These are general site levels so that the safety team know to be aware of any necessary impending action.

The different structures on site have varying levels of required action at various wind speed and a table of actions will be held by the Health & Safety Manager of who to inform and how and what remedial action is to be taken.

When wind speeds reach the primary action level, the Health & Safety Manager and Site Manager will meet with the on call crews from the various suppliers/contractors to decide on priorities of actions.

Should wind speeds continue to exceed the secondary action level and the possibility of structural failure becomes a risk to public safety the Site Manager and H&S Manager will advise the JOCC for consideration of options and actions, which may result in cancelling the event. In the unlikely event that this is the case the decision will be communicated to the audience by the most appropriate means.

Should the event be preceded by extreme winds, the event organisers will meet regularly with the parties referred to above to consider the various courses of action available.

Car Parks

Access and egress to and from the car parks is paramount to the success of the event. The biggest likely threat to the smooth running of this is from excessive rain making the entrance points untenable. To alleviate this, trackway panels will be laid in the entrances to each car park to ensure vehicles can access the car park and not cause blockages on the main road. In

addition a trackway spine will run through the car parks to take vehicles as far into the field as possible away from the entrance point and main road.

4x4 vehicles and tractors will be available to assist with towing disabled vehicles if this becomes necessary.

Camping Facilities
As the camping facilities will not have any vehicles on them they should be able to withstand a good deal of rain before this becomes a problem. However, should campsites (and therefore individual tents) become waterlogged during the event, and especially after dark, the audience will be offered shelter overnight in the welfare tent/s or arena marquees and the size of marquee used (from the smaller marquees up to the Rhumba big top) will be determined by the number of customers affected. If the area affected were large a decision would then need to be taken the following day about how to continue with the camping facilities on offer, if at all.

Hearing protection Plan
The organisers of FoH accept that protecting the hearing of staff, working at the event, is an essential task, although not always an easy one. Since the introduction of the Control of Noise at Work Regulations (2005) employers have had to ensure that suitable hearing protection is available to staff working in noisy environments and at certain decibel levels have a duty to ensure that the hearing protection is worn.

At an event such as FoH noise may occur, above the action levels, in the form of music and amplified sound but also from construction noise during the build and de-rig periods.

Those people affected may be workers, suppliers, performers, contractors (including freelance staff) and of course the audience; however the regulations do not cover members of the public who have chosen to be in a noisy place. All employers sending staff to the event will be expected to cooperate on the provision of training and to provide appropriate PPE for their staff.

The areas of the site where workers may be affected will include the stages, backstage areas, loading docks and pit areas out as far as the Front of House positions. Where staff is working in a marquee, and a stage is in use, the whole marquee will be deemed to be a noise protection zone, although the areas in front of the stage may not always be signed as such.

Suitable hearing protection will be provided and worn where:-
The upper action level is reached, where continuous noise levels are above 85dB - during the show, for example
Or where peak noise levels are above 100dB, during parts of the show
Or where construction noise levels may exceed 85dB, on occasions

Measures to be taken:-
- Noise protection signage will be displayed in the areas mentioned above, as far as possible.
- All staff will be expected to arrive with the necessary PPE for the role undertaken.
- Employers will be expected to provide suitable information, training and advice for their staff.
- Noise levels will be monitored throughout the event by KSG Acoustics. They will ensure that levels do not become unacceptably high. Should an issue arise they have the authority to reduce the noise levels and will inform the JOCC and the Production Manager of any concerns.
- Staff in high noise level areas to be rotated on a regular basis (pit staff for example)

12. THE ENVIRONMENT

Please refer to the environmental management plan for specific information.

The organisers of Festival of House take their responsibilities seriously and will do all they can to ensure that the event has as little impact on the environment as possible.

Customers are encouraged to use the scheduled coach, shuttle bus and LiftShare services as much as possible; and recycling of DMR and other materials where possible will be undertaken. However the purpose of this summary is to outline the plan for more hazardous items and how they are stored and dealt with.

Each contractor employed on site provides their own risk assessment, health and safety policies and, if appropriate, a method statement for the work they are to undertake. Where hazardous items are to be used they will be included in the contractor's documentation.

Oil and Oil tanks
Where heavy oils such as diesel are brought onto site (by the power company, for example) they are stored in bunded tanks. These tanks are not within the public access area and are not close to watercourses. Contractors or staff filling generators and other equipment will be trained in the correct procedure to do so. These contractors have spill kits available, on-site, and immediate assistance would also be sought from the fire service. SEPA will be informed of any spills, as appropriate. Other oils on site are those used by the catering providers. It is part of their terms and conditions that the caterer will remove all waste oil from site and dispose of it appropriately.

Any company who are found to be pouring oil away on site will be stopped from trading and reported to the local authority.

Chemicals
Several companies on site will use chemicals for general cleaning, paints, toilet sanitising etc. Each of them will use a suitable, locked store to secure these chemicals before use. Again each company train their staff in the safe uses of these products and have data sheets available should any accidents or incidents occur. Any spills will be reported to the local authority or SEPA, as appropriate.

ENVIRONMENTAL PLAN NO12

Waste Water SEE ALSO WATER SAFETY PLAN. CONTENT NO 18. +
Portakabin and Grant Henderson Tankers (GHT) are responsible for the removal of waste water from the festival site, further details and a copy of GHT's SEPA Waste Carriers Licence is shown in the list of appendices at ***Appendices 21.2 to 21.6 & 21.12 to 21.17***. Please refer to the Environmental Management Plan, Sanitation Plan and Water Saftey Plan for further information.

13. TEMPORARY STRUCTURES

Details of all temporary demountable structures to be erected with specifications, drawings, calculations and method statements will be submitted to the local authority for approval. This will enable the basis of the design to be clearly understood and the design criteria to be verified, and should include structural drawings, calculations, certificates, statements of loading and specifications including the maximum wind speed that the temporary structure is designed to withstand.

The event organiser will provide to Angus Council building control evidence of competence by way of qualification and experience in relation to the designer of the structure(s). Evidence of public liability and professional indemnity insurance will also be provided.

The event organiser will supply to Angus Council building control a certificate or written record prepared by the Health & Safety Manager to confirm that the independent erection checks

have been carried out and that a temporary structure has been erected in accordance with the design drawings and documentation.

The event organiser will supply to Angus Council building control a certificate or written record prepared by the Health & Safety Manager a document detailing the wind speed monitoring carried out during the event including any action taken to respond when wind speeds approached or surpassed design limits.

Further details of the various structures on site can be found in the list of appendices:

- ***Appendix 10***
- ***Appendix 13.5***
- ***Appendix 13.5.1***
- ***Appendix 13.6***
- ***Appendix 13.8***
- ***Appendix 13.9***
- ***Appendix 13.10***
- ***Appendix 13.11***
- ***Appendix 13.16***
- ***Appendix 13.17***
- Appendix 23 – Big Wheel.

14. BARRIERS & FENCING

Barriers
Different types of barrier will be used at this event, as follows.

Crowd Control/Pedestrian Barrier
This is the traditional galvanised barrier used as a way or creating sterile areas or restricted access points at locations that will only experience low-density crowd movement.

Pit Barrier
Traditional A-frame load bearing barrier to a rating of at least 5kN/m that will be used in areas of high crowd density such as in front of the stage and around structures in close proximity to the stage.

Fencing
Different types of fencing will be used at this event:-

Heras
2.5m high block and mesh fencing, used to segregate areas, can be used braced or with 'triangles' to provide a load bearing barrier; will only resist light crowd pressure.

Steelshield
Pressed steel sheeting, 3m high, which will form the outer perimeter of the event where the ground topography allows and prevent unauthorised access by non- ticket holders. Pinned to the ground, the panels are also braced and able to absorb light to moderate crowd pressure.

See Appendix 9 for further details of Steelshield perimeter fencing.

15. ELECTRICITY SUPPLY AND LIGHTING

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications (available on request).

All temporary power supplies will be installed to BS 7909 and fitted with RCD protection, where

necessary, and suitably earthed. The provider will sign off all installations as correctly fitted before use. A full risk assessment and method statement for the installation and management of all temporary power supplies is held in the event technical file.

16. BARS AND CONCESSIONS

General

The Bars & Concessions Manager for Festival of House is Stuart Hutton.

Bars & Concessions Manager Stuart Hutton will ensure in advance that all vendor/trader paperwork is submitted, in order and approved in advance; that vendors adhere to all relevant legislation and that all documentation is available in a central event location for inspection as required. Price lists, stock lists and menus/product lists must be provided in advance to ensure quality of items to be sold, value of pricing proposed and that no prohibited items are to be sold.

All concessions and vendors will access the site for set up via the build/break entrance. Prior to being allowed further they will go through a site health & safety induction and booking in process at the accreditation office located near the disabled car park. The Bars & Concessions Manager and the Health & Safety Manager will manage this process. All concessions are made aware that vehicles and personnel entering the site may be subject to a security search and acceptance of this is a condition of entry as outlined in the General Ts & Cs they must sign.

Our team will also manage and monitor all concessions throughout the event.

Further information on the vetting and application process can be found in the following appendices:

- ***Appendix 20*** - Food Trade & Concession Management – General Ts & Cs
- ***Appendix 20.1*** - Food Trade & Concession Management – Food Safety Checklist
- ***Appendix 20.2*** - Food Trade & Concession Management – Master Catering Matrix
- ***Appendix 20.3*** - Food Trade & Concession Management – Trader Progress

Cashpoint/ATM & Cash Management

Cash management on site and the provision of a cash withdrawal/ATM facility are detailed in the appendices 'Cash Management & Cashpoint/ATM' and 'Cashpoint/ATM Vehicle' - ***see Appendix 4 Appendix 5*** for further information.

Sanitation
Sufficient toilets and hand washing facilities for the number of concessions in a particular area will be provided for the exclusive use of concession staff in those areas. Where facilities are not serviceable easily they will be located as close to the concession areas as possible within 'staff only' areas. Provision will exceed the minimum requirements as stated in the Purple Guide.

Sanitation areas will be staffed by security to prevent damage or vandalism and access routes for cleaning and replenishing will be provided outside of the public arena where possible. Cleaning and replenishing will be undertaken on a regular basis. The event organiser has appointed Portakabin and their sub-contractor Grant Henderson Tankers to be responsible for the management of sewage waste generated from the event.

Further details regarding sanitation can be found in the Environmental/Sanitation Plan and the following appendices:

- ***Appendix 6.1***
- ***Appendix 21.1 to 21.6***
- ***Appendix 21.15***
- ***Appendix 21.17***

Sale of Alcohol ~~APPENDIX~~ EVENT MANAGENT PLAN CONTENTS 29.
Please refer to the alcohol management plan for specific information.

Alcohol Management Policy

A mix of bars are planned for different areas within the Festival of House site to accommodate a wide range of tastes including wines, beers, spirits and cocktails. Tokens that can be exchanged for drinks will be sold from a ticket booth within the event site.

Bar locations shall be identified on the site plans submitted with the relevant licenses. The bars are to be open during specific times to be agreed with the relevant authorities. The relevant license holders shall be present on the licensed site whenever the sale of alcohol is taking place.

Festival of House is an over 18 event. Proof of age ID checks will be in operation from the main entry and ticketing gates. In addition, proof of ID checks will be in operation at the entry to each outlet selling alcohol and at the point of purchase

The 'Challenge 25' policy will be adopted, so that alcohol shall not be sold to anyone appearing to be under the age of 25 unless that person provides satisfactory documentary proof that he/she is over the age of 18.

All statutory notices will be prominently displayed at all outlets for the sale of alcohol including posters to the effect that a 'Challenge 25' policy is in place.

No beverage shall be sold or supplied in any glass container and no person shall be permitted to bring glass containers onto the licensed site. No alcohol shall be sold or supplied in a sealed container for consumption off the licensed site.

No person shall be permitted to bring any alcoholic drink into the licensed site (excluding campsites) and security personnel will employ recognised search techniques at the entry gates.

All staff engaged in the sale of alcohol shall be aged at least 18 years and the license holder shall provide all mandatory training or instructions to all staff engaged in the sale of alcohol. A written record shall be made of the delivery of such training or instruction and will be available for inspection at the on site filing facility by any relevant authorities.

Experienced and well trained security personnel with appropriate licenses will be provided to, amongst other duties, control and restrict the supply of alcohol to anyone not meeting the criteria of Challenge 25; ensure that persons deemed intoxicated are not admitted into the queuing system; manage the queuing system and the flow of people to the bar serving counter

Food Concessions EVENT MANAGEMENT PLAN NO 16

All food concessions will be rigorously vetted during the application process and prior to being permitted on site at Festival of House. This process will be managed by Stuart Hutton for festival of House.

Food concessions will be located around the site, offering a wide variety of hot and cold food and drinks. All concessions used at the event will provide relevant documentation; this will be available to Angus Council EHO before the event.

All concessions will have suitable fire fighting equipment and sanitary and washing facilities for staff.

Concessions on the campsite side of the overnight fence will remain open while there is still a demand.

All drinks will be sold in plastic cups or PET containers. No glass is to be sold at any bar or concession.

The event organiser will ensure that all food concessions that handle high-risk foods (a food that is likely to support the growth of pathogenic microorganisms or the formation of toxins) are situated within easy access of an accessible supply of water, which has a constant supply of water that is of a potable quality.

The event organiser will ensure that all catering operations, both for site staff and for the public, comply fully with the current relevant legislation.

The event organiser will ensure that all food concessions on the site are registered with, and have been inspected by, the Local Authority where the business is based, prior to the event.

The event organiser will ensure that the sanitation facilities provided for the exclusive use of food handlers are kept supplied with hand wash facilities to enable hygienic means of washing hands. These facilities will be provided in locations conveniently accessible to food handlers and are supplied for the sole use of these traders. Locations and numbers of WCs are shown on the site plans (***Appendix 6.***1) and ***Sanitation Plan plus appendices at 21.1 to 21.6.***

The event organiser will ensure that all catering operations are available for inspection at all times. In addition, the event organiser will ensure that immediately at the request of the Environmental Health Department appropriate action is taken to prevent any risk to public health or safety from a food operation or trader not complying with Food Safety or Health and Safety at Work legislation. Appropriate action could include the closure of the operations, or, where necessary, removal from the site.

Prior to the event, the Event Organiser will submit to the Environmental Health Department the following information on all catering operations:
a) Name and address of the food business,
b) The food business operator,
c) The local authority with whom the food business is registered,
d) The number of units,
e) An indication of the type of food produced,

f) The location of each unit at the festival site,
g) Contact names and mobile telephone numbers for food business operators during the event.

The event organiser will ensure that suitable and sufficient facilities for the storage and disposal of all solid and liquid waste are provided within the same compound as any food concession and not more than 25 meters from a food concession and that these are emptied from site at least once per day throughout the event.

The event organiser will ensure that authorised officers of Angus Council are permitted access to all areas of the site in order to carry out their statutory functions.

Merchandise, Intellectual Property, Product Safety & General Trading
All non-food traders and concessions will be rigorously vetted during the application process and prior to being permitted on site at Festival of House. Stuart Hutton will manage this process for festival of House.

Merchandising units selling a wide range of goods and merchandise will be located around the arena and are identified on the site plan.

It is recognised that all goods for sale will not be in any way dangerous or offensive and any retailer found with such items for sale will be asked to remove these items from display or face being asked to leave the site. Traders will not be authorised to sell inappropriate or prohibited items.

Items not permitted on site include but are not limited to:

- Glass (any glass)
- Body-piercing equipment
- Generators
- Lasers
- Fireworks
- Potential weapons such as penknives/multi-tools
- Items associated with herbal/legal highs
- Banned/illegal substances
- Pornographic or obscene material
- Unauthorised festival merchandise or any products containing the festival logo
- Sky lanterns
- Drones
- Selfie sticks
- Golf umbrellas
- Flags/flag poles
- Hi vis jackets/vests

None of the above is permitted on site, this is communicated to vendors during the application process and is detailed on the general terms and conditions, which each potential vendor must agree to and sign to show acceptance of. Any such items will be confiscated by security personnel if found. Traders must co-operate fully with festival security in any search of vehicles or stalls. Submitting to searches is a condition of their entry to the festival site.

A list of banned items is also communicated to customers via the FoH website.
Strict concession vetting and due diligence will be carried out throughout the application process to ensure calibre of merchants and merchandise.

Retail vendors will be vetted in advance and checked during the accreditation process when arriving on site should suspicions arise to ensure all merchandise is genuine, legal, and of appropriate quality and safety.

17. **SANITARY FACILITIES** SEE ENVIRONMENTAL MANAGEMENT PLAN NO 12

For a detailed sanitation plan please refer to the Environmental Management Plan and appendices.

The event organiser has appointed market leader Portakabin and their sub-contractor Grant Henderson Tankers to be responsible for the management of sewage waste generated from the event.

Toilets will be located throughout the arena as noted in ***Appendix 6.1*** and campsites in compounds and numbers provided will exceed the minimum requirements as stated in the Purple Guide.

Sanitation areas will be staffed by security to prevent damage or vandalism and access routes for cleaning and replenishing will be provided outside of the public arena where possible. Experienced Portakabin personnel will undertake cleaning and replenishing on a regular basis. The event organiser will ensure that the plan is implemented throughout the event and that all toilets on the site are provided with toilet paper at all times.

The environmental management plan and appendices outline the numbers and types of sanitary facilities at each location, together with arrangements in place for ensuring that the facilities remain operational and are kept in a clean and hygienic condition.

In addition to the hand sanitising unit within the toilets separate handwashing facilities will be provided at each toilet area.

The Health & Safety Manager will ensure that a log of any significant incident that needed dealing with throughout the event is maintained and held on site during the event. The information relating to any such incident will be submitted to the appropriate agency post event.

The event organiser will ensure that all statutory agencies and services have access to the event site at any reasonable time to inspect facilities for the purpose of pollution control.

Portakabin will ensure that the waste from the event toilets is removed from site by road tanker and transported to an appropriate WWTW.

The event organiser will ensure that the Portakabin and Grant Henderson Tankers provide all the equipment necessary to carry out the operational activities and any necessary standby equipment that might be required during the event period. The event organiser will ensure that spill kits are provided to immediately attend to any spills from equipment and will ensure that any spills are cleaned up before the contractor leaves site and recorded by the Health & Safety Manager.

The event organiser will ensure that that Portakabin collects and stores wastewater from all commercial and event catering activities in appropriate tanks for proper off-site disposal.

Toilet Provision will exceed Purple Guide advice as shown below

	Female Toilets	Male Toilets
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

Further details regarding sanitation can be found in the Environmental/Sanitation Plan and the following appendices:

- ***Appendix 6.1***
- ***Appendix 21.1 to 21.6***
- ***Appendix 21.15***
- ***Appendix 21.17***

EVENT MANAGEMENT PLAN CONTENTS

18. **WATER SAFETY** SEE ATTACHED TO ENVIRONMENTAL PLAN NO 12

The event organiser has appointed Event Water & Plumbing Services a reputable and experienced water management contractor to supply the needs of the festival site and will ensure that the plan and design of a temporary water supply system is agreed with Scottish Water in conjunction with Angus Council.

Further information relating to the supply of water throughout the festival site including to the arena and campsites plus the event hospital, welfare and first aid points can be found in the Water Safety Plan and appendices as follows:

- ***Appendix 6.1***
- ***Appendix 6.2***
- ***Appendix 21***
- ***Appendix 21.0.1***

The event organiser will ensure compliance with all regulations, and access to the site, in the build period and during the festival to inspect water supplies to traders, toilets, medical facilities, campsites, arena or any other location as required.

Event Water & Plumbing Services will ensure that the water quality targets for all temporary supplies comply with water quality regulations before the water is available for consumption.

All matters relating to the safety of the on site water infrastructure will be coordinated via the JOCC.

ATTACHED TO
[redacted] SEE [redacted] ENVIRONMENTAL
19. **WASTE MANAGEMENT & LITTER** MANAGEMENT PLAN NO 12 CONTENT

Angus Council has been appointed as the waste management contractor for the festival and to deal appropriately with, and comply with all legislation in respect of, all waste collected on and removed from the site.

Litter picking will take place during the build period and throughout the event to prevent a buildup of materials. Post event litter picking will take place across the festival site and the wider perimeter, including inspections of nearby areas such as watercourses, to ensure litter is removed. Subsequent visits to site in the weeks post event will be carried out to ensure any litter, which subsequently surfaces, is removed.

The litter crew, event organisers and Angus Council waste management will ensure as much DMR and other material is recycled as possible.

Concessions will be encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc. to be used as fuel for campfires.

For further details please refer to the Angus Council Waste Management Plan and the litter pick schedule of work in Appendix 21.12.

SOUND and.
20. **NOISE MANAGEMENT** SEE ATTACHED TO ENVIRONMENTAL MANAGEMENT PLAN NO 12.

Please refer to the Noise Management Plan for further information.

The organiser has appointed KSG Acoustics to develop a robust noise management plan, to ensure it is implemented and to monitor noise levels in the run up to and during the festival.

The sound monitoring team will be in contact with the JOCC should any action need to be taken during the event and have authority to instruct the sound engineers to adjust sound levels.

The event organiser has appointed KSG to be responsible for the overall control of all noise generated from within the boundary of the licensed premises. Representatives from KSG, and any person appointed to deputise in their absence, shall have the authority to deal with all noise issues. The representative will be contactable by officers of the Environmental Health Department and available to deal with any matters arising at all times throughout the event. The contact name(s) and means shall be provided to Angus Council's Environmental Health Department before commencement of the licensed activities.

The event organiser will provide and maintain sound level monitoring equipment to a IEC Type 2 Standard capable of providing a read-out in dB(A) of 60 second to 15 minute dB(A) Leq values, the meters to be provided with an automatic reset facility.

The event organiser will ensure that during times of entertainment continual noise monitoring on and off site is undertaken and that a sufficient number of persons are positioned to identify the sources causing any breach of conditions and facilitating the reduction in noise levels throughout the times that the main stage and other entertainment areas are in operation.

The event organiser will ensure that amplification equipment is not brought onto site unless:

a) It is for use as a part of the licensed entertainment.

b) It is for use of authorised traders for the sole purpose of providing background music to their

own concession.

The event organiser will effect full control over the public, organisations and traders on the site where there is amplified music being played and that the noise levels agreed with the Angus Council are not exceeded.

The event organiser will undertake off site monitoring at designated locations to determine noise levels, and shall record the results of such monitoring. These records are to be made available on request to Angus Council's Environmental Health Department.

The event organiser will ensure unrestricted access to the sound mixing positions and backstage areas at all times is available to Angus Council's Environmental Health Department for the purposes of sound level measurement and communication with the mixing engineer(s).

The event organiser will agree with the Environmental Health Department by the prior to the event weekend the timings of sound checks.

The event organiser will ensure that during set-up and take down activities which are audible outside of the event site area only take place between 08.00 and 22.00 on any day.

21. MEDICAL PROVISION MEDICAL MANAGEMENT PLAN)

For further information please refer to the Medical Plan.

First Aid and Medical Provision

Effective and professional medical provision has saved lives at festivals and events and with this in mind organizers have appointed the professionals listed below to provide a comprehensive and robust medical service at Festival of House:

- Scottish Ambulance Service
- St. Andrew's First Aid
- Red Cross
- Dr. Jason Long
- Senior Charge Nurse Mary Cumming

Two First Aid Posts will be located within the main arena with a further post within the main campsite (marked FA1, FA2 & FA3 on the site plan, Appendix 6.1).

Attached to FA3 in the main campsite will be a welfare facility; attached to FA2 in the main arena will be a welfare facility and the event hospital. This main treatment facility will be near the disabled camping area. A further first aid post (FAP) is located between the main stage and the Rhumba tent.

The FAPs will receive casualties and will provide a triage and treatment facility depending on the nature of the injury/illness. The objective of the medical plan is to manage the majority of incidents on site with only the most serious being referred to local facilities.

The event organiser will ensure the main medical facility is provided with all required facilities prior to the event including, but not limited to, power, lighting, water, hard floor, dedicated toilet facilities, screening, tables, chairs and heating. The layout of the hospital tent is outlined in Appendix 7.

The event organiser will ensure the main medical facility is of the size and location agreed with the medical providers and noted on the site plans. The event organiser will ensure the facilities are at a location where the tent/structure can be erected to ensure patient care is not

compromised.

The medical facilities on site will consist of:

Infectious Disease Control
Due to the high number of people expected at this event it is accepted that any outbreak of an infectious disease would be able to be easily transmitted from person to person.

The medical teams on site are aware of the need to report any probable cases of any infectious disease as soon as possible to the event management team, and this will be agreed in advance with the Multi Agency Steering Group/Safe Events sub group. Monitoring of the numbers of cases seen will be on going and discussions will be held with the Public Health team as appropriate.

The response to any outbreak would be dealt with following consultation with Public Health staff and would be appropriate to the particular disease, but it may be possible to set up medical facilities on site to assist those presenting with specific symptoms.

22. INFORMATION AND WELFARE / LOST PROPERTY

Please refer to the Welfare Plan for further information.

Welfare Tents will be located in the main arena (accessible from disabled and glamping campsites) and the main campsite.

These areas will provide information and is where members of the public will be able to obtain advice and assistance from counsellors and/or experienced welfare staff. The welfare point will provide access to event information, health promotion and well-being literature. The welfare operation is to be confidential and other agencies should only become involved when the welfare staff requests assistance. This facility will be available during operational hours in the arena, 24 hours for the campsites and will remain open until the campsites close on Sunday.

An area will be set aside within these facilities to deal with lost property. It is the objective of Festival of House to reunite lost property and owners as quickly as possible. Any items handed in will be recorded and stored by welfare staff. If not collected before closing on Sunday the log of lost property and the property itself will be handed to Police Scotland for transfer to the relevant lost property facility. Customers will be advised via the FoH website and social media to contact the relevant Police Scotland department post event.

Children
Festival of House is an over 18 only event and as such children will not be permitted on site. Measures will be implemented to avoid attendance by anyone under the age of 18 and advertising on the FoH website, via social media and in the terms and conditions of purchase will inform potential ticket purchasers of the over 18 policy. ID checks will be in place at the point of ticket exchange, event entry/security control, at the entrances to the bar queuing systems and at the point of purchase of alcohol.

23. HEALTH & SAFETY POLICY

It is the policy of Jigsaw Events & Management Ltd (trading as Festival of House) to achieve high standards of Health and Safety in all parts of the company and to provide efficient management and resources to improve our performance in all respects.

During the event, Festival of House will provide adequate control of the health and safety risks arising from our work activities. To that end Festival of House will ensure the maintenance and monitoring of safe and healthy systems of work which comply with or exceed current legislation for the protection of our employees, others working on our site and our customers.

Festival of House also undertakes to demonstrate company wide commitments to Health and Safety and delivering a safe event in accordance with the "The Purple Guide to Health, Safety and Welfare at Music and Other Events" which is endorsed by the Health and Safety Executive (HSE). The guide's aim is to help those event organisers who are duty holders to manage health and safety at large-scale music and similar events. Health, Safety and Welfare ranks in equal priority with the commercial objectives of Festival of House.

Competent Persons

For the purpose of this event, the promoter has chosen to contract a competent provider to act as their agents in all health & safety and public safety matters. Jigsaw's safety provider will continue to update the Health & Safety sections of this document and the event risk assessment during the planning stages until all details are finalised. Any comments regarding the policy should be addressed to the Health & Safety Manager.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out at this event before being allowed to commence work on site. Details of all contractors will be maintained by the Health & Safety Manager in the Contractors H&S file and technical specifications will be lodged in the Technical File. All contractors will be aware of the need for themselves and their staff to have the appropriate PPE for the task for which they are contracted to carry out. It is the contractor's responsibility to provide this equipment. The Health & Safety Manager will regularly make checks around the site that all contractors are working safely and will refer to the contractors control measures in their risk assessment, and suggest any amendments, as necessary.

Underground and Over Ground services

Before any movement on site of vehicles, plant and equipment and before driving anything into the ground such as marquee stakes the Health & Safety Manager will ensure they are fully aware of all underground and over ground services such as, gas mains, water mains, power lines, overhead power lines and telephone and communication cables.

They will liaise with landowners and local service providers to ensure they are aware of any such hazards that would require signage, control measures, cordoning off or, where possible, switching off. They will also obtain plans from the service provider and if those plans are not clear the service provider will be asked to come to site to accurately locate them.

Where signage and or other control measures are required the information regarding that signage and the distances and appearance of the control measures, such as heights and colour of goalpost and bunting will be sought from the service provider who has a duty to provide the information required to ensure the safety of all on site.

Over ground services can be seen and appropriate control measures can be implemented however, underground services are not as obvious therefore the site management team will,

using such equipment as a CAT (cable avoidance tool) carry out a ground survey prior to any underground services/works, to ensure the ground to be penetrated is clear of hazards or marked appropriately where hazards are found.

Event Health & Safety Policy and Procedures SEE EVENT MANAGEMENT PLAN APPENDIX 13.

Contents

1. General Policy
2. Permission to Work
3. Competent Persons
4. Health & Safety Policy
5. Site Health & Safety Rules
6. Safe Systems of Work
7. Legislation and Guidance

1. General Policy

The organisers of this event have a duty under the Health & Safety at Work etc. Act 1974 to provide as safe as possible an environment for all workers and visitors to the site.

All visitors (including workers) have statutory duties under the Act which means health & safety is the responsibility of everyone, the organisers would ask for your co-operation to ensure that this event is as safe and enjoyable as possible for all concerned.

This document is not exclusive but should be read in conjunction with any other health & safety and contingency documentation that has been produced for the event.

Copies of all health & safety documentation are available for inspection at the site health & safety office.

2. Permission to Work

In the pursuance of their duties under HASAWA 1974 the event organisers will show due diligence in the implementation of the health & safety policy.

To that end it has been agreed that ALL contractors engaged on the site will demonstrate their competence in health & safety BEFORE being given permission to work. Competence can be demonstrated by the provision of suitable H&S policies, method statements and safe systems of work to the Health & Safety Manager.

The issue of a site pass is dependent on the individual concerned having knowledge of their responsibilities in respect of health & safety and both their own employers and the site H&S policy.

2.1 Overall and final responsibility for health & safety at FoH is that of the Festival Director.

2.2 The Health and Safety Manager will oversee daily operations within the festival. The relevant sub-contractor management team will oversee any operations remote from the site.

2.3 All employees have the responsibility to co-operate on matters of health & safety and to read and follow the specific arrangements for safety as set out in this document.

2.4 All employees and sub-contractors have the responsibility to conduct their activities in such a way as to pose no risk to their own health, safety and welfare or that of others.

2.5 Employees and sub-contractors are responsible for reporting any incidents, injuries or

dangerous occurrences to the management team at FoH as soon as is reasonably practicable.

2.6 Training, instruction and the provision of safety information to all staff will be the responsibility of the individual contractor.

2.7 Investigation of accidents and incidents will be the responsibility of the Health & Safety Manager.

2.8 Reporting of incidents under R.I.D.D.O.R will be the responsibility of the Health & Safety Manager.

2.9 Monitoring and maintenance of plant and machinery owned, leased or rented for the duration of the event will be the responsibility of the Health & Saftey Manger.

2.10 Responsibility for Health & Safety auditing and the conducting and reporting of reviews will be that of the Health & Safety Manager.

2.11 This document should be read in conjunction with the document Information for Contractors, issued by the site team, which gives information about site services and facilities.

3. Health & Safety Management

For the purpose of this event, the organiser has commissioned a competent provider to act as their agents in the management of all event health & safety matters.
The Health & Safety Manager, in association with the event management team, will continue to update the relevant sections in this document during the planning and construction stages. Risk assessment and risk management is a dynamic process and consequently this document will change to reflect any occurrences or contingencies on site.

The organiser of this event will ensure that professional contractors holding the required certificates of competence carry out the installation and/or maintenance of any plant and equipment such as:

Power installation and distribution
Access equipment
Sanitation
Medical & Fire services
Site plant and equipment
Litter management
Temporary structures

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments accompanied by statements of safe systems of work, structural calculations and insurance details relating to the work they are contracted to carry out at this event. All contractors should appoint a nominated health & safety representative who will collate all necessary information and pass it on to the Health & Safety Manager. A list of contractors' representatives will be held by the H&S Manager.

Any health & safety documentation and insurance information should be handed to the Health & Safety Manager and will be retained in a central location on site for inspection.

4. Event Health & Safety Policy

It is the policy and intention of the event organiser to comply with the terms of any applicable legislation and local authority conditions to provide and maintain a healthy and safe environment for all members of the public, contractors and crew. The objective of the event health and safety policy is to minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending this event.

Notwithstanding individual contractors own specific arrangements, all persons will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The event organiser recognises and accepts their duty to protect the health and safety of all visitors to the event, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

While the event management team will do all that is within its powers to ensure the health and safety of all persons, it is recognized that health and safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.
To ensure that the highest standards of health & safety practice are maintained the organisers have agreed that that the following site rules will apply. All workers should be aware that infringement of the site health & safety rules may lead to them being asked to leave the site.

5. Site Health & Safety Rules

5.1 No access to site without appropriate pass, no passes to be issued before recipient has demonstrated competence in site health & safety.

5.2 Hard hats, hi-vis vests, ear protection and safety boots to be worn when required.
All contractors will supply their workers with any necessary Personal Protective Equipment.

5.3 No persons to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment will first have demonstrated their competence to a recognised person or body, i.e. by production of a valid training certificate.

5.4 All lifting equipment to be accompanied by current certificate of inspection or be subject to a provable audit trail.

5.5 No persons to carry out duties or use equipment for which they have not received the relevant training.

5.6 All tools and equipment to be kept in good working order and only to be used for the purpose for which they were intended, any defects in tools or equipment should be reported to the site office immediately.

5.7 All equipment and tools not in use will be safely and securely stored so that they may only be accessed by authorised persons and do not pose any danger to other workers or members of the public.

5.8 All walkways, access points and emergency exits to be free from obstruction at all times.

5.9 All workers to be familiar with procedures to be followed in the event of an emergency or major incident.

5.10 All incidents resulting in injury and any near misses to be reported to the site health & safety office.

5.11 Site speed limit of 5 mph on trackway and 10 mph on tarmac to be observed at all times (excluding emergency services under blue lights).

5.12 No reversing without a competent person.

5.13 Safety harness or fall arrestor to be worn by all workers who may be working at a height where the risk assessment makes this appropriate.

5.14 Exclusion zones to be established around areas where work at height is being carried out, or where overhead loads are being slung.

5.15 Any worker found, or suspected to be, under the influence of alcohol or drugs will be asked to leave the site.

5.16 Work at height may only be carried out when the weather conditions do not jeopardise the health & safety of workers.

5.17 No smoking around fuel stores or flammable material.

Health & safety compliance will be monitored by the Health & Safety Manager who will liaise with contractors and site management to ensure that the above rules are being followed. Should a minor breach of health & safety be noted, the first course of action will be to speak with the individuals concerned (and their manager/s, if relevant). Persistent or more serious breaches of health & safety rules will result in further discussion backed up with an email being sent to the contractor (and their manager/director where relevant) outlining the problem and detailing the remedial action required, within a specified timescale. Should these notices be ignored, or the breaches repeated, the contractor will be asked to leave the site.

6. Safe Systems of Work

6.1 **Loading/Unloading of Vehicles**

6.1.1 All vehicles will observe the site speed limit at all times.

6.1.2 All vehicles should display four way flashers or an amber beacon when moving around the site.

6.1.3 All workers and visitors to wear hi-vis waistcoats at all times whilst on site.

6.1.4 All goods vehicles will have their vehicle height clearly marked in the cab, and if in doubt of height clearance, should be seen to the site by a competent person from the event team.

6.1.5 All delivery vehicles should be seen into and away from their unloading position by a competent person to avoid collisions, particularly with people.

6.1.6 All workers should be aware of traffic in the vicinity of the unloading areas and on the roadways.

6.1.7 When opening vehicle doors, be aware that equipment may have moved in transit and could fall on somebody.

6.1.8 Ensure whilst lifting equipment that no other part of the load is dislodged when releasing any ratchet straps, rope and sheet or other securing apparatus, therefore causing another part of the load to fall off the vehicle.

6.1.9 Be aware that metal surfaces such as tail lifts, ramps, steps and stairs can be very slippery in wet conditions and can also be a trip hazard.

6.1.10 Where loading and un-loading is taking place try to do this in a well lit area or provide suitable and sufficient lighting i.e. tower lights or the vehicles own rear lighting system.

6.1.11 Where a tail lift is in use it shall only be operated by a competent person, who will also ensure that personnel unfamiliar with the operation of the tail lift keep hands and feet clear of entrapment.

6.1.12 The tail lift will be either closed or lowered flat to the ground when not in use, and will be isolated to prevent improper use.

6.1.13 An exclusion zone should be made around unloading areas to avoid unnecessary danger to crew or public.

6.1.14 Equipment will not block any designated fire/ambulance lanes at any time.

6.1.15 Appropriate signage should be used to make people aware of the dangers of the area.

6.1.16 In an Emergency Workers should be aware that the only word to be used to avoid any confusion is "STOP."

6.2 **Mechanical Handling**

6.2.1 Forklifts and other mechanical handling devices will be operated only by those personnel who can demonstrate the appropriate degree of competence either by production of a license or recognised certificate of competence.

6.2.2 ALL mechanical lifting equipment should be accompanied by the appropriate certifications confirming compliance with relevant legislation, or be subject to a provable audit trail.

6.2.3 Amber flashing lights should be in operation at any time that the vehicle is in operation.

6.2.4 Appropriate signage should be used to make people aware of the dangers of the area.

6.2.5 Vehicles will observe the site speed limit at all times.

6.2.6 Loads carried should be within the capacity of the vehicle, which will be clearly marked in view of the driver.

6.2.7 All vehicles will comply with the relevant standards (roll-over cages etc).

6.2.8 Diesel-powered vehicles should not be used in a confined space.

6.2.9 Keys should be removed from the vehicles when not in use and the vehicles made unusable by unauthorised persons. Telehandlers and forklifts should be parked with the forks grounded.

6.2.10 Vehicles are to be parked in a safe place and in a way as to not to block any emergency routes.

6.2.11 Fuel for the vehicles, if kept on site, will be stored according to a separate COSHH assessment and in any case any storage tanks will be bunded.

6.2.12 Crew should be aware that in an emergency the only word to be used to stop a vehicle is "STOP."

6.3 **Lifting Operations**
6.3.1 All lifting operations should be planned and assessed before being carried out.

6.3.2 All lifting equipment (including pry bars, hoists, chains, spansets, load supporting truss, cables, shackles etc.) should be accompanied by a certificate confirming compliance with the relevant legislation, or be subject to a provable audit trail.

6.3.3 All loads and weights will be loaded and positioned in a safe manner.

6.3.4 All staff involved in any lifting operations should be deemed competent and should have undertaken the relevant training i.e. slingers and banksman etc.

6.3.5 All lift areas should be inspected to ensure there are no overhead services or other obvious restrictions.

6.3.6 Areas where lifting operations are to be carried out, will be cleared and exclusion zones put in place, loads will not be carried over personnel.

6.3.7 All lifting appliance and lifting gear provided or delivered for use on site will have been tested thoroughly, examined and inspected.

6.3.8 All personnel working with, or near, lifting appliances will wear appropriate PPE.

6.3.9 Only competent and certified operatives will be permitted to operate lifting appliances, sling loads, or give signals. Any operator will be over the age of 18 and be competent to carry out their duties.

6.3.10 Where adverse weather conditions could affect the safety of lifting operations, all operations will stop until conditions improve.

6.3.11 All lifting appliances will be secured and left in a safe condition at the end of each working period.

6.3.12 Any defect noted in any lifting appliance/machine, gear or tackle, will be reported immediately and the equipment taken out of use, and reported to the Health & Safety Manager or other designated person.

6.4 **General Manual Handling**
6.4.1 Manual Handling should be avoided where possible, if this cannot be done then ensure the load is within your capabilities.

6.4.2 Always ensure the correct lifting principles are applied.

6.4.3 When carrying long or awkward pieces always ensure you have enough personnel to carry the load and were necessary personnel to guide the load.

6.4.4 Ensure any slip or trip hazards are identified before the load is moved to the intended point of use; any wet surfaces should be cleared up or avoided.

6.4.5 Where necessary PPE such as gloves, steel toe capped boots and hard hats will be used.

6.4.6 Ensure you are familiar with your surroundings and you don't put any public or other employees in danger by your acts or omissions.

6.5 **Fire Risks**
6.5.1 All fire exits and escape routes are to be kept clear of obstruction at all times.

6.5.2 Smoking is NOT permitted in the immediate vicinity of LPG or fuel stores, or where signage indicates.

6.5.3 Cables should not be ran across a fire exit or escape route where this cannot be avoided they should be either buried, flown or routed through trunking or cable runner.

6.5.4 Ensure you are Familiar with the location of Portable Fire Fighting Equipment (PFFE) and hoses, and which class of fire they can be used on.

6.5.5 PFFE should were possible only be used by trained competent persons.

6.5.6 Ensure you are familiar with how to raise the venues alarm.

6.5.7 Avoid any flammable materials coming into contact with ignition sources.

6.5.8 All materials to be used in set construction and temporary structures will be fireproofed to the relevant standards and certificates are to be made available for inspection if required.

6.5.9 Where necessary the correct classification of PFFE is to be positioned near high fire risk areas such as welding equipment, amps and dimmers etc.

6.5.10 You are to be familiar with the venues fire exits and escape routes and you are to bear in mind that the most obvious route could be heavily congested.

6.5.11 Ensure you are familiar with the venues alarms, evacuation procedures and Emergency Rendezvous Points.

6.6 **Construction and Dismantling of Structures**
6.6.1 Only competent persons should work on any build/break projects.

6.6.2 Always be aware that there could very well be other work in progress in and around the area you are working in.

6.6.3 Avoid any unnecessary distractions whilst construction is taking place, and always ensure a competent person is in overall control of a task.

6.6.4 If using steps, ladders, telescopic handlers, towers or MEWP (Mobile Elevated Work Platforms) ensure that they can't come into contact with any overhead obstructions or power/electricity lines.

6.6.5 If a ladder is to be used ensure it is suitable for the task and never lean out from a ladder, also ensure the ladder is supported by somebody footing it or use outriggers.

6.6.6 If work at height is to be carried out it should only be done by competent persons with the relevant certification, and they will use the correct PPE for the task.

6.6.7 Any working at height will be signed and suitable exclusion zones set up below the area of work which will also have suitable signage and demarcation, to prevent personnel from

straying into working areas.

6.6.8 Work at height will not be done alone.

6.6.9 All electrical work will be carried out by competent persons. If in doubt, stop.

6.6.10 All electrical work will be carried out to BS7909:1998, relating to the instillation of temporary distribution systems.

6.6.11 All work on structures shall only be carried out by competent personnel.

6.6.12 Ensure any cables that present themselves as a trip hazard are taped down with suitable tape such as White or Hazard Tape to draw attention to the hazard.

6.6.13 All flown equipment will be secured by safety bonds to a suitable structure.

6.6.14 Truss and ground support to be erected will be done using safe practices and it will have been inspected and signed off as safe before use.

6.6.15 Non-flammable pickups such as steel wire ropes should be used were possible rather than spansets or round slings.

6.6.16 All hoists will have a safety certificate and proof loading; these should be available for scrutiny as and when required.

6.6.17 When hoists are in position, the trusses should be 'deaded off'.

6.6.18 Personnel will not stand under any equipment that is being flown until it is secure.

6.6.19 Correct signage is to be used to delineate areas of risk and exclusion zones are to be set up as and when required.

6.6.20 Appropriate PPE will be worn such as Hard Hats, Hi-vis vest, steel toe capped boots and any work at height will be undertaken wearing the correct PPE complying with the correct BS EN standards.

6.6.21 To avoid any unnecessary slips and trips good housekeeping will adhered to.

6.6.22 Crew should be aware that in an emergency the only word to be used to stop an action is "STOP."

6.7 **Office Workers**

6.7.1 Office workers should be aware that they are on a construction site and wear PPE as appropriate.

6.7.2 Files and equipment should be stored so that they do not present a trip or overhead hazard.

6.7.3 All trailing cables should be ramped or hazard taped.

6.7.4 Where offices are used for the storage of keys; they should be secured when unoccupied.

6.7.5 Users of IT equipment should follow the guidelines issued by the HSE.

6.8 **General**

6.8.1 Each individual on site is responsible for their own actions and should therefore not put themselves and more importantly others at risk from their acts or omissions.

6.8.2 If you have any concerns about safety or it just 'doesn't look right' stop and consult your line manager or an appropriate appointed person, such as a safety advisor.

6.8.3 Be aware of the need to keep warm or cool as required to avoid hypothermia or hyperthermia.

6.8.4 Eat meals regularly and drink plenty of fluids.

6.8.5 Never take any illegal drugs or alcohol at or prior to work.

6.8.6 Only smoke in designated areas and avoid smoking around doorways.

6.8.7 PPE appropriate to the task will be worn as and were necessary and it will to be provided by the employer.

6.8.8 If you are on prescription drugs or you have any allergies you will inform your line manager on arrival to sight in case of an emergency.

6.8.9 Always report any accident, near-miss, or apparent danger to your manager immediately.

6.8.10 If you think someone is acting inappropriately then either ask them to stop what they are doing or inform an appropriate person such as your line manager or the Health & Safety Manager.

6.9 **Accident Procedure – immediate action for those present**
6.9.1 If an accident occurs firstly ensure that nobody else is in any immediate danger, i.e. from electric shock, traffic, falling objects etc.

6.9.2 Do not move the casualty unless they are in further danger.

6.9.3 Assess the situation; if you are trained administer first aid if not send someone to call the site first aider. Don't be afraid to ask people for help.

6.9.4 If the casualty is conscious reassure them.

6.9.5 NEVER give the casualty food or drink.

6.9.6 Clear by-standers and onlookers from the area, but keep a note of witnesses.

6.9.7 When the casualty is being dealt with, inform the site safety advisor and, if necessary, complete a witness accident report form.

6.9.8 Think how the accident might have been prevented.

6.10 Accident and near miss investigation – following on from the above
6.10.1 The safety advisor will require full details of how the accident occurred from those witnesses who were present at the time.

6.10.2 If the incident was a dangerous occurrence or near miss, where no one was actually injured but the potential for injury was present, the safety adviser will still need to investigate this, as though injuries were sustained.

6.10.3 Any equipment or vehicles involved in the incident must not be moved until the Health & Safety Manager authorises this (unless they have had to be moved to access the casualty).

6.10.4 The safety advisor may need to complete a RIDDOR report for the HSE, depending on the incident and the injuries sustained. This will be done as soon as practicable, or immediately, in some cases. The HSE may inform the relevant enforcing authorities to attend the site and undertake their own investigation.

6.10.5 Work will not recommence in the area of the incident until the Health & Safety Manager has authorised this to happen.

6.10.6 Where work is able to recommence the staff/contractor involved and the Health & Safety Manager will discuss and document any amendments that are required to the risk assessment, or any re-training of personnel, that is needed to ensure a similar incident does not occur in the future.

6.11 Electrical Safety and PAT Testing

6.11.1 All electrical equipment should be PAT tested and certificates of safety will be available for inspection.

6.11.2 All electrical work will conform to BS 7909:1998.

6.11.3 All cabling will be run with sufficient protection from the elements and vermin.

6.11.4 All electricity supplies will be fitted with an RCD preferably set to 30mA 40ms trip. If this is not possible then it should be set at this level for connection and disconnection of equipment.

6.12 Public Safety

Prior to the opening of the event the event organiser will meet with a Health and Safety Officer from the Council's Environmental Health Department to confirm compliance with Health and Safety Legislation.

At any time during the event including build/set up and break/take down, should a dangerous occurrence or accident occur which should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, the Local Authority will be informed as soon as possible by the event organiser.

All risk assessments, working procedures, training records and other monitoring records will be available to Angus Council's Environmental Health Department for inspection at all times.

6.13 Fire Safety

During the period when the site is not open to the public fire safety will be managed by the on site fire safety contractor (Cannon Safety) and, where appropriate, supported by security and the event team.

All materials introduced onto the site will, where applicable, be fire retardant to the appropriate British or European Standard. Copies of any fire retardency certification will be held in the event technical file.

A full fire risk assessment will be carried out and appended to the event health & safety file along with a FFE deployment schedule. FoH confirm that they agree to comply with all contents of this assessment.

All concessions will be checked for compliance with fire safety requirements by the onsite contractor.

Representatives from the Scottish Fire & Rescue Service will make a fire safety inspection of the arena, prior to admission of the public; any issues will be reported to the event safety team and dealt with accordingly. To comply with the Fire Safety (Scotalnd) Regulations 2006 the Scottish Fire & Rescue Service will also require, and be provided with, a list of all the responsible persons with their contact details for all structures.

Portable fire fighting equipment (FFE) will be located strategically around the site and event staff will be instructed to inform security control of any outbreak of fire. It will be the responsibility of security control and the Health & Safety Manager to ensure that the alarm is raised and the Fire Service are called.

During the event an on-site fire team will operate, controlled by JOCC, the on-site team will liaise with representatives from Scottish Fire & Rescue Service in managing any outbreaks of fire; any additional resources will be requested through the JOCC.

Fire lanes on the campsite will be kept clear throughout the event, by regular monitoring by the onsite fire safety providers. The fire service will also be able to access the exterior of each campsite by trackway and/or existing estate roads.

Stoves and disposable BBQs are not permitted.

Grass in the campsite and car parks will be cut and cuttings removed before the event and any livestock will be removed from these fields at least six weeks before the event.

Where there are any firework displays or pyrotechnics being planned all the relevant documents will be available for this.

For Festival of House

Queries relating to this document to:

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Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED



EVENT MANAGEMENT APPENDICES

APPX NO.

2	TICKET SALES AGE PROFILE
3	ACCESS POINTS/GRID REFERENCES
9.1	EXAMPLE IMAGES/PHOTOGRAPHS
10	DESCRIPTION OF MARQUEES & CAMPSITE ENTERTAINMENT
17	ACTS - SET TIMES & RUNNING ORDER
18	CERTIFICATE OF INSURANCE

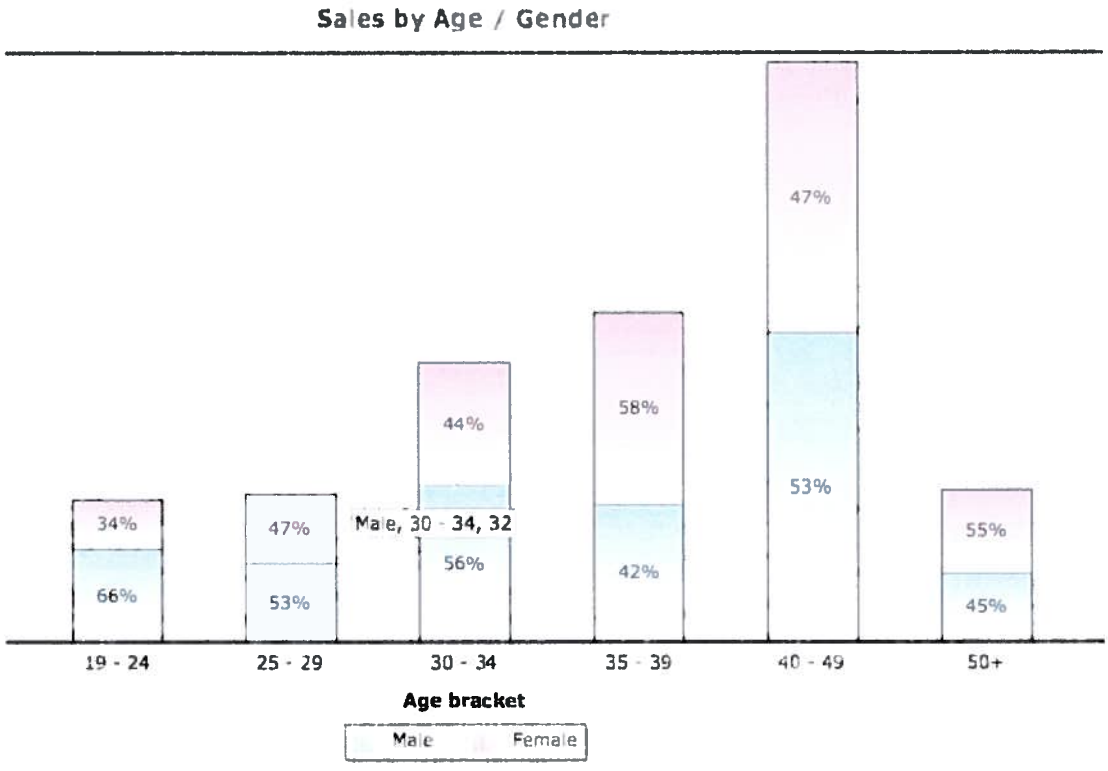
Document Control

Document Title/Version	Appendices to Event Mmgt Plan
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	

Appendix 2

Ticket Sales Age Profile & Related Risk

As at – 11/4/16



Audience Profile & Related Risk:

Vast majority of ticket sales to age group 35 – 49.

Given the anticipated age profile of customers we do not anticipate the audience to be particularly difficult to manage or likely to engage in large-scale disorder or destruction of property. Ticket sales data outlining a largely older demographic supports this view.

The organisers are realistic enough to expect that there will be elements amongst the crowd who may engage in these activities as well as crime and have implemented strategies to combat this.

Appendix 3
Access Points, Site Plan Grid References

For clarity, the grid references on the event site plan are for the actual box and not the lines as with OS.

ACCESS POINT	Site Plan Grid Ref	Site Plan Gate/ Access Ref
Steelshield Perimeter Access Points		
Main Gate Pedestrian Access	G11	Y1
Disabled/Secret Garden Pedestrian Access	B9	Y8
Main campsite Welfare Tent access/pick up Point	I11	Y1
Security vehicle checkpoint from back of house through steelshield	A8	X6
Site access for build/break traffic & concession vehicles; Show days vehicle access for disabled & Secret Garden parking & PUDO	B10	A5
North drive vehicle checkpoint - west	C4	X10
North drive vehicle checkpoint - east	C10	Y4
South drive vehicle checkpoint - west	H5	Y16
South drive vehicle checkpoint - east	F11	Y3
Car Park/PUDO Access Points		
General Parking - entrance	L20	A1
General Parking - exit	J19	A2
PUDO & Overflow Parking	H17	A3
Disabled & Secret Garden Parking & PUDO	B10	A5
PUDO, Taxi and overflow – exit	B13	A4
Internal – Event Access Points (Public)		
Main Campsite - Arena	D7	Y13
Day Ticket - Arena	C9	Y5
Disabled/Secret Garden campsites – Arena	C9	Y6
Secret Garden – BumbleBee	B8	Y9
Main Campsite Entrance	G11	Y2
Main Arena – BumbleBee	B7	Y10
Internal – Access Points (Staff Only)		
Main arena – back of house north	B7	Y10
Main arena – backstage/security tent	B5	Y11
First Aid 1 – backstage	C5	Y12
Backstage – event control area/JOCC/boneyard/staff camping	E5	Y15
Day Tix Pedestrian/north drive crossing	C10	Y4
Camping Pedestrian/north drive crossing	D8	Y14
Pedestrian/south drive crossing	F10	Y13

Emergency Exits		
Main arena to Mount (Friday & Saturday)	D8 & D10	X2 + X3
Thursday entertainment area to main arena (Thursday only) then Main arena to Mount as above	C8 D8 & D10	Y13 + X3
Secret Garden to back of house	A8	X7
Bumblebee to back of house	A7	X7
Disabled campsite to Disabled Muster Point	B9	Y7
Secret Garden & Bumblebee exit to north Muster Point	A7	X7 + X8
Backstage (incl. Artist's Village, Media, etc.) exit to north Muster Point	B4	X8
North drive west exit	E4	X10
Staff campsite exit to south muster Point	G6	X11
South drive exit to south Muster Point South drive exit to staff Muster Point	H5	Y16
First Aid 3 exit out of steelshield onto trackway	I11	X13
Campsite exit	19	X14
Emergency Vehicle Arena Access		
Emergency vehicle arena access Production Rd north side	B7	Y10
Emergency vehicle arena access Production Rd south side	D7	Y13
Muster Points		
North	A5 – A7	
South	K7 – K9	
Disabled	B10	
Staff	G4 – G5	



Example of a typical music festival campsite.



Example of the marquee layout for crew catering.



Example of a raised toilet and shower blocks.



Eexample of a Glamping area, similar to the space to be created for Secret Garden, Festival of Houses' VIP campsite.



Marquee similar to the one which will be used in Bumble Bee—Festival of House's VIP area.

Images showing examples of the areas, tents and sanitation facilities to be incorporated at Festival of House

Appendix – 10
Description of stages, tents & marquees etc. & Campsite entertainment post arena close

Entertainment Areas
Various themed marquees and tents of differing styles will be located in the main arena and VIP (BumbleBee) areas with stages and/or entertainment/artists performing within or from them.

Other Tents / Marquees
There will be also be several covered areas consisting of open sided stretch covers/tents or open sided marquees where customers can relax with food or drinks (without entertainment playing in the immediate area).

Details and example images of the various tents/structures follow.

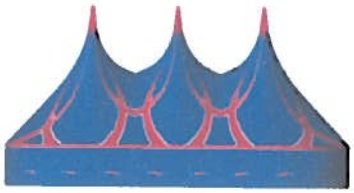
Some of the structures such as the main bars do not hold any customers, they are open fronted with cover only for the bar service are and therefore customer capacity is not applicable as shown.

Description	Location	Style	Capacity
1. Sundown Stage	Arena	Main Stage	n/a
2. Rhumba Tent/Big Top	Arena	Big Top	4,000
3. Cocktail Bar	Arena	Clearspan open front	750
4. BumbleBee Bar	VIP Area (BumbleBee)	Clearspan open front	750
4. BumbleBee Customer Area	VIP Area (BumbleBee)	Stretch tent open sides	400
5. The Squirrel's Nuts Food Court Entertainment	Arena	Small geodome	n/a
6. Treehouse Stage Tent	Arena	Stretch tent open sides	800
7. Small Woodland Tent	Arena	Stretch tent open sides	690
Other Tents/Marquees			
Campsite Chill Out Area/Silent Cinema contingency cover	Main campsite	Stretch tent open sides	1,000
Main Bar 1	Arena by 7.	Open	n/a
Main Bar 2	Arena – centre	Open	n/a
Main Bar 3	Arena – side of stage	Open	n/a

Campsite entertainment
Funky Tractor
Entertainment will be provided in the campsite in line with the Public Entertainment Licence. This will take the form of the "Funky Tractor" - a tractor and trailer with electronic music playing from the trailer in line with guidance in the Noise Council Code of Practice on Environmental Noise Control at Concerts.

Post arena close
An outdoor cinema screen will be located within the main campsite to entertain those customers wishing to stay awake longer than 23.00 but without the impact of music noise or movie volume. Customers will be provided with headphones to listen to the movie/s showing. In the event that inclement weather is likely open sided stretch tent covers will be installed in this area to provide protection from the rain. Soft drinks and food will be available and facilities will be provided in this area for customers to relax and play oversized games such as Jenga, Connect 4, etc.

RHUMBA NAUGHTY WOOD TENT / BIG TOP



Sundown Stage



EXAMPLE OF 'FUNKY TRACTOR' TRAILER STYLE SYSTEM

Tractor Trailer Soundsystem



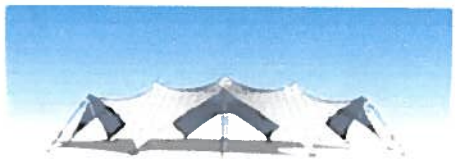
EXAMPLE OF GEODOME STYLE TENT FOR SMALL TOWN TENT & SQUIRREL'S NUTS

Small Town Tent



EXAMPLE OF VIP BAR TENT STYLE & STRETCH TENT COVERED CUSTOMER AREA

BUMBLE BEE – OUTDOOR COVERED AREA



Bumble bee



TREEHOUSE STAGE, SILENT CINEMA & SMALLTOWN WOODLAND OPEN TENT AREAS

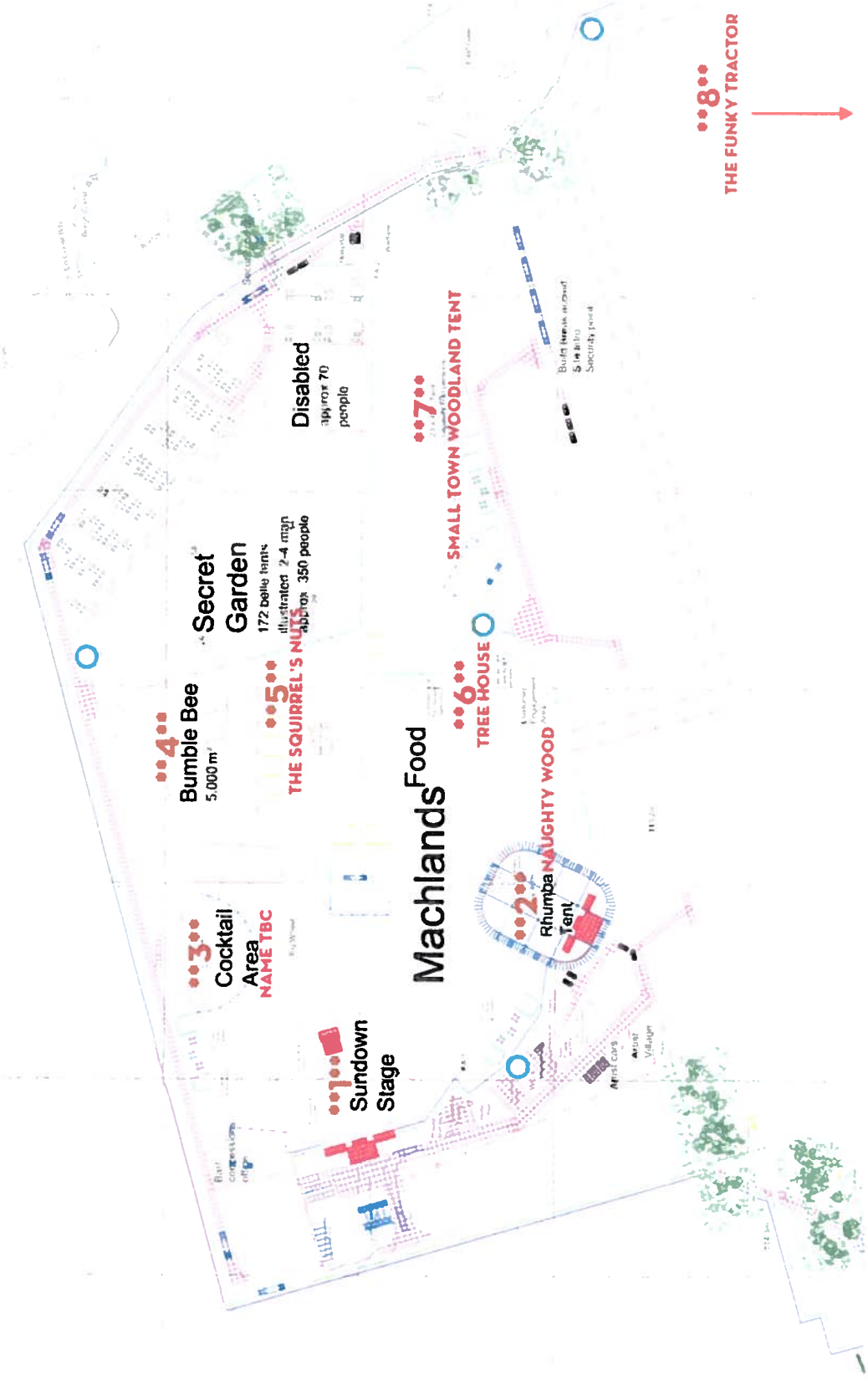
SMALLTOWN WOODLAND & SILENT CINEMA TENTS



TREE HOUSE STAGE - ESTIMATED CAP 800



Stage & tent locations in main arena



LOCAL/SUPPORT DJ TIMES

11th APRIL LATEST VERSION

FRIDAY

SUNDOWN STAGE

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
ALAN DOBSON	1300 - 1400	60
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

RHUMBA'S NAUGHTY WOOD TENT

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
TOM SIMPSON	1400 - 1530	90
KEV GREEN	1300 - 1400	60
NIKKI FLAME	1200 - 1300	60

SMALL TOWN WOODLAND TENT

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
TEC	1400 - 1530	90
TBC	1300 - 1400	60
RAYMOND JAMIESON	1200 - 1300	60
[illegible]	ALL DAY	n/a

BUMBLE BEE HOSPITALITY

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
HECTOR'S HOUSE	1530 - 1700	90
DONNA LOVE	1400 - 1530	90
KILLED KASSETTE	1300 - 1400	60
DDE DJ	1200 - 1300	60

COCKTAIL BAR

ARTIST	TIME	MINS
NO STRINGS ATTACHED	2130 - 2230	90
BILLY MORRIS	2000 - 2130	90
KEV GREEN	1830 - 2000	90
DANNY WALSH	1700 - 1830	90
HANNAH LAING	1530 - 1700	90
NIKKI FLAME	1400 - 1530	90
MIKE MCDONALD	1300 - 1400	60
DDE DJ	1200 - 1300	60

TREE HOUSE

ARTIST	TIME	MINS
HECTOR'S HOUSE	2130 - 2300	90
STATE OF GRACE	2000 - 2130	90
TASTE	1830 - 2000	90
THUTURE	1700 - 1830	90
MUSIKA	1530 - 1700	90
DARE	1400 - 1530	90
TRASH DISCO	1300 - 1400	60
DDE DJ	1200 - 1300	60

THE SQUIRREL'S NUTS

ARTIST	TIME	MINS
CLYDE ROUGE	2130 - 2230	90
MIKEY ROBERTSON	2000 - 2130	90
SIDNEY	1830 - 2000	90
SILKY RADIO	1700 - 1830	90
SEANIE STEWART	1530 - 1700	90
PAUL MONTAGUE	1400 - 1530	90
SPARK FM	1300 - 1400	60
DONNA LOVE	1200 - 1300	60

THE FUNKY TRACTOR (CAMPSITE)

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
DDE DJ	1200 - 1700	60

SATURDAY

SUNDOWN STAGE

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
DARREN DAVIES	1300 - 1345	45
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

RHUMBA'S NAUGHTY WOOD TENT

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
JONNY KENNEDY	1400 - 1530	90
ALAN DOBSON	1300 - 1400	60
TBC	1200 - 1300	60

SMALL TOWN WOODLAND TENT

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
TBC	1400 - 1530	90
GROOVEMENT	1300 - 1400	60
TOM SIMPSON	1200 - 1300	60
[illegible]	ALL DAY	n/a

BUMBLE BEE HOSPITALITY

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
MUSIKA	1700 - 1830	90
NO STRINGS ATTACHED	1530 - 1700	90
COLIN COOK	1400 - 1530	90
BOMBAY CLUE	1300 - 1400	60
DDE DJ	1200 - 1300	60

COCKTAIL BAR

ARTIST	TIME	MINS
GROOVEMENT	2130 - 2230	90
RENDITION	2000 - 2130	90
ALAN LIVIE	1830 - 2000	90
JOHN DONALDSON	1700 - 1830	90
CHRIS MANN	1530 - 1700	90
GAV WILL	1400 - 1530	90
GUESTHAUS	1300 - 1400	60
DDE DJ	1200 - 1300	60

TREE HOUSE

ARTIST	TIME	MINS
LET IT BLEED	2130 - 2300	90
MAJESTIK	2000 - 2130	90
ALL GOOD	1830 - 2000	90
NO STRINGS ATTACHED	1700 - 1830	90
PARADISE PALMS	1530 - 1700	90
RENDITION	1400 - 1530	90
MAIN INGREDIENT	1300 - 1400	60
DDE DJ	1200 - 1300	60

THE SQUIRREL'S NUTS

ARTIST	TIME	MINS
KERIN MCEWING	2130 - 2230	90
BILLY BOYD	2000 - 2130	90
BILLY MORRIS	1830 - 2000	90
DEREK MCCUSKER	1700 - 1830	90
PAUL URQUHART	1530 - 1700	90
ROSS JACKSON	1400 - 1530	90
ALAN LIVIE	1300 - 1400	60
GAV WILL	1200 - 1300	60

THE FUNKY TRACTOR (CAMPSITE)

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
DDE DJ	1200 - 1300	60

THURSDAY

OPENING NIGHT CAMPERS

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
MICHAEL KILKIE TBC	1830 - 2000	90
TOM SIMPSON TBC	1700 - 1830	90

THE FUNKY TRACTOR (CAMPSITE)

ARTIST	TIME	MINS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

CLARK THOMSON
CHARTERED INSURANCE BROKERS

TO WHOM IT MAY CONCERN
PUBLIC LIABILITY INSURANCE
(IN RESPECT OF THE LAND)
SUMMARY OF COVER

Insured	:	Jigsaw Events & Management Ltd
Business Description	:	Event organizer
Insurer	:	Aviva Insurance Plc
Policy Number	:	100558051CPO
Period of Cover	:	9th April 2016 – 9th April 2017
Indemnity Limit	:	£5,000,000
Warranties/Restrictions	:	Location – Panmure Estates

FOR CLARK THOMSON INSURANCE BROKERS
Date: 12 April 2016 CT Reference: JIGS01

The summary of cover contained in this document is solely for your convenience and should not be construed as an exact or complete analysis of the policy cover nor as legal evidence of insurance. The summary does not include all the policy benefits, limits and exclusions; full terms and conditions can be found in the policy wording, a copy of which is available on request.

CLARK THOMSON
CHARTERED INSURANCE BROKERS

TO WHOM IT MAY CONCERN
PUBLIC & EMPLOYERS LIABILITY INSURANCE
SUMMARY OF COVER

Insured	:	Jigsaw Events & Management Ltd
Business Description	:	Event Organizer in respect of a 2 day music event at Panmure Estates
Insurer	:	Ageas Facilitated by Event Underwriting
Policy Number	:	REV9162
Period of Cover	:	23rd May 2016 – 20th June 2016
Date of Events	:	10th June 2016 – 12th June 2016
Indemnity Limit	:	Public Liability – £10,000,000 Employers Liability - £5,000,0000

FOR CLARK THOMSON INSURANCE BROKERS
Date: 12 April 2016 CT Reference: JIGS01

The summary of cover contained in this document is solely for your convenience and should not be construed as an exact or complete analysis of the policy cover nor as legal evidence of insurance. The summary does not include all the policy benefits, limits and exclusions; full terms and conditions can be found in the policy wording, a copy of which is available on request.

PROJECT PLAN

Document Control

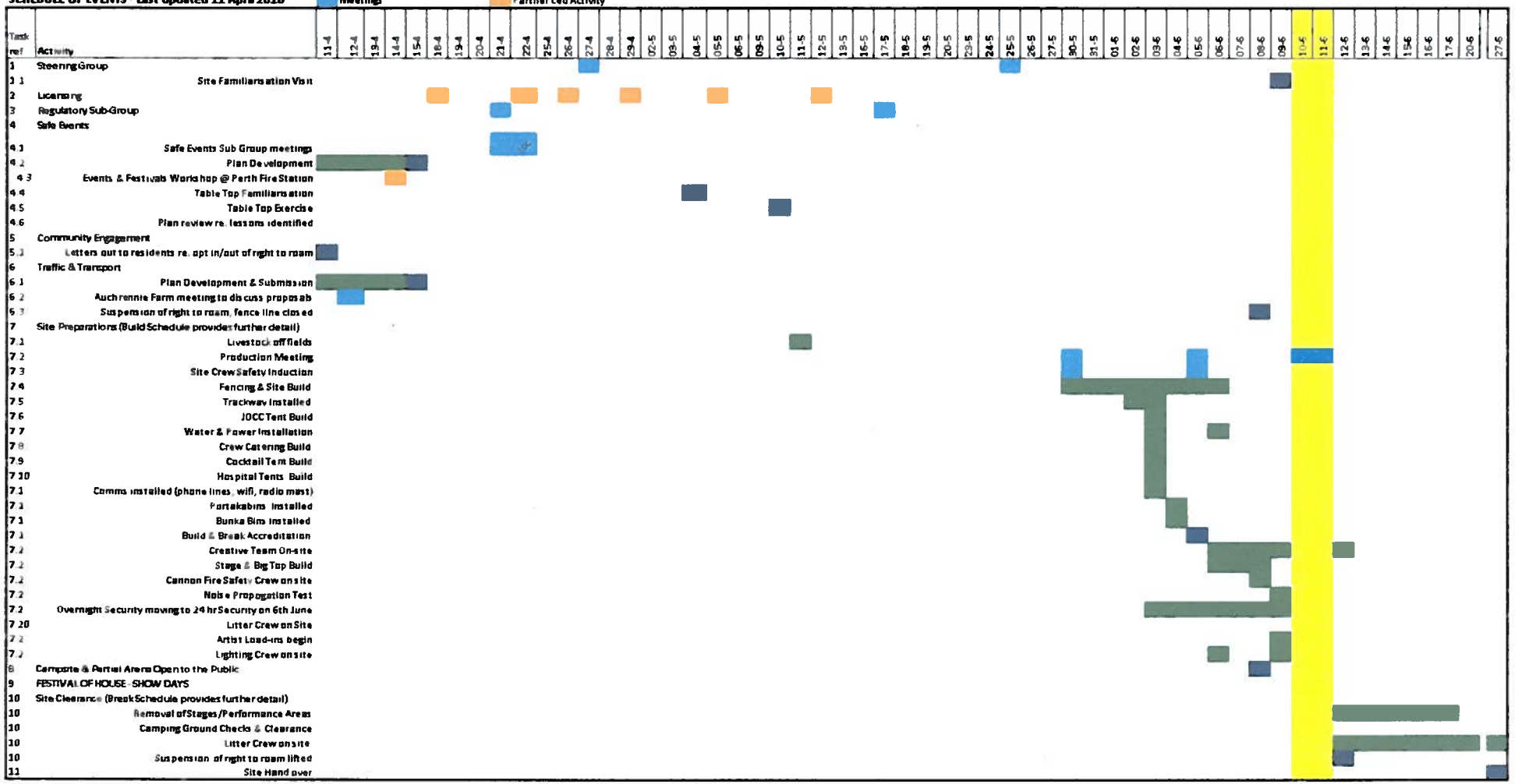
Document Title/Version	Project Plan V0.2
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	Health & Safety Plan

FESTIVAL OF HOUSE

SCHEDULE OF EVENTS - Last Updated 11 April 2016

Key Deadlines/Milestones | Planning/Prepatory Activity | Delivery

Meetings | Partner Led Activity



Task ref	Activity
1	Steering Group
1.1	Site Familiarisation Visit
2	Licensing
3	Regulatory Sub-Group
4	Safe Events
4.1	Safe Events Sub Group meetings
4.2	Plan Development
4.3	Events & Festivals Workshop @ Perth Fire Station
4.4	Table Top Familiarisation
4.5	Table Top Exercise
4.6	Plan review re. lessons identified
5	Community Engagement
5.1	Letters out to residents re. opt in/out of right to roam
6	Traffic & Transport
6.1	Plan Development & Submission
6.2	Auchrennie Farm meeting to discuss proposals
6.3	Suspension of right to roam, fence line closed
7	Site Preparations (Build Schedule provides further detail)
7.1	Livestock off fields
7.2	Production Meeting
7.3	Site Crew Safety Induction
7.4	Fencing & Site Build
7.5	Trackway Installed
7.6	JOCC Tent Build
7.7	Water & Power Installation
7.8	Crew Catering Build
7.9	Cocktail Tent Build
7.10	Hospital Tents Build
7.11	Comms installed (phone lines, wifi, radio mast)
7.12	Portakabins Installed
7.13	Bunka Bins Installed
7.14	Build & Break Accreditation
7.2	Creative Team On-site
7.2	Stage & Big Top Build
7.2	Cannon Fire Safety Crew on site
7.2	Noise Propogation Test
7.2	Overnight Security moving to 24 hr Security on 6th June
7.20	Litter Crew on Site
7.2	Artist Load-ins begin
7.2	Lighting Crew on site
8	Campsite & Partial Arena Open to the Public
9	FESTIVAL OF HOUSE - SHOW DAYS
10	Site Clearance (Break Schedule provides further detail)
10	Removal of Stages/Performance Areas
10	Camping Ground Checks & Clearance
10	Litter Crew on site
10	Suspension of right to roam lifted
11	Site Hand over

APPENDIX 1
EVENT MANAGEMENT COMMAND STRUCTURE & KEY CONTACTS

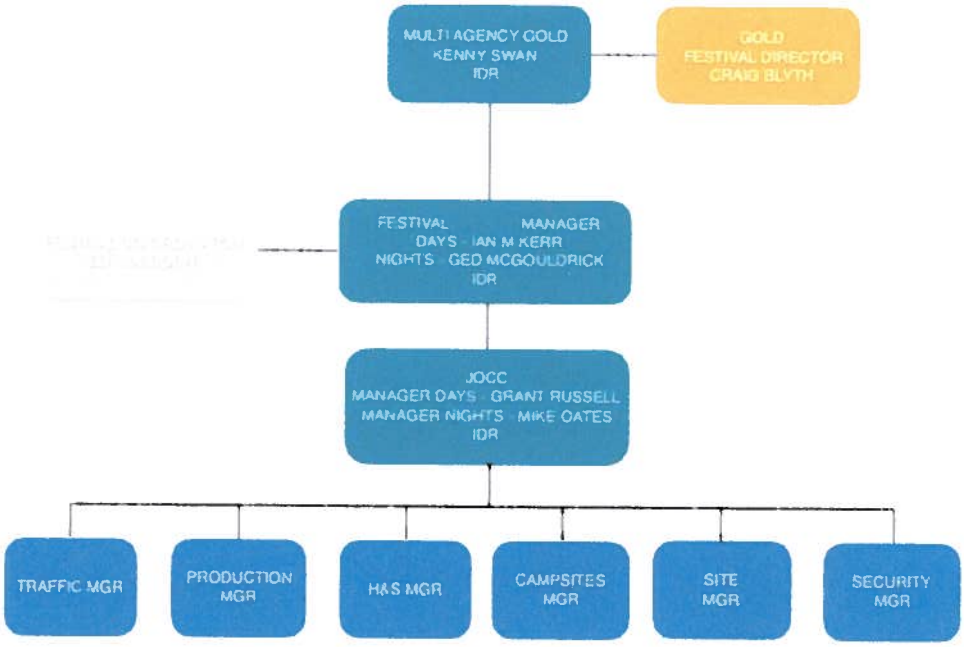
Document Control

Document Title/Version	Command Structure/Key Contacts V1.4
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with – ALL MANAGEMENT & OPERATIONAL PLANS	

11.2.

Appendix 1 TO EVENT MANAGEMENT PLAN.

Festival of House – Command Structure & Key Contacts



Name	Position	Company	Contact Number
Kenny Swan	Multi Agency Gold	ID Resilience	07975806719
Craig Blyth	Festival Director Gold	Jigsaw Events	07969 569 804
Ian Kerr	Festival Manager	ID Resilience	0796 859 2547
Ged McGouldrick	Festival Manager (night)	ID Resilience	07538 723 776
Ed Murdoch	Festival Coordinator	Red Pepper Events	07764 203 999 07703 481 262
Grant Russell	JOCC Manager	ID Resilience	07914647417
Mike Oats	JOCC Manager (night)	ID Resilience	07786661933
Stan Brown	Health & Safety Manager	SCR Solutions	07713 481 055
Phil Beaven	Production Manager	Festival of House	07803 887 522
Eleanor Whitby	Event Manager	Red Pepper Events	07921 311 743
Davie Rennie	Site Manager	Red Pepper Events	07514 287 800
Jo MacKinnon	Campsites Manager	Red Pepper Events	07827 908 422
Chris Callaghan	Security Manager	Securigroup	07791 299 912
Michael Paul	Security Manager (night)	SecuriGroup	07456 500 198
Jerry Watson	Traffic Manager	Alba Traffic Mgmt	07772 814 060
Jimmy Bradley	Car Parks, PUDO & Site Traffic Mgr	Event Traffic Ltd	07427 198 147



EVENT MANAGEMENT PLAN NO ~~25~~ 26.

MEDIA & COMMUNICATIONS PLAN

Document Control

Document Title/Version	Media & Communications Plan V1.2
Documents Owner	
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

Executive Summary

The following document provides a succinct descriptor of how Festival of House and ID Resilience intend to practically deliver the event safety plans. The document will refer to the detailed project plan, (to be read in conjunction) in addition to a clear concise command structure, links, governance and communication. The following will also provide concise competencies of the staff to support their ability to perform the role described. Recommendations and endorsements are also to be found within to support our ability to execute the plans, manage the event and provide a safe and successful event.

CONTENTS

1. **AN OVERVIEW**

2. **EMERGENCY INCIDENT PROCEDURE**

3. **MEDIA RELATIONS**

AN OVERVIEW

This appendix should be read in conjunction with the Festival of House Event Management Plan and the Festival of House Command Structure at ***Appendix 1***.

This appendix details the dissemination of public facing information relating to Festival of House to key stakeholder groups by identifying those groups and the communications means by which they will be contacted.

The main objectives of the media and communications plan are:

- Control internal and external communication relating incidents
- Define and convey relevant information to staff / audience on site
- Effectively manage media coverage incidents
- Utilisation of prepared media response to a range of potential issues and incidents relating to the event
- Manage the release of information that may be a risk to safety / welfare of those attending the event
- Minimise potential of irresponsible media coverage of the incident or damage to the event brand
- Monitor and manage the social media output of the event in relation to any issues or growing online 'trends' i.e. personal accounts of thefts, violence etc.

Before and throughout the festival, The Vine PR Company will:

- Establish contacts and efficient lines of communications with media representatives from the site, local authorities, planning team, security and emergency services.
- Secure updates from all representatives at intervals during the event and through the JOCC in preparation for any relevant incidents or issues.
- Represent Festival of House in the gathering and release of information and subsequent media briefings by emergency service spokespeople.
- Draft and disseminate resulting media information effectively and quickly.
- Monitor the festival social networks and respond swiftly to any inaccurate trends, answer questions and shut down the growth of stories.
- Consult with Festival of House management team and emergency services (if appropriate) relating to follow up action and media consequences.

KEY STAKEHOLDER GROUPS

The key stakeholder groups have been identified as;

- Festival of House customers
- Local Community
- General Public (not immediately affected by event but who may require information)

MULTI AGENCY PARTNERS / THE ROLE OF THE VINE PR COMPANY

Festival of House will work in close conjunction with multi agency partners to ensure that key messages are shared and communicated effectively. The Festival of House media contractor, The Vine PR Company, will coordinate the efforts of the Multi Agency partners, who have been identified as follows;

- The Vine PR Company for Festival of House
- Angus council
- Police Scotland
- Fire Scotland
- NHS Tayside
- Scottish Ambulance Service
- Transport Scotland
- Traffic Scotland
- Bear Scotland

KEY MESSAGING

Prior to, and throughout the event, key messaging will be shared with key stakeholders. This messaging will include, but not be restricted to;

- Anti Drugs message, see Drugs Policy ***Appendix 22.*** And Drugs Management Plan ***Appendix 0.01***
- Responsible drinking advice, see Alcohol Management Plan ***Appendix 0.02.***
- Transport – customers
- Transport – Local Community
- Festival welfare advice
- General behaviour
- Festival rules
- Personal safety advice
- Prohibited items
- Weather advice
- Litter rules
- Environmental issues
- Festival layout/maps
- Access and restricted access in the vicinity of the Festival site
- Public reassurance – Local Community

Key messaging will be delivered by various media including;

- Festival of House Communications (website, ticket packaging, media advertising/messaging, twitter, Facebook, Community Liaison)

- Multi Agency Communications (Police Scotland, NHS, Fire Scotland, Angus Council, Scottish Ambulance Service, Traffic Agencies websites)

The Vine PR Company will coordinate the multi agency key messaging on behalf of Festival of House. They will arrange and coordinate regular meetings of media staff from all agencies with a view to sharing information regarding media activities.

Whilst it is appreciated that agencies may maintain an independent, previously agreed media output on issues such as - Drugs, Alcohol, Fire safety, Festival safety and etc. The Vine PR Company will use these meetings to ensure that a uniformed, consistent media message is maintained.

The Vine PR Company will operate under the direction of the Festival Director & Festival Manager at all times, see ***Appendix 1,*** Festival of House Command Structure.

SERIOUS INCIDENTS

In the event of a serious incident at Festival of House, communications procedures and the dissemination of information to print and broadcast media, social media and to internal teams will be managed on behalf of the event by The Vine PR Company, in conjunction with material on behalf of Festival of House.

Media messaging in relation to such incidents will be the responsibility of media officers/staff from the relevant emergency services in order to ensure a cohesive and consistent message The Vine PR Company will call and coordinate meetings of this group.

The on duty Festival Manager will also attend such meetings and will approve any media output on behalf of the festival. The Vine PR Company will arrange for media output to be broadcast on behalf of the festival.

A serious incident is defined as any occurrence that has the potential to cause major disruption to the festival (such as criminal activity, illness / epidemic, safety issues, severe weather, major alterations to the running of the festival both on and off site)

EMERGENCY INCIDENT PROCEDURE

In the event of a serious incident at Festival of House, the following action will be taken:

- Information relating to any incident will be conveyed to The Vine PR Company and the multi agency media representatives by the JOCC.
- All discussion relating to the incident will take place on Event Manager's emergency radio channel or via mobile phone / in person.

- The Vine PR Company will attend the JOCC or incident and liaise immediately with key representatives from emergency services if appropriate. (On advice of the Event Manager / Emergency Services)
- The Vine PR Company will assist with the management of media presence at any incident if required.
- Accurate information relating to the incident will be compiled and circulated by The Vine PR Company internally and to media following liaison with Emergency Services media staff.
- Social media will be checked and monitored immediately by a member of the Vine Agency PR team.
- A briefing meeting will be co-ordinated by The Vine PR Company at the earliest possible point in the JOCC.

The briefing will be attended by appropriate members of the following group:

- Festival of House Festival Director
- Festival of House Festival Manager
- Festival of House Festival Coordinator
- Festival of House JOCC Manager
- The Vine PR Company
- Police Scotland, Silver Commander
- Media officer, Police Scotland
- Duty Manager, SecuriGroup
- Duty Manager, Scottish Ambulance Service
- Duty Manager, Fire Scotland
- Festival of House Health and Safety Officer
- Head of Environmental & Consumer Services, Angus Council
- Media Officer, Angus Council
- Media Officer, Transport Scotland - offsite
- Media Officer Amey, Traffic Scotland Social media monitor – offsite
- Media Officer, NHS Tayside - offsite
- Festival of House Traffic Management Manager

A course of action will be decided at this meeting, including issues relating to:

- Public Safety/Confidence
- Safety of staff/artists
- Immediate effect / implications for running of event
- Information that must be released in interests of safety and welfare
- Channels of information – internal and external.
- Public contact details / helpline – internal and external
- Dissemination of information – press conference, statement etc.
- Content of information released to the media
- Spokespeople for the incident (see below)
- Statements from event (see below)

The group will consider the initial action to be taken, prioritising public safety, and targeting its messaging accordingly. The Vine PR Company will thereafter facilitate regular meetings of the group to report progress and consider further actions as the incident develops. The Vine PR Company will be responsible for gathering accurate updates via the JOCC and reporting back to the group.

The Police Scotland Media representative will be responsible for coordinating the group's media updates to ensure that appropriate, accurate, consistent information is released in order to maintain public safety and restore public confidence.

At all times, The Vine PR Company will ensure that the activities of all multi agency media staff are coordinated with and compliment the management of the incident.

General points

The Vine PR Company will, following consultation, with multi agency media partners;

- Monitor resulting media coverage (primarily online) and how the incident is reported
- Continue to supply updated information as issue develops/ is resolved
- Discourage discussion of the incident outwith the multi agency group unless absolutely necessary
- Prevent 'off the record' conversations with media
- Ensure that all staff maintain a professional, calm demeanour particularly in public / media areas.
- Facilitate and manage media alerted to the incident.

Communication resources

The Vine PR Company will have a full understanding of the resources available to the multi agency team to utilise in the case of various scenarios:

- Media Communication:
- Landline/ mobile – back up ASDL line
- Email
- In person at media village

In the event that onsite communications fail, The Vine PR Company will go offsite to establish communications, make calls and use email. One member of the team offsite will monitor all social media monitoring.

In the instance that there is a wider communications failure across the local area, The Vine PR Company will send a member of staff offsite to establish communications.

Internal communications:

- Internal briefing via JOCC on the staff radio
- Mobile telephony
- In person at briefing meetings
- Signage around the production area
- Communication with the festival patrons on way to the festival:

- Messages via local radio – The Vine PR Company
- Event digital communications (website/ social media) – Marketing team
- VMS traffic signs – Transport Scotland
- Citylink bus drivers (messages to bus driver via radio) - Citylink
- Utilising Traffic Scotland's Inrix Radio system – Transport Scotland
- Communication with customers onsite:

Arena

- Event digital communications (website/ social media) – Marketing team
- Message from stage – Event team
- Stage screens – Marketing team
- Official event radios used to spread message by word of mouth -JOCC
- PA systems on stages – Event team/ JOCC
- VMS screens – JOCC via
- Emergency PA system - JOCC

Campsite

- Helpers/ welfare teams on foot – JOCC
- Loudspeakers – JOCC/ Campsite management/SecuriGroup
- Social media, event digital communications (website/event app, social media) – Marketing team
- Stewards with loudhailers – SecuriGroup

MEDIA RELATIONS / SOCIAL MEDIA

Following the above procedure a media statement and / or briefing will be prepared by Emergency Services media staff and the Vine PR Company.

Responsibilities for drafting media statements / comments are as follows:

The relevant Emergency Services media spokesperson will take overall responsibility for the content / wording of information relating to any incident (Police Scotland/Scottish Fire and Rescue/SAS/NHS Media Officer or appropriate representative).

If a message is to be delivered by a member of staff the following persons will represent their organisations as appropriate;

On behalf of Festival of House – Event Manager/The Vine PR Company

On behalf of emergency services – Event Commander / Media Officer

It is likely that any onsite incident, from the trivial to the serious, will be shared via social media. Images/video may be shared quickly via social media and may not be in the best interests of public safety/confidence. All festival staff will be briefed before taking duty regarding their responsibilities in relation to social media.

All agencies working onsite will be briefed by line managers not to share any inappropriate photos or messages and should be advised as to what is deemed inappropriate to share across social media in general.

A series of hashtags will be in operation throughout the weekend to give festival patrons something to follow and a place to ask questions. The Vine PR Company will monitor these hashtags and action messaging across event social media channels as appropriate, on the instruction the of the Event Manager.

The Festival of House official website will be in operation for customers to ask questions throughout the week and also for the event to give directives and new information. This will begin from the first travel day on Thursday.

The Vine PR Company will endeavour to address untruths and inaccuracies online as soon as possible, give regular well-being updates and deal with the news of incidents online in much the same manner as with the media, but with more immediacy.

The Vine PR Company will monitor any trending issues, i.e. report of serious injury in the campsite, and check the validity of this via the JOCC. An appropriate, accurate, online response will thereafter be made timeously by The Vine PR Company, in consultation with Multi Agency media staff.

Should such trending issues appear in relation to social media accounts held by multi agency partners, then the appropriate multi agency media staff will respond.

The Vine PR Company will also be in a position to access YouTube, Facebook and Twitter in the event that a real emergency situation is being compromised by festival patrons sharing inappropriate/inaccurate photographs or information online.

If a serious incident occurs that requires immediate communication and advice via social media, all other social media communication ie.Information regarding artists etc. will be held until the advice and information is concluded.

FESTIVAL OF HOUSE

THE VINE PR & EVENTS OVERVIEW

Mary McGowne
Managing Director
The Vine
0141 810 5110 / 07786 23 1066
mary@thevineprcompany.co.uk

THEVINEPRCOMPANY.CO.UK

ABOUT THE VINE

The Vine is one of the country's most experienced PR agencies with a speciality in live music events. Over the last decade we have worked with countless promoters in successfully launching their projects as well as creating our own successful events.

The Vine was part of the founding team behind RockNess where we played an integral part in launching and shaping the 35,000 capacity festival as well as running the large and complex PR and media operation (100+ Scottish, UK and international media in attendance).

Prior to this we launched the Skye Music Festival in its inaugural year.

The Vine has been a regular partner to the Belladrum Festival for many years as well as Radio 1's Big Weekend. In 2015 we managed the PR and media for Mumford & Sons' Aviemore stopover, a UK festival exclusive attended by 25,000 fans. The Vine also manages the official parties for Paolo Nutini amongst various other high profile names.

Other artists we have worked with include Fatboy Slim, Daft Punk, Calvin Harris, Kasabian, Chemical Brothers, Biffy Clyro and The Prodigy as well as every electronic dance artist of note and AEG Live (Rod Stewart and Bruce Springsteen).

Non music clients of The Vine include the Moet Hennessy Group, YO! Sushi, Mulberry, Jaguar, Land Rover, Overgate (Dundee), The Thistles (Stirling), Eastgate (Inverness) and Cruise as well as public bodies such as The Scottish Government, VisitScotland, EventScotland and Scottish Enterprise. The Vine is also the founder of the Scottish Style Awards.

WINNER



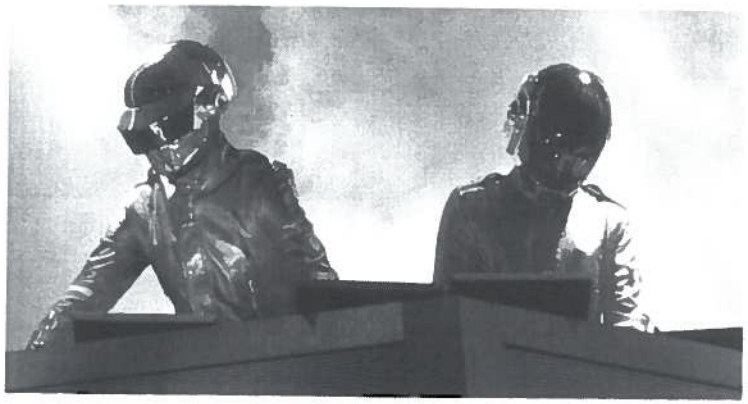
WINNER

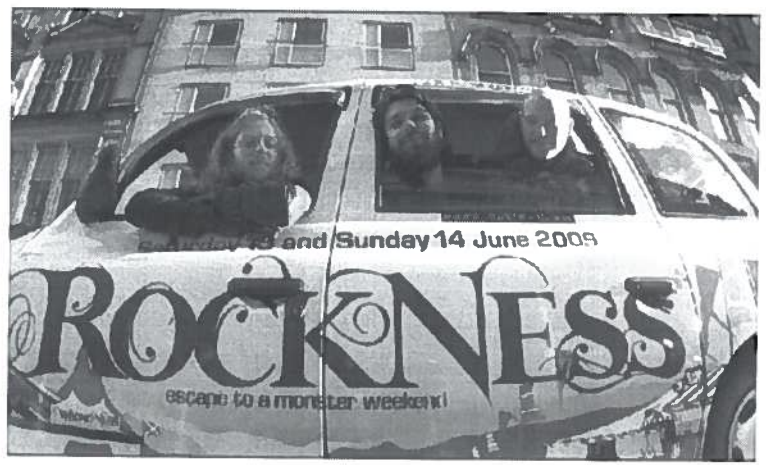


WINNER









MEDIA COVERAGE

The Vine understands the numerous challenges music festivals present better than most PR agencies.

Our experience of working with front line agencies including Police Scotland, Transport Scotland, emergency services, local authorities, licensing bodies and residential communities is unmatched.

Across the eight years of RockNess, as well as the Skye Music Festival and Mumford & Sons' Aviemore festival, we have successfully managed positive PR and damage limitation on behalf of our clients for countless highly challenging scenarios.

These include:

Maintaining cordial and transparent relations with local residents some of whom objected to the festival licenses being granted.

Ensuring road traffic management issues such as bus breakdowns, severe flooding and more serious road accidents were communicated swiftly and clearly, in liaison with front line agencies. This was especially key given the rural location of the above festivals and the only access being via rural B roads.

Creating and conveying the SafeNess / anti drugs / drugs amnesty messages.

Creating and conveying the festivals' Respect the Environment messages.

Successfully managing the intense interest and sustained coverage of almost every UK media operator relating to several tragic deaths at RockNess over the 8 years of its existence.

Prospect of busy weekend is welcomed

Challenge: Visitors advised to plan ahead to make the most of events

Business and community leaders from Inverness welcomed the prospect of a busy weekend of entertainment.

Inverness Chamber of Commerce chief executive Stewart Nicol advised visitors to plan ahead.

He said: "It is great that everything is happening here. In an ideal world, it would have been better to have scheduled things over a few weekends to minimise the positive impact.

"I have no doubt that it will be a challenge for the police and services in terms of emergency planning and manning at the hill at people."

Acting Inverness Provost Jimmy Gray said: "This is an unprecedented weekend of major events in the Highlands.

"All are major events in their own right, providing our communities with a terrific range of entertainment and spectacle and a huge economic boost. The Highlands will be in the spotlight this weekend and I hope that it is one that will live in people's memories."

Angus Noble, chairman of Inverness and District Bed and Breakfast Association, said: "There should be a real buzz in the city that weekend."

He added that there were still vacancies at some of the guesthouses run by his organisation's members.

Crowds: Thousands expected

More than 100,000 people are expected to attend events throughout the Highlands between June 8 and 11.

The biggest is the RockNess music and comedy festival. Around 78,000 people will gather at Dores, on the shores of Loch Ness. Headliners are Mumford and Sons.

The UCI Mountain Bike World Cup will take place over Nevis Range at Fort William. It regularly attracts over 20,000 spectators.

The Curtis Cup is a biennial competition between female amateur golfers from Great Britain and Ireland and US and is hosted by Nairn Golf Club.



GROUNDWORK: Extensive preparations begin for the hugely popular RockNess at Dores and Foulis

Festival drugs warning

RockNess: Police say they will carry out stringent checks

BY CHERYL LIVINGSTONE



Police are stepping up efforts to "stem the supply" of drugs like ecstasy at this weekend's RockNess festival.

Thousands of music fans are expected to descend on the shores of Loch Ness at Dores for the event, which is now in its seventh year and includes acts such as Mumford and Sons and Biffy Clyro.

Representatives from the police, ambulance and fire brigade joined the search dogs and sizeable partnership, Highland Council and NHS Highland yesterday to encourage festival-goers to enjoy themselves but stay safe.

Northern Constabulary's overall commander, Superintendent Steve MacKay, said that due to a previous years they would be taking a robust and preventative approach to drugs. Although there has been a reduction in overall crime over the past three years, the number of people arrested for drug searches increased from 173 to 203 in the last year.

Dr Mac Kay said: "The message is clear from previous years that if you bring drugs you're likely to get caught. Not only will you miss the whole weekend, you'll face criminal charges, so don't risk it."

He added: "It is great that everything is happening here. In an ideal world, it would have been better to have scheduled things over a few weekends to minimise the positive impact.

"I have no doubt that it will be a challenge for the police and services in terms of emergency planning and manning at the hill at people."

Deborah Stewart, of the Highland Alcohol and Drugs Partnership, said: "We want people at this festival to enjoy themselves, but we also want to be safe. I can't stress enough how important it is to get advice and information if you're taking drugs, you're very likely to get caught, and not only will you miss the whole weekend you'll face criminal charges, so don't risk it."

Revellers are also being encouraged to plan for any kind of weather, including taking spare clothes and plenty of water.

Dr Mac Kay said: "The police will be looking to stem the supply of drugs prior to the event to ensure Highlanders are as safe as possible.

"The message is clear from previous years that if you bring drugs you're very likely to get caught, and not only will you miss the whole weekend you'll face criminal charges, so don't risk it.

"If you can't see us, you should of your local police and reliable travel agents what you're taken to us. If you need medical help, we have a clear picture of what's going on," she said.

RockNess takes place from next Friday to Sunday.

RockNess revellers urged to stay safe

ENJOY yourself but stay safe is the key message to thousands of revellers expected to descend on Dores this weekend for the annual RockNess music festival.

Gathering at the Loch Ness site on Friday, representatives from a range of organisations including Northern Constabulary and Highlands and Islands Fire and Rescue Service encouraged festival goers to make the most of their weekend but to act responsibly.

Chief superintendent Stevie MacKay warned that the police will again be taking a strong stance against drugs and may eject people who are drunk.

"The message is clear from previous years in that if you bring drugs you're likely to get caught. Not only will you miss the whole weekend, you'll face criminal charges, so don't risk it," he added.

Scott Hay, fire service area manager, advised people not to smoke inside their tents and warned against using a barbecue or camping stove.

"A fire can destroy a tent in 60 seconds and the way the tents are lined up it could spread rapidly, so I would ask festival goers to keep that in mind," he said.

Karen Carson, NHS Highland senior health promotion specialist for sexual health and young people, advised people to be prepared and pack condoms.



From left, Karen Carson, NHS Highland senior health promotion specialist; Deborah Stewart, co-ordinator for Highland Alcohol & Drugs Partnership; Iain Mackay, Scottish Ambulance Service; Chief Superintendent Stevie Mackay; Scott Hay, Highlands and Islands Fire & Rescue Service Area Manager; David Haas, Highland Council Inverness City Manager; Nigel Stafford, for the British Red Cross highlight the RockNess safety message. Picture: Alison White. Image No. 018664

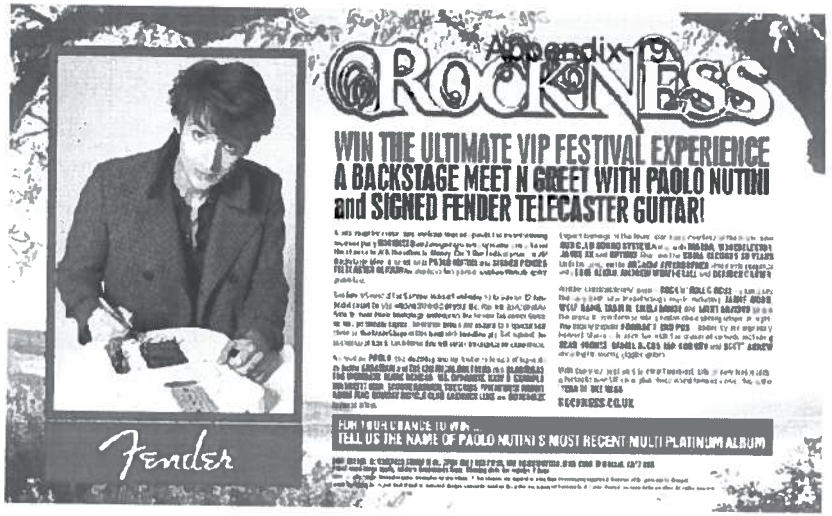
MEDIA COVERAGE

The Vine has first class relationships with all media across print, digital, television and radio.

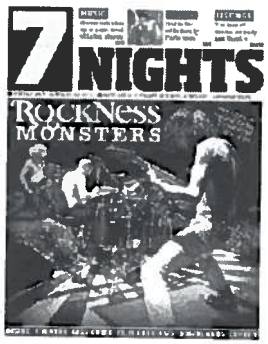
Through our wide ranging client base we liaise on a daily basis with the hard news, business news and consumer news desks of the country's media.

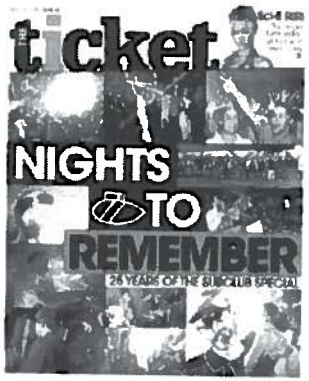
These are a few examples of the consumer music coverage we generate.

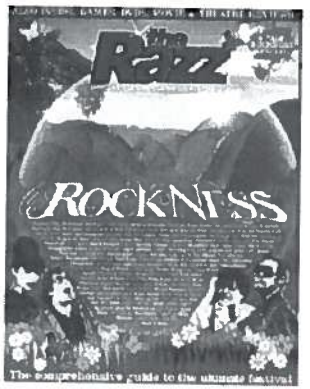


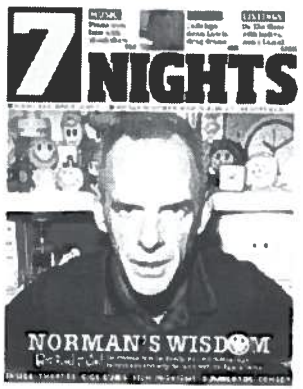






















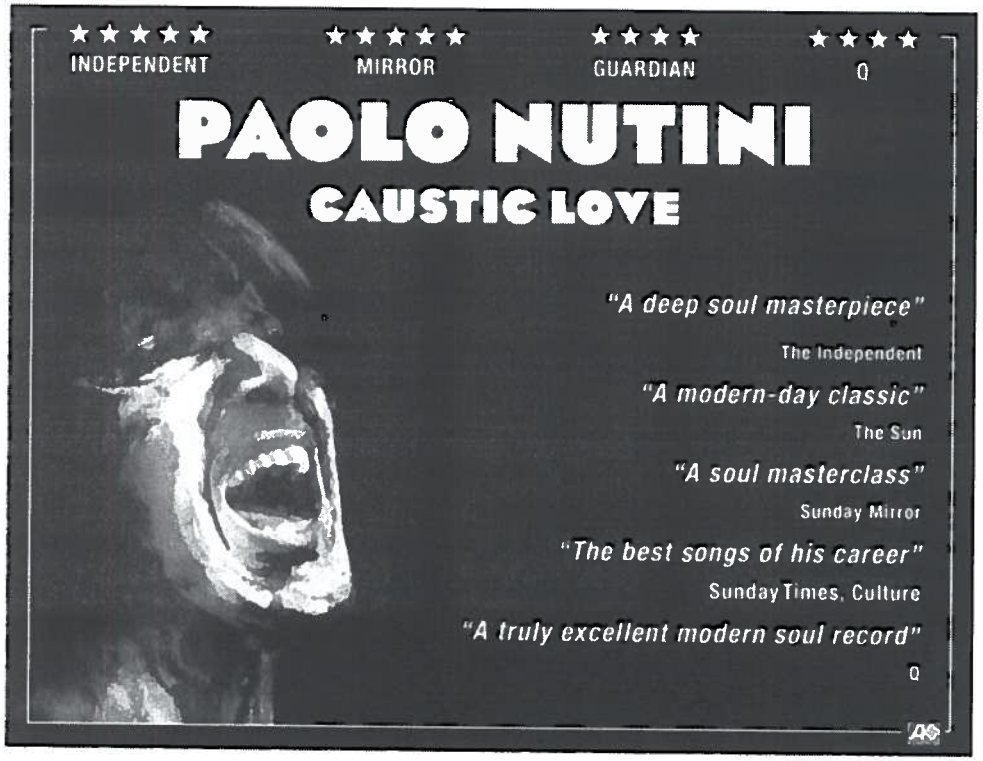






THE VINE PR & EVENTS OVERVIEW

Enclosed over the following pages are case studies to further illustrate the high profile, public-facing nature of many of The Vine's music and lifestyle projects.





CASE STUDY
Paolo Nutini

The Vine manages the Official Private After Parties for Paolo Nutini.

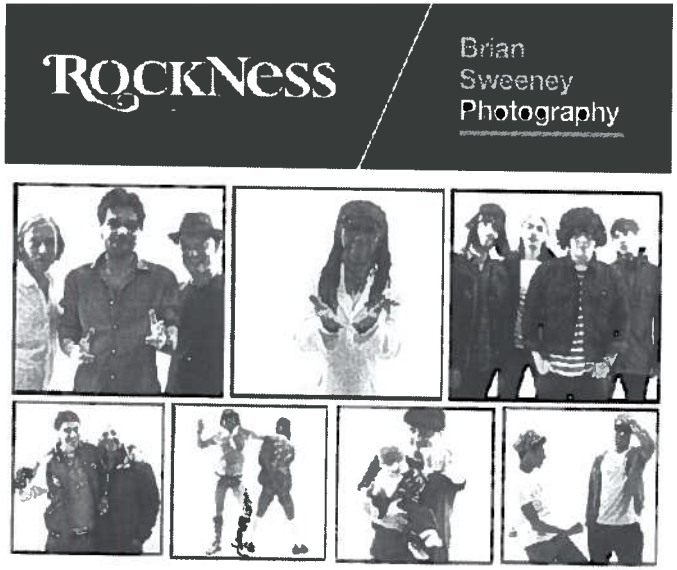
In the past 12 months this has included:

The Barrowlands, Glasgow – sell out warm up show, 2,500 fans

The Hydro, Glasgow – 2 sell out shows, 30,000 fans

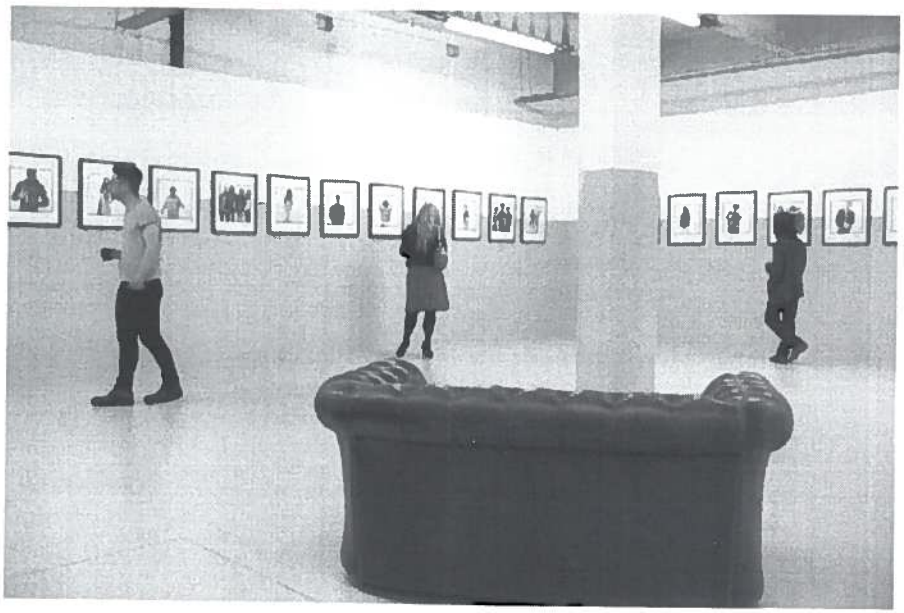
Bellahouston Park, Glasgow - sell out show, 40,000 fans











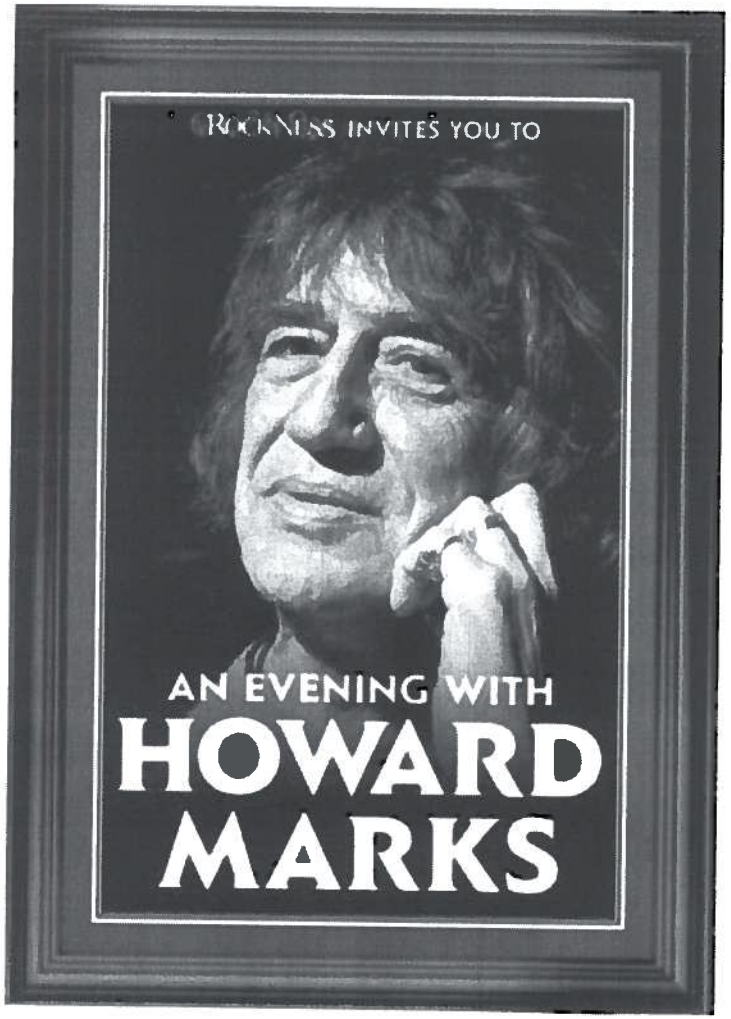
CASE STUDY

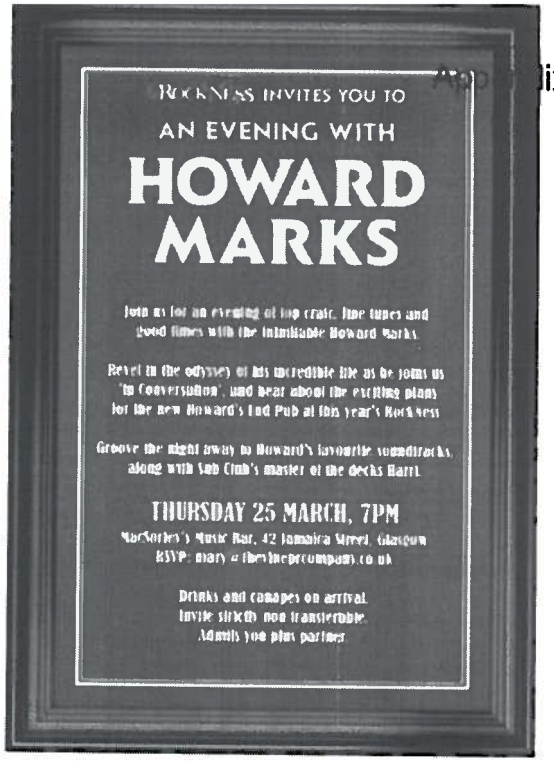
RockNess exhibition benefiting Oxfam and Highland Hospice

An exhibition of RockNess artists including The Chemical Brothers, Biffy Clyro, Nile Rodgers and Mumford & Sons captured backstage at the festival by award winning photographer Sweeney.

Exhibition was presented at art superstar Jim Lambie's The Poetry Club, Glasgow with all proceeds from sales going to charity.

The Vine coordinated all activity both on site at Loch Ness and in Glasgow.





CASE STUDY

An Evening with Howard Marks.

Created and coordinated by The Vine.

An event held in MacSorley's, Glasgow attended by key influencers as part of the announcement of Howard's End pub at RockNess.

Private dinner, 'Mr Nice' readings by Howard, audience Q&A and music by Sub Club's Harri.



CASE STUDY

YO! SUSHI

House of Fraser, Glasgow and Newcastle

Launch of flagship YO! Sushi in Glasgow and Newcastle city centres.

The Vine managed all aspects including event management, PR, media photo call and coverage, guest list and partnerships.

Soft launch with full capacity sittings every 45 minutes across 3 days and nights.

Official VIP launch party attended by 300+ influencers.

Commended by YO! Sushi as the company's most successful launch.

YO! Sushi Chairman Robin Rowlands said "*The Vine did a fantastic job with the best guest list of any opening and excellent media coverage.*"

*** The Vine is also the retained PR agency for YO! Sushi in Edinburgh.**











Emeli Sande



Noel Gallagher and Sara Macdonald



Shirley Manson



Alister Mackie

CASE STUDY

Scottish Style Awards

Founded by The Vine, the SSA is the country's most high profile red carpet occasion.

Staged in association with Moet & Chandon in Kelvingrove Art Gallery, Glasgow, the awards attract many globally recognised celebrities and generate enormous media coverage.

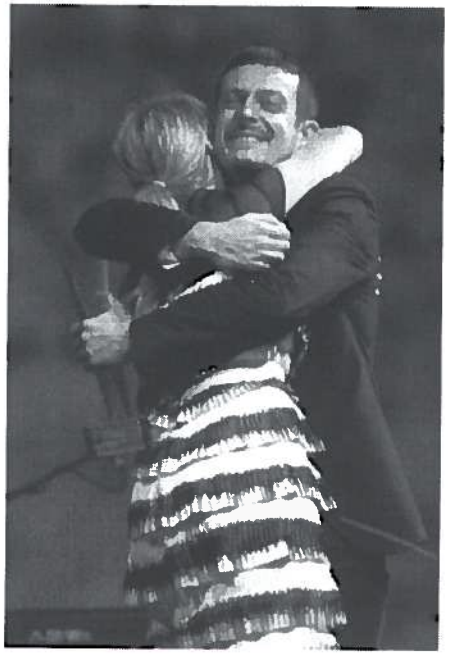
The event marked its 10th anniversary in 2015.

The SSA has been supported by Glasgow City Council for 10 years.

Christopher Kane



Jonathan Saunders and Edith Bowman



Sophie Kennedy Clark and Nick Grimshaw



FESTIVAL OF HOUSE

THE VINE PR & EVENTS OVERVIEW

TO DISCUSS FURTHER PLEASE CONTACT

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PUBLIC STAKEHOLDER & CONSULTATION PLAN

Document Control

Document Title/Version	Public Stakeholder & Consultation
Documents Owner	Bell Ingram
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	Environmental Mgmt Plan V2.10

Festival of House

Public & Stakeholder Consultation Plan

Prepared by:

Bell Ingram

December 2015

TABLE OF CONTENTS

1 Project Summary and Introduction 4
1.1 Introduction to Festival of House 4
1.2 The Proposed Scheme 4
1.3 Proposed Timeline for Development 6

2 Engagement Strategy 7
2.1 Overview 7
2.2 Engagement Principles 7
2.3 Engagement Objectives 7
2.4 Engagement Definitions 8
2.5 Stages of Engagement 8
2.6 Areas under Consultation 8

3 Stakeholder Identification and Grouping 9
3.1 Best Practice Approach 9
3.2 Stakeholder Relationships 9
3.3 Draft List of Stakeholders 10

4 Stakeholder Issues & Risk Assessment 12
4.1 Stakeholder Analysis 12
4.2 Communication & Information Needs 12
4.3 Accessing Seldom Heard Groups 12
4.4 Risk Assessment 12
4.5 Mitigation Measures 13

5 Methodology for Stakeholder Engagement 14
5.1 Model for Stakeholder Engagement – SP=EED 14
5.2 Details of the SP=EED Approach 14
5.3 Criteria for Selecting Engagement Methods 16
5.4 Stakeholder Involvement in Consultation Design 16
5.5 Tools for Stakeholder Engagement 16

6 Tools Selected for Stakeholder Engagement 19
6.1 Overview 19
6.2 Face-to-face Targeted Meetings 19
6.3 Public Exhibitions 19
6.4 Survey Instruments 20
6.5 Focus Groups 20
6.6 Remote Briefings 20

7 Stakeholder Engagement Collateral 21
7.1 Overview 21
7.2 Information Sources 21
7.3 Content of Information Sources 21
7.4 Media Strategy 21

8 Reporting & Recording 22
8.1 Data Collection 22
8.2 Stakeholder Database 22
8.3 Recording Feedback & Queries 22

8.4 Responding to Feedback & Queries 22
8.5 Consultation Report 22

9 Post Application 24

9.1 On-going Engagement 24
9.2 Project Contact 24

TABLE OF FIGURES

Figure 1 – Proposed Site 5

TABLE OF TABLES

Table 1 - Summary of Stakeholder & Community Landscape 10
Table 2 - Summary of SP=EED Criteria 15
Table 3 - Engagement Methods Selection Criteria 16
Table 4 - Tools of Engagement 17

ACRONYMS

EIA	Environmental Impact Assessment
IAP2	International Association for Public Participation
MEP	Member of the European Parliament
MSP	Member of Scottish Parliament
SP=EED	Scottish Planning = Effective Engagement and Delivery

1 PROJECT SUMMARY AND INTRODUCTION

1.1 Introduction to Festival of House

Jigsaw Events and Management[1], in collaboration with The Rhumba Club, are proposing to hold a brand new festival of electronic dance music called Festival of House on the Panmure Estate near Dundee in June 2016.

The inaugural Festival of House was launched by The Rhumba Club in May 2013 and originally comprised a one night event held in a single venue in Dundee in October 2013. Festival of House returned to Dundee the following year but was extended to include a 3-day, 3-venue event. Both events were sold out; selling 3,500 and 4,500 tickets respectively.

The Rhumba Club owners, Floatation Perceptions Limited, aspired to expand Festival of House to become an outdoor event which led them to establish a partnership with Jigsaw Events and Management. Craig Blyth founded Jigsaw Events and Management in 2014 with a view to delivering a bespoke, boutique music festival for the people of the north east of Scotland. The two organisations are now working closely together to secure the necessary licenses for the Festival of House to be staged at Panmure in 2016.

Festival of House's organisers fully appreciate that an event of this nature will affect many stakeholders who often represent varying interests and conflicting needs. Listening to, understanding, and balancing the varied and sometimes conflicting priorities of different stakeholders is a core part of Festival of House's mission and interaction with stakeholders is an ongoing process to which they are committed.

1.2 The Proposed Scheme

The proposed event is referred to as "Festival of House" and is located in the local authority area of Angus Council; approximately 3 miles north of Carnoustie (see Figure 1). The area immediately surrounding the proposed site is largely rural in nature. The closest main settlement is Carnoustie with a population of around 10,500 although the centre of Dundee, with a population of approximately 145,500, is only 11 miles away.

The draft proposal currently features: a main stage, a large 'big-top', smaller tents, catering outlets, parking, camping and welfare facilities. It is expected that these plans will continue to evolve during the consultation process as feedback from relevant stakeholders is received.

[1] For the sake of clarity and simplicity, 'Jigsaw Events and Management' will hereafter be referred to simply as 'Jigsaw'

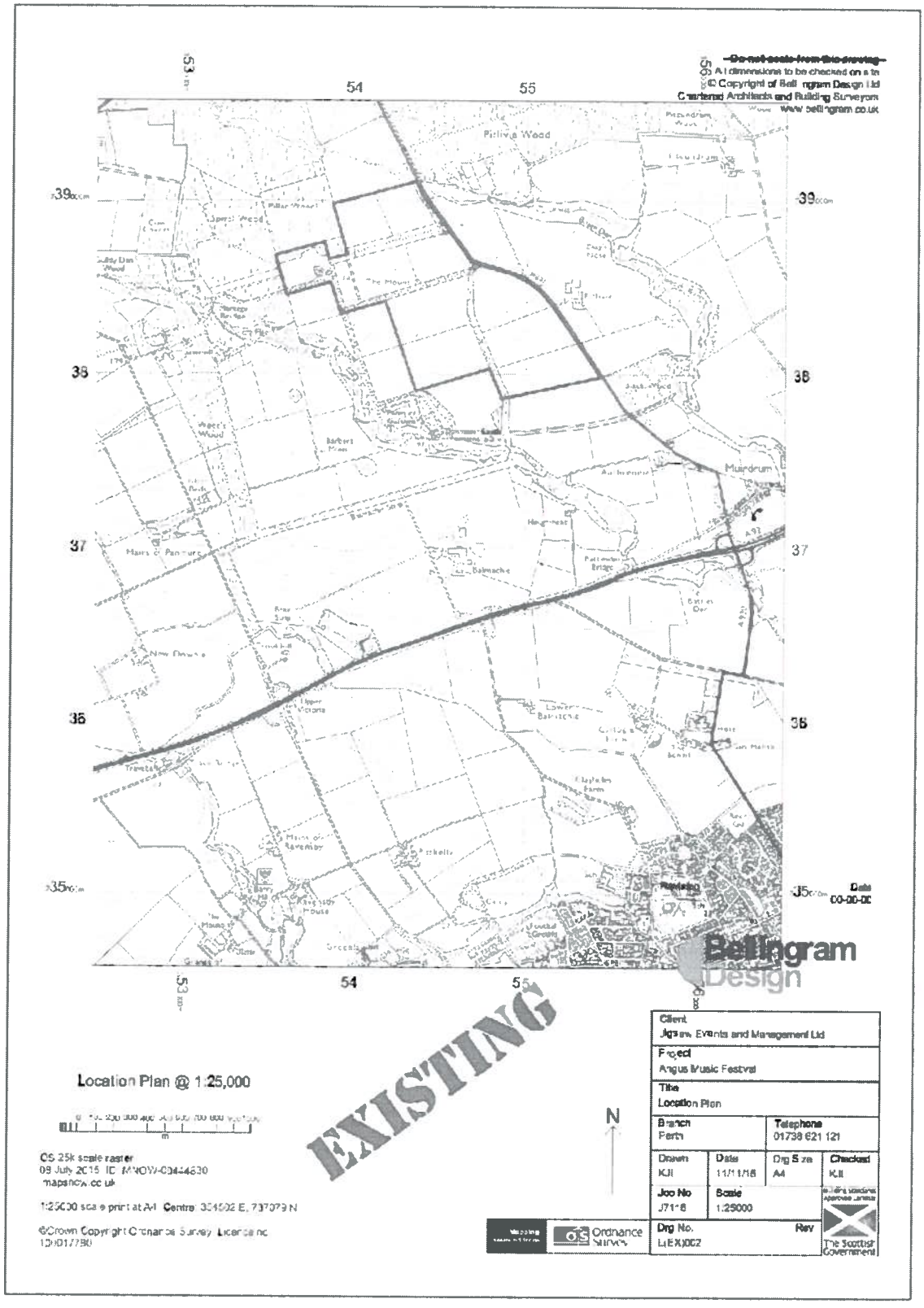


Figure 1 – Proposed Site

1.3 Proposed Timeline for Development

Milestone	Anticipated Date
Panmure Estate identified as potential venue for FoH	Spring 2015
EIA screening submission to Angus Council	8th July 2015
EIA screening decision received from Angus Council – no planning consent or EIA required	14th August 2015
Revised EIA screening submission to Angus Council	17th November 2015
EIA screening decision received from Angus Council – no planning consent or EIA required	14th December 2015
Community consultation	Approximately May 2015 to February 2016
Application to Angus Council for public entertainment license	End of February 2016
Statutory 21 day period when 'Notice for Display' is displayed intimating that application has been lodged	End of February 2016
Public entertainment license decision by Angus Council	March 2016
Preparation of site	May 2016
Festival of House	June 2016

2 ENGAGEMENT STRATEGY

2.1 Overview

The proposal will have the potential to interact with many aspects of the existing societal, cultural, aesthetic, commercial and environmental setting. It is therefore vital that the organisations, communities and individuals who have an interest in the project are able to be involved in its evolution. This document sets out Jigsaw's proposed engagement strategy which is aimed at encouraging and enabling that participation.

2.2 Engagement Principles

It is crucial that stakeholders should be able to grasp what they are being consulted about. Any lack of clarity about what is being proposed presents difficulties in both explanation and comprehension and is more likely to cause confusion and delay.

In this regard, the consultation and engagement strategy is founded on sound principles and best practice drawn from professional experience as well as key sources of guidance. While it is acknowledged that this proposal will not involve a planning application under the Planning, etc (Scotland) Act 2006, the planning sector is widely recognised as leading the way in terms of best practice in public engagement. For this reason, the key guidance tools considered when devising this consultation plan include:

- The 1998 Aarhus Convention, which deals with decision-making on environmental matters
- Planning Aid for Scotland's SP=EED framework (Scottish Planning = Effective Engagement and Delivery – A Practical Guide to Better Engagement in Planning in Scotland, 2011)
- Institute of Public Participation (IAP_2) Values
- Planning Advice Note (PAN) 3/2010 Community Engagement

2.3 Engagement Objectives

Jigsaw wants to work with all stakeholders (organisations, individuals and communities) who have an interest in the Festival of House, whether as a result of their activities or by merit of their location. This will enable the proposal to benefit from the considerable experience of the stakeholders and will allow the project to develop with the involvement of those stakeholders upon whom it will ultimately impact.

This public and stakeholder consultation plan seeks to outline the engagement activities that Jigsaw plans to undertake with all its stakeholders with a particular focus on the general public (sometimes referred to as the "community").

Jigsaw's objectives in relation to the engagement process can therefore be summarised as follows:

- To establish positive long-term relationships with stakeholders
- To fulfil licensing obligations
- To achieve best practice in engagement (including applying the National Standards for Community Engagement and Planning Aid for Scotland's SP=EED criteria)

2.4 Engagement Definitions

Stakeholder engagement comprises two main elements; communication and consultation. These terms can be defined, as follows:

- **Communication**: Keeping stakeholders fully informed on the progress of the proposal and educating them about the relevant processes involved so that they can make informed decisions. This is typically a one-way process.
- **Consultation:** Providing information / options and discussing these with stakeholders, thereby giving them the opportunity to influence the design of the proposal. This is an interactive and iterative process which involves listening and being responsive.
- **Engagement:** A combination of communication and consultation.

2.5 Stages of Engagement

It is proposed that the engagement activities will take place at key milestones during the project's development and will follow the established pattern outlined below:

- **Identify:** identification of stakeholders (ongoing)
- **Communicate:** provide appropriate information to stakeholders
- **Consult:** discussing issues which influence the final design of the proposal
- **Communicate again:** provide information to stakeholders detailing the results of consultation
- **Record:** throughout the engagement it will be important to systematically capture the views and opinions of all stakeholders

2.6 Areas under Consultation

At this early stage in the process, it is expected that the engagement programme will focus on the design aspects of the proposed festival. The layout of the event is predominantly determined by technical constraints (eg, topography, proximity to dwellings, ground conditions) and environmental constraints (ecologically sensitive areas, landscape and visual impact). However, Jigsaw are looking for feedback from stakeholders on the layout of the proposal and access routes – for example if the access routes could be designed in such a way as to mitigate impact, or if there are specific aspects of the site that should be given particular attention during the design process.

It is worth noting that it is Jigsaw's intention to submit an application for a public entertainment license to hold a music festival at Panmure to be considered by Angus Council. It will then be up to the Council's Licensing Board to determine whether or not the final proposal is acceptable or not. Jigsaw fully appreciates that not all stakeholders will support this proposal at this location. Nevertheless, it is not the scope of the consultation to ascertain whether or not the proposal should go ahead at this location as it is considered that this decision is rightly the responsibility of Angus Council.

It is Jigsaw's hope that all relevant stakeholders will have an opportunity to comment on the proposals and provide feedback where appropriate. Jigsaw will endeavour to consider all comments received and to incorporate constructive feedback wherever feasible with a view to mitigating any potential negative impacts associated with the festival.

3 STAKEHOLDER IDENTIFICATION AND GROUPING

3.1 Best Practice Approach

The process of stakeholder identification and mapping will follow best practice guidelines set by Planning Aid for Scotland[2] with the aims of inclusiveness and equality, giving stakeholders the opportunity to determine how they would wish to be consulted.

Many stakeholders will be interested in the proposal and will want to be engaged in dialogue. The aim will be to provide broad and fair access to enable stakeholders to participate as equals in the engagement process by delivering a consultation plan which respects the different needs and expectations of stakeholders.

3.2 Stakeholder Relationships

Stakeholders are grouped under four broad headings although there may be overlap between categories and some stakeholders may fit into more than one group:

i. Statutory Consultees
This group is generally the simplest to identify as they are those stakeholder consulted by the local authority when considering an application for a public entertainment license. Examples may include:

- Scottish Environmental Protection Agency (SEPA)
- Transport Scotland
- Police Scotland

ii. Political Stakeholders
This group consists of those elected officials who are responsible either directly, or indirectly, for the determination of the public entertainment license. These stakeholders must be engaged appropriately to ensure their role in the decision-making process is not compromised. Examples include:

- Members of the Scottish Parliament (MSPs)
- Local elected councillors

iii. Strategic Stakeholders
This group includes organisations and individuals who have a specific interest or expertise in the project and whose views and expertise in a particular aspect of the project's impact or development are significant, but who would not have the opportunity to be consulted directly through the statutory process. These organisations often have specialist subject or local knowledge, or the project may have a specific bearing on their activities. It is therefore important that they are given early opportunity to engage with the project. They include:

- National or local, voluntary organisations who have a special interest or specific expertise (e.g. RSPB; Local Anglers' Association; Ramblers' Association)
- Local voluntary groups (who may provide a forum for consultation with members of the public) (e.g. local environmental groups)

iv. Community Stakeholders
This group includes organisations or individuals which the project may affect because they live, work, or pursue other activities in the area. Although the engagement process enables

[2] SP=EED - A Practical Guide to Better Engagement in Planning in Scotland, revised & republished by Planning Aid for Scotland in 2011

statutory consultees (such as elected representatives and Community Councils) to comment on behalf of community stakeholders, it is essential that the people whom the proposal will affect are informed about the activity and have the opportunity to be included directly in the consultation. Specific community groups who typically may be consulted are:

- A representative sample by some form of polling (e.g. telephone or postal)
- People with a particular perspective (e.g. school students and young people)
- People who are identified as 'hard to reach' or 'seldom heard'
- People who have formed themselves into any group or groups for the purpose of objecting to, or supporting, the proposals (such as a local residents' group)

3.3 Draft List of Stakeholders

A draft list of consultees has been devised and is included in below. This list is not exhaustive, and will be further developed in on-going collaboration with local stakeholders and the Safe Events team. Identified stakeholders will also have the opportunity to propose additional individuals and organisations for inclusion as the consultation progresses.

Table 1 - Summary of Stakeholder & Community Landscape

OVERVIEW	**DETAILS**		
Locations to target i.e. main towns and villages	Arbroath (pop 22,785), Carnoustie (pop 10,561) Monifeith (pop c8,220)		
Demographics – including ethnic & hard to reach groups (using National Statistics)	**Locality (2001 Census):**	**Angus**	**Dundee**
	Population	**108,400**	**145,663**
	Median age (male/ female)	39/ 42 years	36/ 39 years
	Sex % (male/ female)	48.39/ 51.61	47.47/ 52.53
	Children under 16 years %	18.79%	17.71%
	Working age	79,056	108,107
	Pensionable age	20.93%	20.46%
	Employed	48,083	53,986
	Unemployed	3,043	5,796
	Total number of households (occupied)	46,945	66,908
	Households with no van or car %	26.43%	45.52%
	Home ownership %	64.95%	53.62%
	Social rented %	23.02%	31.75%
Communication channels media, libraries, local newsletters etc.	Arbroath Herald Guide & Gazette Carnoustie Community Magazine TheShoppie.com (Arbroath) Facebook – Our Monifieth, Our Carnoustie Radio North Angus Ltd		
Potential community exhibition venues	Dundee & Angus College (Arbroath campus), Carnoustie Golf Hotel, Monifieth Golf Club, Panmure Hotel, Monikie War Memorial Hall, Wellbank Village Hall		
STATUTORY STAKEHOLDERS			
Statutory consultees determined by licensing requirements	Scottish natural Heritage (SNH) Scottish Environment Protection Agency (SEPA) Historic Environment Scotland (formerly Historic Scotland)		

OVERVIEW	DETAILS
(including stakeholders Angus Council has included in the EIA screening consultation)	Police Scotland Scottish Fire & Rescue Service Scottish Water Trading Standards Environmental Health & Consumer Protection Transport Scotland BEAR Dundee City Council Ambulance Service
COMMUNITY STAKEHOLDERS	
Community groups	Immediate neighbours Local residents Populations of nearby settlements (Carnoustie, Monifieth) Carnoustie Community Council Monikie & Newbigging Community Council Friockheim and District Community Council Letham and District Community Council
STRATEGIC STAKEHOLDERS	
Organisations with a non-statutory strategic interest	Monifieth Community Resource Group Carnoustie Development Group Carnoustie Development Trust Angus Community Planning Partnership Carnoustie Twinning Association Carnoustie Gala Committee Our Monifieth Arbroath & District Chamber of Commerce CTC Right to Ride Network Local badger group
POLITICAL STAKEHOLDERS	
Political landscape – breakdown of Ward Councillors, MSPs, MPs, etc.	Angus Constituency (UK Parliament) Dundee East Constituency (UK Parliament) Angus South Constituency (Scottish Parliament) **Angus Council** ***Monifieth & Sidlaw Ward*** • Craig Fotheringham, Conservative Party • Sheila Hands, Scottish National Party (SNP) • Rob Murray, Scottish National Party (SNP) • Margaret Thomson, Labour party ***Carnoustie & District Ward*** • Bill Bowles, Independent • Brian Boyd, Independent • Helen Oswald, Scottish National Party (SNP) ***Arbroath West & Letham Ward*** • David Fairweather, Independent • David Lumgair, Conservative Party • Alex King, Scottish National Party (SNP) • Ewan Smith, Independent

4 STAKEHOLDER ISSUES & RISK ASSESSMENT

4.1 Stakeholder Analysis

It is useful to analyse and map the stakeholder groups in terms of the impact the proposed development is likely to have on them versus the level of influence they may have over the project. Undertaking such an analysis assists in deciding the most suitable consultation methods for each stakeholder group.

4.2 Communication & Information Needs

Each stakeholder group will have a different degree of interest in the proposed Festival of House as described above. The level of interest will inform the engagement methods to be used for each group. For example, it may sometimes be appropriate to supply regular information updates to some stakeholders while others will require involvement in more interactive discussions.

It has already been established that all stakeholders should be included and that cognisance must be taken of their respective communication and access needs when devising the consultation and communication plans. While statutory consultees are typically consulted by the local authority through the licensing process, strategic and community stakeholders require a range of different approaches to enable and encourage effective engagement, with different methods employed to suit the needs of each group. The most effective way of engaging all stakeholders will be to allow them to influence the direction their involvement takes.

4.3 Accessing Seldom Heard Groups

Jigsaw proposes to seek assistance from organisations specialising in promoting inclusiveness and relevant local authority staff. In this regard, the list of stakeholders identified includes local groups and forums aimed at promoting equality and accessing seldom heard groups.

During the consultation process, it is intended that data will be recorded on factors relevant to inclusiveness and representativeness such as age, gender, residence, etc. It will then be possible to compare the profile of participants against the profiles for those communities most likely to be affected by the proposals to measure the degree of representativeness that has been achieved in the consultation.

4.4 Risk Assessment

There are a number of risks associated with undertaking any form of consultation and these have been considered during the design of this plan. Firstly, there is the risk that participants in the consultation process will not be representative of the affected population as a whole. Measures to address this possibility have been described in **section 4.3** above.

Secondly, there is the risk that consultation will encourage opposition groups to be more vocal and assertive. Developing an awareness of the potential sources of opposition means that Jigsaw can be proactive in identifying what the opposition issues are with a view to addressing these through suitable mitigation or by amending the proposals, where appropriate.

A further risk issue relates to the manner in which the consultation is undertaken. Jigsaw has sought to reduce the risk of an ill-conceived and poorly implemented consultation process being delivered by commissioning professional facilitators with expertise in this type of project.

4.5 Mitigation Measures

Consultation constitutes a form of mitigation in its own right in that allowing stakeholders the opportunity to express their views and influence the form and substance of the proposals can significantly reduce their reasons for opposing the scheme. Establishing stakeholder management or liaison groups can also be a useful way to co-ordinate consultation activities and access a broad range of stakeholders, including seldom heard groups. In this regard, it is suggested that it may be helpful to establish a **Community Forum**. Broadly, its remit would be to ensure that community concerns over the impact of the proposal are brought to the attention of Jigsaw and the licensing authority so that they can be considered appropriately.

5 METHODOLOGY FOR STAKEHOLDER ENGAGEMENT

5.1 Model for Stakeholder Engagement

The stakeholder management strategy is guided by the principles laid down in the National Standards for Community Engagement and reflected in Planning Aid for Scotland's SP=EED framework (Scottish Planning = Effective Engagement and Delivery). This framework was originally published in 2008 and subsequently updated in 2011. Though neither prescriptive nor legally binding, SP=EED represents:

> *"...a practical guide to engagement in planning...targeted at all stakeholders in Scotland's planning system and is designed to help design, deliver and assess the process of engagement."* [3]

Widely recognised as an accumulation of best practice, SP=EED encourages a front-loaded engagement process in which effective stakeholder engagement commences as early as possible, before too much has been invested and/or irreversible decisions have been made.

5.2 Details of the SP=EED Approach

The SP=EED approach is based around a matrix describing eight criteria for effective engagement, with three levels of achievement for each criterion. The levels relate to giving information, consulting and listening, and operating in partnership with stakeholders. It is worth noting that while achieving Level 3 (or even Level 2) in relation to all eight criteria may be a realistic aspiration for certain types of community-led proposals, it is unlikely to be achievable or desirable in a proposal for a temporary public entertainment license which does not involve a planning application.

Notwithstanding the above, the principles of the SP=EED framework have been used in preparing this consultation plan with a view to:

- Planning the engagement at an early stage in the proposal;
- Explicitly stating the objectives of the consultation process;
- Managing public expectation;
- Identifying suitable approaches;
- Effectively managing the consultation process;
- Evaluating and learning from the experience.

Table 2 contains a summary of the SP=EED matrix:

[3] A Practical Guide to Better Engagement in Planning in Scotland, revised & republished by Planning Aid for Scotland in 2011.

Table 2 - Summary of SP=EED Criteria

	Level 1: Giving Information	Level 2 (Level 1 +): Consulting & Listening	Level 3 (Levels 1 & 2+): Partnership
1. Transparency and Integrity	The purpose of the engagement is clear and people can find out about it easily.	Rights to participate are clearly explained and opportunities to express opinions are publicised.	Dialogue will take place with partners about how they will be involved in the engagement process and how their input will be used.
2. Co-ordination	The timetable for the engagement process will be published and relevant relationships explained.	The timetable for the engagement process will include adequate periods for meetings, public events and discussions with stakeholders.	The timetable for the engagement process will include opportunities for partners to develop their own ideas; partners will be involved in discussing how to co-ordinate actions.
3. Information	Information will be relevant, accurate and comprehensible to the target audience.	Information will be communicated and shared, aiming to invite feedback.	Identification, collection and dissemination of relevant new information by partners is encouraged.
4. Appropriateness	information will be presented to suit its intended audience and can be accessed by all stakeholders at each stage of the process.	Engagement processes to fit the situation to be used, with opportunities for discussion and for answers to be raised and answered.	A collaborate approach to working with partners on proposals, and regular review of the engagement process.
5.Responsiveness	Relevant information will be provided at every stage of the process.	Findings from the engagement process will be analysed, disseminated, and potentially incorporated.	Partners will be offered the opportunity to present and discuss their own ideas and receive feedback.
6. Inclusiveness	Relevant representative groups/ organisations will be identified and information will be designed and disseminated to reach them.	An emphasis will be placed on allowing the voices of seldom heard groups and those most likely to be affected to be heard.	Assistance and advice will be made available to seldom heard groups to enable them to become partners in the process; overall, a representative range of stakeholders will be consulted.
7. Monitoring and Evaluation	Distribution of information and feedback received on the engagement process will be analysed after the process is completed.	Monitoring and evaluation of the engagement process will take place on an on-going basis.	Monitoring and evaluation processes will be devised in collaboration with stakeholders.
8. Learning and Sharing	Lessons from the engagement process will be identified and lead to on-going improvements in quality.	Lessons from the engagement process will be reviewed and shared with a focus on learning and training.	The creation of a creative, problem-solving culture where skills and experience are pooled, shared and enhanced.

5.3 Criteria for Selecting Engagement Methods

The effectiveness of any stakeholder engagement strategy is ultimately dependent upon the appropriateness and robustness of the actual methods of engagement selected. In this regard, a number of key criteria have been considered when determining which methods to employ. These are detailed in the following table:

Table 3 - Engagement Methods Selection Criteria

Criteria	Options
Stage	Very early stages may require more informative techniques to establish a knowledge base amongst stakeholders; Subsequent stages will be more participative and interactive as the consultation seeks to canvass the views and comments of stakeholders; Late stages are likely to involve further informative elements to disseminate the findings and evaluate the effectiveness of engagement.
Stakeholder needs	Language Accessibility Support services (eg: for those with caring responsibilities)
Type of data	Quantitative – used for categorising, measuring, profiling. Qualitative – gathering opinions, feelings, and suggestions. Balance to be struck between capturing more complex, in depth responses from fewer stakeholders and less detailed input from a larger number of participants. Methods of analysis and reporting to be applied to data.

5.4 Stakeholder Involvement in Consultation Design

Although general principles of best practice in relation to effective engagement can be appropriately applied across many different situations, the best way of ensuring that the consultation approach is appropriate to a particular context is to involve stakeholders in its design. Existing stakeholders and community groups will typically be well aware of their own communication needs and have an understanding of what is likely to work in their communities.

Jigsaw is seeking to consult with the local authority, community council(s), and local residents in order to receive input to the consultation plan design. This will involve reviewing the list of proposed stakeholders contained in this document as well as considering the methods and timetable for engagement outlined in the following section.

5.5 Tools for Stakeholder Engagement

For the purposes of this exercise, engagement tools have been broadly grouped into six main categories. Each category features a range of vehicles or instruments but they are essentially variations on the theme of the category. The following table summarises the different forms of engagement commonly used in this type of stakeholder engagement process and details the pros and cons of each approach.

Table 4 - Tools of Engagement

Examples	Pros	Cons
One-way communications		
Social media Posters Press releases/ newspaper articles Television/ radio Mailshots E-mails Leaflets/ newsletters Telephone information line	Useful way of informing large numbers of stakeholders about scheme. May access stakeholders not previously identified. Can be relatively cost-effective given the number people reached. Media can be perceived as being objective.	Not easily focused on target audiences. Not highly interactive – participants cannot typically ask questions or supply responses. Media can be perceived as being subjective.
Face-to-face, open forums / events		
Public meetings Exhibitions Stalls at wider community events (eg: rural show, village fetes, County fairs) Library bus	Potentially large numbers of participants. Can attract stakeholders not previously identified. Can be designed to be non-threatening and inclusive. Good during communications stage.	Some participants can feel intimidated by peer pressure. Strong voices can dominate and may not be representative of population. Do not always know who has attended. Less effective during consultation stage.
Face-to-face, restricted access forums		
Focus groups Workshops In depth, face-to-face interviews Drop-in sessions Door-to-door surveys	Good qualitative information can be captured. Allows in depth discussion of issues and resolution of problems. Face-to-face contact ensures attendees understand detailed information. Interactive nature of such discussions often stimulates respondents to develop their views and ideas. Good way of exploring a range of subjective issues in considerable depth and can cover confidential aspects. Allow detailed analysis of a complex situation to be conducted addressing attitudes and motivations.	Can be costly – venue hire, travel expenses, recruitment of people face-to-face to attend the session. Consultation with a relatively small number of people means that information gathered may not be representative. Groups may not represent the majority. Not appropriate if data to be gathered is sensitive or views of respondents are likely to be too diverse. Time-consuming. High potential for interviewer bias when recording responses.
Non-face-to-face, restricted surveys		
Postal surveys E-mail/ online surveys Telephone interviews Opinion polls	Allows a large number of participants to be contacted relatively inexpensively. Participants can complete questionnaires in their own time; often delivering higher response rate. Not subject to interviewer error through inaccurate recording of responses. Responses are more likely to be based on individual opinion rather than guided by the group.	Respondents are not able to seek clarification regarding question content. Not a good way of obtaining large amounts of qualitative data such as detailed insights into attitudes. Contact details can be difficult to obtain and data collection requires degree of technical expertise.
Non-face-to-face, open forums		
Social networks (Facebook, Twitter, etc.)	Allows access to otherwise hard to reach groups.	Not accessible to all. Can be difficult to manage/ control.

Examples	Pros	Cons
Telephone information line	inexpensive way of communicating with large numbers of people. Can be interactive and allow dialogue with stakeholders.	
Other methods		
Political lobbying Lobbying support groups	Can be used to positively influence objectors. Establishes allies.	Potentially time-consuming. Can backfire!

6 TOOLS SELECTED FOR STAKEHOLDER ENGAGEMENT

6.1 Overview

This section details the methods of stakeholder engagement that have been selected to fulfil the objectives of the consultation plan. Prior to implementation, the design of the engagement programme will be agreed with Angus Council.

The results of each engagement activity will be monitored to ensure that the engagement programme meets or exceeds agreed standards. Moreover, because all methods used have a consistent design, reporting will be clear and consistent. In particular, meaningful, like-for-like comparison of the output from different consultation activities will be possible.

6.2 Face-to-face Targeted Meetings

In collaboration with Angus Council, Jigsaw has already established a steering group and associated sub groups in line with the event safety guide known as 'the purple guide'. The aim of the steering group is to provide a standardised, consistent and supportive approach for the event organisers, and specifically, to promote a collaborative approach for the event organiser, council services and partner agencies to work together to deliver a safe and successful event.

The Festival of House Steering Group features representatives from various council departments as well as statutory consultees, namely; Police Scotland, the Scottish Fire and Rescue Service, and the Scottish Ambulance Service. The Steering Group is augmented with four Sub-Groups covering the following topics:

- Regulatory
- Traffic & transport
- Safe events
- Economic development/ community engagement

Jigsaw will continue meet on a regular basis with the Steering Group and associated Sub-Groups throughout the life of the project and these meetings will be co-ordinated by Angus Council. The aim is to identify any potential barriers to the project progressing as early as possible in the process. This will allow the opportunity for the statutory stakeholders to agree a course of action to address each of the issues raised.

6.3 Public Exhibitions

Public exhibitions will be held at suitable locations in the vicinity of the proposed Festival of House at key stages. Such events provide an opportunity for broad stakeholder involvement and encourage participation by people who may be discouraged from contributing in the forum of a conventional public meeting. The exhibitions will be held over the course of a day and evening, and are thus accessible to more people than a public meeting whose audience is restricted to those who can attend at a given time. These will be held in appropriate venues (community halls, local hotels, libraries, etc.) with guidance from the local authority.

Previous experience of such events highlights the real benefits of this form of engagement. The events provide interested members of the general public direct access to the project team, who should be able to discuss any technical, social and environmental questions raised. The events will incorporate methods for capturing opinions and views on the development.

The initial round of proposed exhibitions will take place in early 2016.

6.4 Survey Instruments

Obtaining feedback from stakeholders is the overarching aim of the consultation process and it is critical that the data collected is managed and analysed effectively. To this end, it is proposed that a standard question set be devised which can be used in a variety of formats and settings. At the public exhibitions, this will take the form of a stakeholder questionnaire which participants will be invited to complete. A similar questionnaire will be made available on the project website. In order to gain a more representative view of the proposals, Jigsaw may also commission telephone research and door-to-door surveys which will be based on the same standard question set should this be deemed appropriate.

6.5 Focus Groups

To enable Jigsaw to understand the opinions of the wider community, small focus groups may be held. It is anticipated that members of the focus groups will be drawn from existing community groups and will cover specific topics.

6.6 Remote Briefings

In order to provide a broad audience with the necessary information to express views and opinions on the project, remote briefings will be made available and distributed directly and indirectly to stakeholders. It is proposed that these remote briefings will also offer stakeholders the opportunity to comment on the project and will include:

- Newsletters;
- Website updates (including downloadable newsletters and other relevant documents);
- Project information left in public places (eg: libraries, community halls);
- Press releases;
- Adverts;
- E-mail updates (to registered e-mail addresses).

7 STAKEHOLDER ENGAGEMENT COLLATERAL

7.1 Overview

Communication is a critical first stage in the engagement process and it is vital that the associated stakeholder engagement collateral is devised and maintained appropriately and consistency. This section describes the materials to be developed and produced by Jigsaw which will be used during the engagement process. Different stakeholders will have interests in different aspects of the project, and materials will be drafted to reflect this variety.

7.2 Information Sources

Jigsaw plans to communicate with stakeholders through the following information sources during the lifetime of the consultation process:

- Leaflets & flyers (providing details of the proposals and promoting specific engagement events);
- Posters (as above);
- Exhibition materials (storyboards to be displayed at public events);
- Project web pages;
- Press releases/ newspaper articles.

7.3 Content of Information Sources

To avoid confusing and conflicting messages, close attention will be paid to ensuring that the content of the various information sources is consistent and accurate. While each tool may play a different role in the communications strategy, overall themes will be replicated and these should not be contradictory.

It is anticipated that the leaflets, flyers, posters and press releases will typically take the role of signposting stakeholders to other sources of information such as the project website and public exhibitions. The exhibitions will provide more comprehensive information including:

- A project 'story board' display featuring details of the proposals and associated visual aids;
- An explanation of the purpose of the consultation;
- An outline of the licensing process;
- Summaries of key documents and signposting to relevant sources;
- Video displays;
- Project briefing notes which offer the opportunity for stakeholder feedback;
- Jigsaw project team contact details.

7.4 Media Strategy

Achieving a robust level of participation is heavily reliant on effectively publicising the consultation processes and activities. Jigsaw will issue regular press releases announcing details of specific events and providing updates on the proposal's progress. An initial list of publications and media outlets to target has been drafted (see **Table 1**) and this will be augmented as appropriate following discussions with the local authority and/ or community council(s). Adverts will also be placed in relevant publications and on local notice boards prior to any public exhibitions.

In addition to the above, it is proposed that mailshots will be promoting the public exhibitions to local communities. Again, advice from local statutory stakeholders will be sought to identify the most appropriate delivery areas to be targeted.

8 REPORTING & RECORDING

8.1 Data Collection

Data will be collected through a variety of channels including questionnaires, face-to-face feedback, telephone surveys, and online submissions. It is important that data is recorded in a consistent format to allow comparisons and quantitative summaries to be made. Specifically, the data collection tools will include provision to gather information that is relevant to inclusiveness, such as gender, age, employment status, etc. This data will be used to make assessments regarding how inclusive and representative the consultation process has been.

8.2 Stakeholder Database

A stakeholder database will be established to record contact details of anyone who wishes to be kept appraised of the proposal's evolution. This will be maintained and employed in accordance with the Data Protection Act and will solely be used to provide information about the proposed Festival of House.

8.3 Recording Feedback & Queries

In addition to the above, it is necessary to devise a system of recording the collected data which will trigger a response process so that Jigsaw is able to consider all responses received and act accordingly. Anecdotal evidence suggests that the majority of comments and queries will be obtained through the public events, either through the questionnaire that participants will be asked to complete or in the form of face-to-face discussions between project staff and attendees. Project staff will therefore be provided with standardised forms where they can record an outline of any discussions they have held with stakeholders. These forms will also be used to record telephone or email comments and the data collected will be entered into the same database as the questionnaire responses.

8.4 Responding to Feedback & Queries

Jigsaw has appointed a single point of contact to take responsibility for disseminating received feedback and ensuring that it is responded to accordingly. In this regard, it is not expected that all comments will require personal responses (and many may be submitted confidentially) but instead Jigsaw will use the website, any subsequent events, and the Consultation Report to respond to issues raised through the consultation and report back to stakeholders.

8.5 Consultation Report

It is anticipated that a Consultation Report will be prepared and submitted with the application for a public entertainments license. This will allow stakeholders to review the engagement process, identify how consultation has influenced the project, and understand how and why decisions about the development proposals have been reached.

This Consultation Report will include:

- Details of stakeholder and community consultation;
- A list of everyone consulted (all data will be anonymised and names of individuals will not be included without their prior written consent);
- A summary of the discussions with consultees;

- Details of how the proposals have changed throughout the engagement programme;
- A summary of issues that have been raised and how they have been addressed, describing whether action has been taken, or if none has been taken the rationale for that decision;
- An analysis of the qualitative and quantitative data collated throughout the engagement process.

9 POST APPLICATION

9.1 On-going Engagement

This document has focussed on stakeholder engagement prior to the application for a public entertainment license. Jigsaw proposes to continue to work closely with stakeholders and with Angus Council while the formal application is being considered and, should the license be granted, in the lead up to the event.

Jigsaw will also put in place suitable structures and procedures to ensure effective community engagement during the set-up, operation, and decommissioning of the music event. It is suggested that this may include the establishment of a stakeholder or community liaison group.

9.2 Project Contact

For more information about Festival of House, please contact Craig Blyth, Festival Director. Contact details for the proposal are:

Email:	craigblyth@festivalofhouse.co.uk
Telephone:	07969569804
Web:	www.festivalofhouse.co.uk

Comments on the consultation plan are invited and may be made:

By writing a **letter** to:

Festival of House Consultation Response
Jigsaw Events & Management Ltd
Edzell Base
Brechin
Angus
DD9 7XH

By **e-mail** to: craigblyth@festivalofhouse.co.uk

SecuriGroup®

Festival of House 2016

Thursday 9th – Saturday 11th June 2016

Crowd Management Plan V11

EVENT MANAGEMENT PLAN. CONTENTS NO 9.

Your contact for this document is:
Michael Paul
Area Manager
T: 07456 500 198
E:michael.paul@securigroup.co.uk

1. Introduction

2. Health & Safety Responsibilities

3. Planning & Organisation

4. Security Management

5. Security Plan

6. SecuriGroup Command and Control Structure

7. Crowd Management

8. Event Timeline

9. Performers and Crew

10. Stewards and SIA Licenced Staff

11. On Site Communications

12. Support of Transport Plan

13. Information and Welfare Services

14. Means of Escape

15. Medical & First Aid Provisions

16. Emergency Procedures and Major Incidents

17. Summary of Key Features

18. Security Arrangements

19. Areas Of Responsibility

20. Backstage Areas

21. Ingress

22. Ejection Policy

23. Egress

24. Appendices

1. Introduction

Jigsaw Events and Management is an events and promotions company based in Dundee, Scotland; they are responsible for the origination and design as well as the safe and successful delivery of the Festival of House 2016.

SecuriGroup have been appointed as the sole Security and Stewarding service provider for the event. They will also provide a team of experience Security Managers to oversee this operation

The Event

Festival of House 2016 is the first event of its kind and is going to be held at Panmure Estate in Angus, close to Carnoustie. The Event line up is a mixture of house and EDM DJs over 3 stages.

The intended capacity for the event is 15,000 patrons each day, it is anticipated this number will be closer to 12,000. A mixture of both day tickets and weekend camping tickets will be available for the event, although given the geographic location of the event it is anticipated that a large portion of people will remain on site and camp.

The event will consist of main stage, Rhumba stage in a big top tent and four smaller tented stages.

2. Health & Safety Responsibilities

Public, employee and contractor safety on the site and some surrounding areas is ultimately the responsibility of Jigsaw Events.

SecuriGroups Health and Safety Policy can be found Appendix 1.

3. Planning & Organisation

Introduction

This document "Festival of House 2016 - Crowd Management Plan" is intended to provide the necessary information associated with event planning, event safety and overall organisation with regards to the provision of Security and Stewarding at the event.

The Event Organisers Contact for this Event is:
Ed Murdoch
Festival Of House
Office 15, District 10
Greenmarket
Dundee
DD1 4QB

Residents Consultation Process

Due to this being the first Festival of House event in the area, FoH have been actively engaged in a consultation process with local residents and other interested parties who would potentially raise objections to the event. SecuriGroup will be involved in this process from a security perspective.

Event Site

The site for the festival is at Panmure Estate. The main festival area will be accessible To customers by two gates: the Main Day Gate and Gate 2 at the Secret Garden/Disabled Camping access.

*NOTE – a full list of access points, grid references and access references is available in **Appendix 2 of this plan (or Appendix 3 in the main list of appendices, which accompanies all plans)**.*

The site plan (***Appendix 6.1 in the main list of appendices, which accompanies all plans***) will show the following:

- Access/Egress Points (including emergency exits)
- Location of additional toilets and public catering facilities
- Location of stages
- Welfare position

- Fire Points
- First Aid posts
- Event Control
- Meeting Point
- Disabled Persons' facilities

4. Security Management

Purpose and Scope

Departments are responsible for protecting sensitive information and assets under their control in accordance with the Security Plan and its operational standards.

Roles and Responsibilities

Departments are responsible for protecting sensitive information and assets under their control in accordance with the Security Plan and its operational standards.

Jigsaw Events and SecuriGroup are responsible for ensuring that the Security Plan is complied with and that relevant contract documentation includes the necessary clauses.

Concept

It is useful to the management of the event security function to view risk and security management as a sub-system within the overall administrative and management system.

Inputs to the security system include:

- Policy support from the event management team.
- The services and support of related administrative functions.
- Information on both organisational needs and security threats.
- Support in carrying out individual security responsibilities from all employees and vendors.

Within the security system there are policies, procedures and practices to support the co-ordination of physical security, personnel security and information technology security.

Outputs of the security system include:

1. Application of safeguards to information and assets throughout their life cycle.
2. Education of staff on their security responsibilities.
3. Evaluation of the continued relevance of safeguards.

The systems concept of risk and security management offers flexibility within a standard approach. Threat and risk assessments identify security factors unique to specific areas and locations. These factors will then be reflected in the specific safeguards chosen.

5. Security Plan

Security Plan

The security plan takes account of anticipated or potential security and safety issues relating to: - accident or natural disaster; crime reduction, prevention and investigation; crowd or individual disorder – e.g. rowdy or unruly behaviour, drunkenness or breaching event or site regulations; environmental or other protest, terrorist action or threats and Artist personal protection.

The security plan is developed in consultation with Police Scotland and other agencies with relevant statutory responsibilities. Plans will be finalised in accordance with a pre-agreed M.O.U. with Police Scotland.

The overall intention is to provide a visible reassurance of a safe environment and deterrent to unlawful or unacceptable behaviour via a coordinated, multi-agency approach and structure; with resources and contingency plans to provide an appropriate, prompt response and to facilitate an investigative process via the JOCC if required. Safety and Security guidance, requirements and restrictions feature prominently in all pre-event publicity/ ticketing, festival goer advice and are re-enforced by notices and signage at access points.

The security plan provides an over-arching structure intended to provide facilities to take account of known and anticipated issues, with contingencies agreed by the main agencies to cater for other eventualities.

Development Process

The Security Plan defines a process to develop and implement the Risk and Security Management Program for Festival of House. The steps used in developing the Plan are as follows:

- Perform a Security Analysis
- Develop a Security Management Plan
- Document the Security Management Plan
- Implement the Security Management Plan
- Continuously Evaluate the Security Management Plan
- Improve the Security Management when required

Purpose

The purpose of the Security Plan is to ensure systems of security are in place to:

- Provide a safe and secure environment for the public, artists & event staff in accordance with relevant statutory requirements.

- Take account of the requirements for the internal and external operations of the police, emergency services, local authorities and agencies involved.
- Support the Event Management Plan, Medical Plan and the Transport Plan in their objectives.
- Keep people safe, whatever, wherever and whenever their engagement with the Festival of House or the wider community in the local area during the event.
- Communicate an expectation and sense of safety, security and peacefulness for the event site and local area, and to be imaginative and comprehensive in the use of a variety of media.
- Respond appropriately to anyone who seeks to disrupt or exploit the event through criminal activity, or non- compliance with the event site rules, or instructions from event organisers.
- Work with partners to minimise any disruption to the local community in Angus, or to the wider Scottish community, resulting from the event operations programme or impacted by the transportation plan.

Concept and Definitions

The following concepts and definitions were used when developing the Security Plan:

Security Threat	Security Hazard	Security Disaster
A security threat is a potential hazard. A threat does not actually exist as a real event or object. It's not an actual danger. It's only a potential danger. It's still very important; it just doesn't exist in the usual way. It exists as an idea, not as an actual event or object.	When a security threat turns into reality, it becomes a hazard. When a security threat is actualized or becomes real, it becomes a security hazard. However, at this point, people have not yet been harmed. While people may have been exposed to a hazard, it's only a potential disaster, not an actual disaster.	When people actually come into direct contact with a hazard, you've got a real security disaster. You've got a situation in which people have experienced serious misery and suffering, or loss of life.

The above concepts can be placed on a continuum that ranges from the potential world of ideas to the actual world of events. This continuum starts in the world of potential hazards (threats), and ends up in the actual world of disasters. This continuum is the Security Disaster Development Process.

Types of Threats, Hazards and Disasters

When developing a Security Plan cognizance is taken of the eight general kinds of security threats, hazards, or disasters. Under each of these eight categories, you will find a detailed list. In effect, these detailed lists *define* the eight general categories. The following material will show you what we mean:

Terrorist threats, hazards, and disasters

- Bomb threats, hazards, and disasters
- Missile threats, hazards, and disasters
- Chemical threats, hazards, and disasters
- Biological threats, hazards, and disasters
- Nuclear threats, hazards, and disasters
- Hijacking threats, hazards, and disasters
- Kidnapping threats, hazards, and disasters

Criminal threats, hazards, and disasters

- Death threats, hazards, and disasters
- Assault threats, hazards, and disasters
- Extortion threats, hazards, and disasters
- Kidnapping threats, hazards, and disasters

Industrial threats, hazards, and disasters

- Fire threats, hazards, and disasters
- Electrical threats, hazards, and disasters
- Chemical threats, hazards, and disasters
- Structural threats, hazards, and disasters
- Mechanical threats, hazards, and disasters
- Radiation threats, hazards, and disasters

Natural threats, hazards, and disasters

- Fire threats, hazards, and disasters
- Flood threats, hazards, and disasters
- Storm threats, hazards, and disasters
- Volcanic threats, hazards, and disasters
- Earthquake threats, hazards, and disasters
- Hurricane threats, hazards, and disasters
- Tsunami threats, hazards, and disasters
- Avalanche threats, hazards, and disasters
- Climatic threats, hazards, and disasters
- Disease threats, hazards, and disasters
- Animal threats, hazards, and disasters

Technological threats, hazards, and disasters

- Genetic threats, hazards, and disasters
- Chemical threats, hazards, and disasters

- Biological threats, hazards, and disasters
- Radiation threats, hazards, and disasters
- Electrical threats, hazards, and disasters

Environmental threats, hazards, and disasters
- Air quality threats, hazards, and disasters
- Water quality threats, hazards, and disasters
- Food quality threats, hazards, and disasters
- Soil quality threats, hazards, and disasters

Economic threats, hazards, and disasters
- Food shortage threats, hazards, and disasters
- Water shortage threats, hazards, and disasters
- Fuel shortage threats, hazards, and disasters
- Housing shortage threats, hazards, and disasters

Political threats, hazards, and disasters
- Legal threats, hazards, and disasters
- Arrest threats, hazards, and disasters
- Extortion threats, hazards, and disasters
- Death threats, hazards, and disasters
- Torture threats, hazards, and disasters

Public Access

Central to the event arrangements is the fact that the majority of general public initial access to the event will be via the event entry system that will be split into 3 means of entry.

These are:
- Campsite Entry.
- Arena Day Entry.
- Staff Entry.

Initial ticket checking, verification and security searches the public will be carried out at these locations.

There will be an additional separate entry point at the north east entrance which will encompass VIP camping & disabled persons.

There will be no direct general public entry out with these 2 entry points.

A number of factors including the nature of the site, the timetable available and logistical challenges of the event preclude creating a totally secure fenced perimeter to the venue. Thus a key security strategy has always been to combine physical, technical and human resources at key and vulnerable locations complimented by a coordinated programme of security measures pre and during the event. The existing fenced perimeters will be reinforced wherever practical by heras or similar fencing and secured gates.

Security Task Plan

The sole provider of general security services for the event will be SecuriGroup, with operational oversight by the Security Management and Event Control.

SecuriGroup shall provide Jigsaw Events with a Security Task Plan detailing personnel levels, shift deployments and hours, command and control arrangements, communication methods including briefing and mentoring of security staff, procedures and instructions issued, sample uniform, age profile and details of the on-site management cadre. SecuriGroup shall ensure attendance by relevant personnel at security operational planning meetings and training sessions prior to and during event operational planning. This will assist in the preparation of an accurate and efficient Security Task Plan.

Security Personnel and Deployments

A team of circa 200 security & stewarding personnel with specific roles and designated responsibilities will provide public assistance, monitoring, crowd movement and control function.

Licensed security staff and stewards will be deployed at gates and entrances and key static points and/or on patrol across and around the arena & campsite(s). A security/search operation will commence at each of the event entry systems. These security positions will be staffed by licensed security staff.

Police will be on duty inside and outside the venue undertaking general policing responsibilities for public safety.

All personnel working on site will be briefed to give a high priority to safety and security issues both in general terms for the site and specific to their role/location.

All managers and supervisors should highlight safety and security issues on a daily basis and actively monitor safety matters in their area of responsibility throughout the period of the event reporting as appropriate to the JOCC.

Any reported or observed situation involving conflict, aggressive or violent behaviour will be referred to and should be dealt with only by uniformed police or trained security staff, unless there is an immediate risk of personal injury.

6. SecuriGroup Command and Control Structure

Management Structure - Gold Silver and Bronze

Outline of Structure

This plan uses the commonly understood Gold, Silver and Bronze management status.Gold, Silver and Bronze response levels indicate the management response levels of an incident. Escalating to a higher level of management does not negate the need for the lower levels. Operational, Tactical and Strategic management directly equates to Bronze, Silver and Gold respectively.

Bronze is the standard incident response at an operational, delivery level having received specific tactical instruction from Silver and with no requirement for additional management intervention. Bronze may be a functional/task specific or geographic responsibility.

Silver is the tactical command level and comprises experienced incident managers with sufficient seniority to take difficult decisions; either in accord with predetermined protocols or plans or from a list of pre-agreed contingency options set by Gold level management .The role of Silver is to take an the overview of the whole operation, or a particular location/site/venue, and ensure that the wider impacts are addressed in line with policy and agreed procedures.

Gold represents the senior management tier. The role is to predominantly set and maintain strategic direction and guidance; provision of adequate resources and to prioritize resource limited activities.
It should be noted that Silver or Gold level command in one organisation or agency may not require all other parties to operate at that level.

Jigsaw Events - as the organizer - has overall responsibility for arrangements for the safe and secure delivery of the Festival of House event. These arrangements will be supported by the 'Multi-agency Planning Group' as detailed within their respective contracts and agreements with Jigsaw Events.

Accordingly and to achieve this objective, each agency will publish their event plans to Jigsaw Events and where appropriate to the Group and relevant partner agencies with a view to ensuring clarity of purpose, promoting understanding between agencies, sharing best practice and co-ordination of resource deployments.

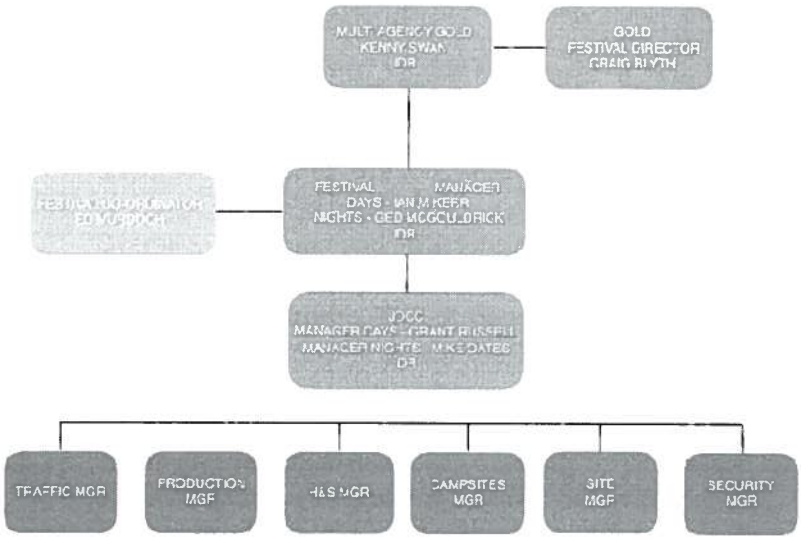
It is suggested the Silver group will meet at agreed times at the JOCC. Silver group members will have collated information, from Bronze management levels under their direction and responsibility prior to that time (regarding experiences, activity or concerns occurring during the preceding 12 hours and including any new information affecting the following 12 hours) in sufficient detail to brief and inform the Silver meeting accordingly. The Bronze management functions will be discharged by managers with functional or geographic responsibility from Jigsaw/ID Resilience, the emergency services, authorities and contractors to the event. They will normally be

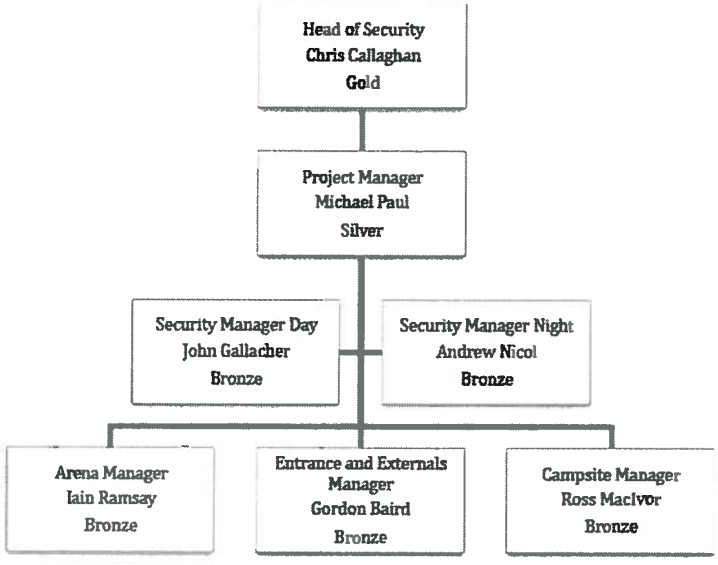
dispersed at various locations around the site and any other venues (if applicable).

Overall Event Command Structure

The SecuriGroup Head of Security will be included in the overall event Command Structure as a Bronze. This Structure will then dovetail down into the SecuriGroup Command Structure in which the Head of Security will operate at Gold level – for Security and Stewarding purposes.

The main Event management Command Structure and how SecuriGroup fit into that overall command structure is outlined below.





SecuriGroup Management Roles

Below is a summary of the SecuriGroup personnel who will be responsible for the safe running of the festival in their designated area

Head Of Security: Chris Callaghan - Gold

Responsible for overall delivery of Security and Stewarding service to the Festival of House. Primary point of contact for client throughout the festival.

Project Manager: Michael Paul - Silver

Responsible for staff deployment, implementation of processes and service delivery. Secondary point of contact for client throughout the event.

Security Manager: John Gallacher (Day) / Andrew Nicol (Night) - Bronze

Responsible for staffing resource, staff welfare, logistics and service delivery.

Arena Manager: Iain Ramsay - Bronze

Responsible for deployment of staff and management of service delivery within the arena and stage areas.

Entrance and Externals Manager: Gordon Baird - Bronze

Responsible for management of queues, searching and ingress of patrons as well as bus drop off area and management of external deployments. Also responsible for management of staffing with regards to residents and their properties.

Campsite Manager: Ross MacIvor- Bronze

Responsible for staff deployments, staff welfare and management of Security and Stewarding within the Campsites.

7. Crowd Management

Audience Size

It is currently anticipated that around 12000 visitors will attend the festival site over the 3 days, the prescribed attendance for the site is 15000.

Audience Profile

An assessment will be undertaken by the client to produce a dynamic risk rating of the audience directly relating to the artists and their audience profiles. Arrangements will be made based on this risk assessment.

At this stage, it is anticipated the audience will vary in age, from 18 – 50+ but with the largest proportion of customers falling into the 35 – 49 age bracket and it is estimated there will be a 60 / 40 male / female split.

Consumption of Alcoholic Beverages

Although visitors to the campsite will be permitted to bring their own alcoholic beverages, there will be a plastic containers policy in operation. SecuriGroup stewards will assist visitors in decanting their beverages where possible however no

glass is permitted on site. Only alcohol purchased within in the arena may be consumed in this area.

Vulnerable Persons/Children

As this is an over 18s event, there will be no children present. Should any vulnerable persons be found on site in need of assistance, they should be escorted by SecuriGroup staff to the Welfare Tent - part of the remit of the Welfare Tent is to assist event customers who have entered the event arena, and have at a subsequent point been identified as being in a vulnerable state. People identified as in a vulnerable state will be brought to this area for their protection as they will have been determined to not be in control of their own wellbeing. Examples of vulnerable states include:

- Persons under the influence of drugs or alcohol.
- Persons displaying erratic behaviour.
- Persons showing early signs of distress.

Reasons for extensive consideration of lone / vulnerable persons at this event are –

- Remote location.
- Size of event.
- Potential alcohol and substance abuse – although no substances are permitted at the event.
- Potential disorientation due to abuse.
- Pre loading.
- Potential weather considerations and clothing generally worn at festivals..

SecuriGroup staff are trained to identify vulnerable persons and to provide the appropriate assistance where required, ensuring a safe and positive festival experience.

Entry & Exit points

The main festival arena will be accessible by a number of gates for staff and customers as outlined in the site plan at ***Appendix 1.***

Vehicle Entrances

All public vehicle entrances to the site are located to the east of the site from the B9128. The traffic management will be undertaken by Alba Traffic Management – SecuriGroup will be positioned on various vehicle entrances to support the Traffic Management operations. Also to assist in controlling the pick up and drop off areas, as well as the car parks in support of the Car Pars, PUDO, Coach and Site Traffic Manager and his team.

8. Event Timeline

Car Park Gates

09/06/2016	14:00 – 21:45
10/06/2016	09:30 – 21:45
11/06/2016	09:30 – 21:45
12/06/2016	14:00 close

Arena Entry Times

09/06/2016	17:00 – 23:00
10/06/2016	12:00 – 23:00
11/06/2016	12:00 – 23:00
12/06/2016	Closed

Stage Live Times

09/06/2016	17:15 – 23:00
10/06/2016	12:15 – 23:00
11/06/2016	12:15 – 23:00
12/06/2016	Closed

Confirmed Artists

Friday 10th June
Rudimental DJ
Leftfield
Hacienda Classical
Sasha
Danny Howard
Eats Everything
Bicep
Route 94
Dave Seaman
Graeme Park
Mike Pickering
Steve Parry
Michael Kilkie
Tom Simpson

Saturday 11th June
Underworld
Dubfire
Dixon
James Zabiela
Erol Alkan
Hernan Cattaneo
The Cuban Brothers
Justin Robertson
Jasper James
Harri and Domenic
Finitribe
Jon Pleased Wimmin
Boxed In
James Bradley

9. Performers & Crews

Artists

The artists will be based in the Artists' Village. The artists' route into the backstage area will be kept clear at all times and stewarded.

Accreditation

All contractors & staff working on site will have details initially record and retain the information on a database in the pre-agreed format and must make it available to the event organiser and/or the police as necessary.

During Event week all event staff, agency officials and/ or emergency service staff must be in possession of (and display) company and photo ID, and the necessary accreditation to (a) enter the site and (b) enter any restricted area or section of the site to which they may be seeking to gain admission. Access will be denied to any person not complying with this requirement and under no circumstances will anyone (staff, officials or public) without the necessary event ticket and/or required accreditation be "walked in" or vouched for by a second person including managers or supervisors even if that second person has correct documentation or accreditation themselves. Any such attempt(s) to be referred immediately to the JOCC.

All artists, guests and workers will be made aware of the evacuation procedure and the location of medical facilities as part of a site induction briefing. Backstage security will be responsible for ensuring that all backstage and performers are evacuated safely should the need arise. Appropriate fire fighting equipment will be located backstage.

Various Pass Checks will be set up around the event site, this will ensure that only persons with the correct accreditation can access the relevant areas of the site. All pass check positons will have an SIA Licenced Steward positioned on them. This Steward will ensure to check anyone passing these areas holds the correct form of accreditation – an example of these, in the form of a pass sheet will be located in the immediate vicinity of each pass check area, but out of direct sight of the public.

10. Stewards & SIA-Licensed Staff

Introduction

Effective stewarding is a key factor in the running of a safe event. SecuriGroup have extensive experience stewarding events of this type, including T in the Park, Stopover and Wickerman festivals. A review of the stewarding plan with Police Scotland will identify the number of police officers to be deployed on site.

Responsibilities & Functions

The main responsibilities of SecuriGroup staff at Festival of House are crowd management and security. They will also assist the police and other emergency services as required.

Their remit will be to:

- Act in a professional manner at all times whilst on duty.
- Crowd control at entrances.
- Crowd control on walkways.
- Assist the emergency services and other agencies as required.
- Carry pre event checks as directed.
- Provide directions or other assistance to the public when necessary.
- Deal with the public in a courteous manner at all times.
- Prevent vandalism and other damage to the festival area.
- Ensure that no overcrowding occurs in any part of the festival.
- Ensure that there is no build-up of combustible material and report to the JOCC via a Supervisor immediately.
- Control antisocial behaviour and investigate any disturbances or incidents.
- Undertake any specific duties as directed by the event organisers.

Licensable Activities

Whether a position is classed as a licensable position or a non-licensable position is taken from the Private Security Industry act 2001. Further information is given in the SIA guidance:
http://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf

Organisation of Stewards/SIA Licensed Staff

Stewards will be organised in separate teams, each with a Stewarding Supervisor who will in turn report to a Stewarding Manager. Likewise, SIA Licensed Staff will be organised into teams, reporting to a Security Supervisor who will in turn report to a Security Manager. The Stewarding Manager and Security Managers will be located in the JOCC and will liaise with event organisers, ensuring that they are kept informed of all significant issues.

All security personnel on site will wear SecuriGroup uniform whilst working on site – Black Polo Shirt, SecuriGroup Hi-Vis Vest, SecuriGroup Branded Hat as well as displaying their SIA Licence if applicable.

Training and Competence

All security personnel will receive a full safety brief before the event, which will include site induction. A location plan will be issued to each member of SecuriGroup staff who will sign a register to acknowledge that they have been briefed.

To perform their duties, all security personnel must:

- Learn the layout of the venue, enabling them to assist members of the public

by giving them information about facilities, including those for disabled persons.

- Know the location of all entrances, exits, first aid points and toilet facilities.
- Know the location of all fire points and be able to use the provided equipment if required.
- Understand the arrangements for evacuation the audience, including the use of coded messages.
- Be capable of dealing with unruly behaviour by members of the crowd.

Pit Safety Team

SecuriGroup will also deploy Pit Safety Teams to the front of each stage at the festival. It is SecuriGroup policy that no member of staff will be deployed to the Pit without having completed a specific Pit Safety Training Course.

Our teams are trained to continually monitor the crowd to ensure any individual suffering distress can be immediately lifted into the safe pit area and provided treatment if required. Their training is based on crowd dynamics and our responses are developed to maximise the safety of all individuals with close proximity to the stage. Our Pit Safety Team are also provided with manual handling training and first aid training to ensure that they may assist festival goers with limited risk to personal injury for all parties. Furthermore, we have response and escalation procedures for any serious occurrence to ensure safety of those in the crowd.

Overnight Security

In addition to Show Security, a Build Security team will be present in the festival area on a 24-hour basis for the duration of the festival.

11. On-site Communications

Introduction

SecuriGroup will be responsible for all communications for our staff for the duration of the festival, including the build and break phases. The communications plan will include radio usage. SecuriGroup staff will be fully trained in effective use of radio equipment.

Communications Plan

A communications plan will be devised with the input of Jigsaw Events and Management Events where applicable. A copy of the Communications Plan will be included as Appendix 3 when it becomes available.

Periodic On Site Meetings

SecuriGroup will set a schedule on site for both AM and PM multi agency meetings as required throughout the event, this will allow for all parties to put forward any issues and ensure resolution at the earliest point.

The Head of Security will also host daily egress meetings to discuss safe egress of the site each evening based on the current numbers, weather, topography etc.

JOCC

The Joint Operations Coordination Centre (JOCC) will operate from the Production Village.

Parties represented in the JOCC will be –

- ID Resilience
- Jigsaw Events/Red Pepper Events
- SecuriGroup
- Police Scotland
- Scottish Fire & Rescue Service
- Scottish Ambulance Service
- Relevant Council Rep (if applicable)

SecuriGroup, Police Scotland and Scottish Ambulance Service will operate on independent communication systems as well as the Promoter's staff on their own system.

Residents Hotline

Local residents will be given a direct number to pass any complaints, issues, feedback or otherwise to the JOCC. This phone will be manned 24 hours a day throughout the duration of the event. The number is **TBC.**

Situation Reports/Record Keeping

It is imperative that in an emergency situation, information is provided in a concise manner to all the relevant persons and authorities and logged for reference. All reports will contain the following information:

- Identification – Call signs and names of calling & called parties
- Location – Unambiguous details of where the incident is
- Details - Precise details of what is involved
- Requirements – Details of services, equipment and agencies required

Subsequent reports will also include:

- Warnings – Details of hazards (present or potential)
- Access – Details of routes to/from incident and impact on public egress
- Casualties – Any details known about injured or sick people
- Control Point – Details of who to contact and where they are located for more information about the incident
- Other information – Any other relevant details

Loss of Communications

The radio supplier will be on call for the duration of the festival to deal with any

communications issues as they arise. Should a major communications fault develop and signal permits, SecuriGroup will attempt to use mobile phones and instant messaging systems in order to maintain communication.

12. SecuriGroup Support of Transport Plan

Traffic Management

Alba Traffic Management have been confirmed as the provider for the external traffic management with Event Traffic Management Ltd taking on responsibility for the management of site traffic internally, car parks, PUDO and coaches. All traffic management provisions will be in place two hours prior to the beginning of the event. SecuriGroup will liaise with Alba, E.T. and the JOCC in order to ensure seamless delivery of all security services.

Traffic Arrival Routes

Traffic travelling from the **WEST** A90 Edinburgh, Glasgow, Perth will pick up positive signage on approach to Dundee and will be directed from Swallow roundabout East along the A90 Dundee Kingsway, A972 Kingsway East to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **NORTH** A90 Aberdeen will pick up positive signage on approach to Forfar and will be directed South to Forfar Road Junction, Left onto the A972 Kingsway East Dundee to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **SOUTH** A92 Fife will pick up positive signage on the approach to the Tay Road Bridge and be directed East along the A92 East Dock Street, Greendykes to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **EAST** A92 Arbroath will pick up positive signage on the A92 Arbroath and be directed West to Exit at Muirdrum Junction, Right onto the B9128 to Panmure Estate.

Local traffic travelling to the site from the North & South on the B9128 will also pick up positive signage on approach to the site.

On egress signage and marshals will direct all traffic right to the A92.

Direct Pedestrian Access Prohibited

Due to Safety and Security measures in place throughout the event. Members of the general public will only be permitted through the event entry system. Access to the event will either be by the main event entry system adjacent to the main drop off points or the VIP & Disabled entry point.

Pedestrians on B9128

For ingress SecuriGroup staff will be positioned at Muirdrum to actively discourage attempts to walk to the festival site along the B9128, to encourage festival goers arriving there on foot to make use of the event shuttle and to montor activity around the shuttle buss collection area. At egress security marshals will be positioned at all exit points to discourage festival goers from attempting to walk on the B9128 and to encourage them to use the public transport, shuttles and taxis available.

Traffic Measures & Residents

An Event Cordon Zone Cordon (The Event "Event Area") will be established to monitor and control all vehicular traffic and discourage pedestrian foot traffic coming into or approaching the event site area.

All residents living within the "Event Area" area will be given vehicle passes and provision has been made in determining the positioning of the cordon to allow ease of access for all residents to their homes or businesses within the cordon. Authorised commercial deliveries into the cordon will also be given vehicle accreditation passes (if applicable) and allowed access into the area.

Overall management will be from the JOCC. Access and egress points to the event site(s) and at the event site(s) perimeters will be controlled and staffed by SecuriGroup licensed security and traffic personnel.

It is suggested all residents' vehicles, visitors or commercial deliveries seeking access to and through the cordon will display valid accreditation passes. Some roads will be closed to general public access. All vehicles and occupants will be subject to security scrutiny to discourage unauthorised entry.

Residents Passes

Each residence or business located within Panmure Estate will be allocated vehicle pass for vehicles normally kept at those premises. These passes will include details of the registration number of the vehicle to which issued, conditions of use and if correctly displayed permit access into and through those public highway sections of the Event Area that provide access to and from the permit holders home or business and permits parking in proximity to that address provided no obstruction is caused to the highway.

Security Scrutiny

All vehicles and persons entering or leaving through site gates or entrances /checkpoints of whatever status **will** be subject to security scrutiny and **may** be subject to search.

Residents of Panmure Estate will be advised that if they display a pass it will assist the speed of any security scrutiny and process.

Unauthorised Access – South Drive

Should any driver ignore the signage and presence of the traffic managers at the

south drive access to Panmure Estate (Den House, Garden House & Gatehouse/lodge access only) and enter the south drive they will be stopped at a red light, engaged by personnel at that point, and when safe to do so, will be directed to the turning point adjacent to the Gatehouse/lodge, to turn and leave the site. This traffic procedure will be under traffic control to avoid vehicular conflict and will also be under the supervision of traffic managers and security personnel in this area. The route described does not permit the potential for conflict between vehicles or pedestrians as unauthorised vehicles will not be permitted access beyond the steelshield perimeter fencing and the turning point is outside of the perimeter.

Unauthorised Access – West

Should any driver ignore the signage and presence of the security personnel deterrent at the entrances from the west of Panmure Estate and enter the roads/tracks they will be informed by security personnel that access is for residents only, that there is no entry to the event or parking at this side of the estate. They will be asked to safely turn around, leave the estate and to follow the event signage to the authorised entry points. Should it be required, the mobile patrol will be summoned by the static security point to escort the driver to a safe point to turn within the estate and to escort them to the exit.

Emergency Service Access and Egress

The Emergency service RVP's and access routes are detailed in the Traffic Management and Contingency Plans and within the Traffic Management Appendices.

Construction Traffic and Deliveries

Objectives –

- To provide a safe and secure environment for the festival in accord with relevant statutory requirements.
- To minimise disruption to the existing local transport infrastructure and environment.
- To facilitate easy, effective and safe access and egress for all persons attending the event.
- To take account of the requirements for the internal and external operations of the police, emergency services, local authorities and agencies involved.

All safety and security arrangements for the construction traffic and deliveries will be at the standard that are the essential pre-requisite for an event of this nature. For these reasons all vehicle movements into and out of the event site need to be in accordance with a carefully structured, traffic management process from the start of the Pre -Event Build programme through to the completion of the post event take down.

Consideration has also been given to the need to minimise, where possible, disruption to residents/households, businesses and routine vehicle movements along the public highways that cross or are immediately adjacent to the venue.

Other on-site activities and vehicle movements on the site during the pre and post event periods will also need to comply with these procedures.

Pre and Post Event procedures need to taper into the even more restricted vehicle and delivery process that will be in place during the actual event week

Car Parking

No overnight parking is permitted without purchase of a full campsite/weekend or campervan ticket and passes for such must be displayed on vehicle dashboard prior to exiting car parks. No overnight camping will be permitted in the parking areas. No vans will be permitted access to the campervan area, only vehicles designed for overnight camping will be permitted in this area.

The car parks being utilised for the event are agricultural fields accessed via existing farm tracks/roads and/or temporary trackway.

SecuriGroup staff will monitor activity within all car parks, PUDO and coach areas during operational hours and on a 24 hours basis thereafter.

SecuriGroup will support the experienced staff from Event Traffic Ltd, who will manage all areas of the car parks, PUDO and coach areas.

Disabled Parking

Designated disabled parking spaces will be set aside, closest to the main arena. Signage leading to this area will be in place and access will be permitted only for blue badge holders.

General Parking areas/zones

Day Parking – pre paid & pay on the day
Weekend Parking – pre paid & pay on the day

PUDO, Coach & Campervan Parking areas/zones

Campervans
Coach Pick Up / Drop Off (Coach PUDO)
Car PUDO
Taxi PUDO & Taxi Rank
Staff Car Park

Disabled / Secret Garden (glamping) Parking

Campervans
Disabled / Secret Garden Pick Up / Drop Off (PUDO)
Disabled & Secret Garden Parking

Within each car park there will be a search area where any Transit style vans entering the car parks will be directed to be searched for evidence of sleeping bags or such.

13. Information and Welfare Services

Information to the public

All SecuriGroup personnel deployed to the festival site will carry a Staff Handbook,

providing them with the information required to guide and assist the public as necessary. The Handbook will include information such as:

- Location of toilets and disabled facilities
- Directions to entrances and exits
- Stage times – when publishable.
- PUDO info.
- Location of ATMs on site.

Separated Persons & Welfare

The Welfare Tent area is for event customers who have entered the event arena, and have at a subsequent point been identified as being in a vulnerable state.

More information can be found in the Vulnerable Persons section of this document.

Welfare Areas

There are two welfare areas – one in the main arena and one in the campsite - that will offer help, information, phone charging etc. These will be supplemented by a Customer Service area – located in a portakabin directly outside the VIP bar area.

14. Means of Escape

Fire Risk Assessment

A fire risk assessment of the event site has been produced by the festival Health & Saftey Manager. Copies of all risk assessment are available in the list of appendices.

Exits

SecuriGroup will ensure that:

- All exits are staffed by stewards throughout the event
- All exits are kept clear at all times
- All exits are clearly signed
- All exits lead to a place of safety

Emergency Vehicular Access Routes and RVP

See Traffic Management Plan & associated appendices for detailed information.

Emergency Evacuation

In the event of an emergency, visitors to the festival will be evacuated as outlined in the Emergency Procedures and Evacuation Plan.

15. Medical & First Aid Provision

Medical & First Aid provision

Scottish Ambulance Service, St Andrews First Aid and Red Cross will be supported on

site by a Doctor and Senior Charge Nurse. Please refer to the Medical Plan for detailed information.

First Aid Locations
There are 3 first aid points which will have dedicted stewards during hours of operation. Their locations are as below –

FA1 – Stand alone - next to stage.
FA2 – Adjoining Hospital & Welfare Tent in the main arena.
FA3 – Adjoining Welfare Tent in main campsite.

16. Emergency Procedures & Major Incidents

Introduction
Pre-event meetings with the Emergency Services will ensure that they are aware of the event and the emergency access and egress routes. SecuriGroup will liaise with the Emergency Services and other agencies in advance of the event to ensure the seamless delivery of security services.

An emergency situation will require a multi-agency response in which Jigsaw Events and Management, the Police, Ambulance Service and stewards all play a part. The roles and responsibilities of each agency will be discussed at the pre-event briefings.

JOCC
The JOCC will be situated in the Production Village. Two members of SecuriGroup staff (admin staff and loggist) will be present in the JOCC at all times.

Major Incidents
A major incident is defined as an emergency which requires the implementation of special arrangements by one or more of the emergency services to rescue, treat and transport a large number of casualties and/or handle a large number of enquiries from the public and news media.

In the event of a major incident, all emergency services will follow their documented procedures manual for major incidents. SecuriGroup staff will assist event organisers and the emergency services as directed.

17. Summary of Key Features

Pre Event
- A phased security operation over 2 weeks including risk and threat assessments covering:- the site and associated locations; the event and its programme; potential participants and attendees or other relevant elements
- Plans updated in line with any developing situations and associated event

planning.

- A review of existing safety and security policy, protocols and procedures at the event arena & associated sites
- As necessary, an agreed programme to address any improvements to training, resources and/or facilities highlighted by the review.
- Policies & procedures for onsite deliveries & search

Event Week

- Controlled access for all event staff & volunteers (if applicable) with accreditation & ticketing procedures for key locations/venues/areas on site.
- 3 tiers of co-ordinated crowd management activity : -
- Event Staff & Volunteers (if applicable)
- Event Security Team(s)
- Police
- Procedure for staff accreditation & vetting.
- Continued policies & procedures for onsite deliveries & search
- Co-ordinated Agency communications / procedures and contingency plans.

The Event Contingency and Major Incident Plan(s), for onsite and the need to complement the contingency plans of the relevant authorities off-site and in the local communities or at national level address the prevention, response to, investigation and detection of:

- Accident or natural disaster
- Crime: Theft, Fraud, Misappropriation, Damage, or other criminal acts.
- Disorder: e.g. Unruly behaviour, drunkenness, rowdiness,
- Failure to comply with event or ticket conditions.
- VIP / Artist Protection
- Hostile Recognisance
- Environmental or Other Protest
- Terrorist Action or Threat

18. Security Arrangements

Pre Event Security

SecuriGroup in conjunction with Jigsaw Events has implemented a security strategy and programme covering the period from the build commencement to the breakdown completion.

A number of factors including the nature of the site, the timetable available and logistical challenges of the event preclude creating a totally secure fenced perimeter to the venue. Thus a key security strategy has always been to combine physical & human resources at key and vulnerable locations with a coordinated programme of security measures pre and during the event. The existing fenced perimeters will be reinforced wherever practical by Heras or similar grade fencing and secured gates.

Pre event control measures will be in place for legitimate access by people, vehicles

and deliveries against a pre-arranged system of accreditation, registration and labelling. Thus making any unauthorised attempt at access easier to detect and address. There will be accreditation and access procedures and instructions in place for all contractors, site staff and vehicles.
Recruiting and accreditation/access procedures for all phases and for all event/contractor staff will mirror similar processes used at similar events adapted or updated with a view to reflecting any "best practice" identified in the interim.
Contractors & suppliers will be encouraged to incorporate crime reduction and loss prevention measures (e.g. property/equipment or plant marking procedures) into the infrastructure and build programme.

During Event Security
(Thursday 9th – Saturday 11th June)
The responsibility for public safety and security on the event site during the event days are with Jigsaw Events as the event organiser.
In addition to all relevant legislative requirements, included in the guiding principles will be compliance with the advice contained in the DCMS "Guide to Safety at Sports Grounds" and SIA Guide to "Security at Public Events"

Security Provision
Uniformed Security Teams (provided by SecuriGroup Ltd – an SIA Approved Contractor) will have designated areas of responsibility for the event arena, event entrances and perimeter, and internal security tasks.
SecuriGroup personnel will provide physical and technical resources and expertise to the Event Organisers (Jigsaw Events) to preserve public safety at the event site and venues and assist in protecting life and property; prevention and detection of crime; maintaining general public tranquillity and good order; and in management of pedestrian and vehicle safety and movement on the Event site, its various associated venues and their immediate environs.
All paid security staff employed during the event will hold a current SIA licence applicable to their duties and responsibilities. Security staff and supervisors holding a current SIA door supervision licence will be deployed at each bar area and any public area where alcohol is permitted to be sold, served and/or consumed.
SecuriGroup uniformed licensed staff will provide general security, crime prevention and public tranquillity patrols in and around the arena, campsite and any other areas. They will staff the site access and egress points and perform foot, bicycle and vehicle patrols of the perimeters.
Shift timings, breaks, and deployments will be structured to address peak flows and coordinated with those of other event groups.
The full details of SecuriGroup deployments, briefing & training and associated issues are contained in the SecuriGroup Tasking Plan.
SecuriGroup will also have a reserve of additional resources available both for anticipated events for the programme or other contingencies.

Security and Searching Operation:
Ticket checking and security search operations including hand held detectors and Police search dogs. These will be located at both event entry systems.
The checking process will involve the following elements: -

- Security search including handheld detectors if required.
- Tickets checked and validated
- Police team scrutiny (if Required)

Ticket Checking and Access Control :

Ticket check will segregate Campers / Day Tickets / Staff. The ticket checking process will monitor entry numbers and facilitate access to personal details if required. All attendees will be subject to security scrutiny and may be subject to security search processes prior to entry into site. General public and staff with no immediately visible articles or bag may be channelled to a "fast lane search". Any bags or bulky article will be liable to search.
Search Policy - A **"TURNBACK "**POLICY MAY OPERATE. (i.e. Items will not be confiscated. Persons with prohibited items will be refused admission). Persons found in possession of unlawful or suspicious items will be referred to the police.
Specific plans will be in place to address and security issues affecting potentially vulnerable areas, specific locations or services or activities (e.g. water supply, sewerage or other essential utilities). These will be promulgated in line with relevant statutory requirements and statutory agencies.

Post Event Security
The entrances and key areas across the event site(s) will continue to have safety and security provision provided from the time the show days end until the take-down process is complete and the site returned to normal.
The resources will reduce to compliment the take down process and areas affected.
Particular vigilance is required in the 72 hours immediately following the end of the event.
Details of the deployments, hours and procedures will be documented in a separate order and spreadsheet.

19. Areas of Responsibility

Crowd management or security in below areas as specified.

FOS Barrier
The Barrier will be load bearing up to 5kn A frame 'MOJO' style.
It will be the duty of SecuriGroup to:

- Prevent unauthorised access by following the pass accreditation system.
- Act as a rescue facility in the primary/secondary barrier system, extracting those in need of medical attention and issuing water where practicable. The Pit Supervisor will count the number of people coming over the barrier and report to the Control Room periodically.
- Via liaison with the promoter or Stage Manager, escort and control members

of the press in and out of the barrier. If at any time the Pit Supervisor believes that this may cause public/staff/artist safety issues then members of the press will be escorted from the barrier area.

- Ensure that a full check of fire extinguishers is carried out prior to the event and any short falls notified to event management..
- Work closely with the band security to deal with any artist incursions into the audience and where practicable inform the stadium prior to it taking place - a member of SecuriGroup Management will be present should this be required.

Jigsaw Events and Management should ensure sufficient working room has been designed into the system, ambulance Scotland will have staff in close proximity to the FOS barrier.

Stage Area

SecuriGroup will:

- Position sufficient accredited staff in this area to protect the assets of the artists and promoter.
- Prevent unauthorised access by enforcing the pass system.
- In the event of an evacuation; will secure the artist and production areas, evacuate the stage area (in the direction indicated by the Event Management Plan).

Front of House Mixer/ Delay Towers

SecuriGroup will:

- Prevent unauthorised access by following the pass entry system.
- Check all fire fighting equipment in this area is suitable and in working condition
- Use these areas to monitor the crowd for density problems and report back to the Arena Supervisors and the Control Room.
- In the event of an evacuation; will secure the artist and production areas, evacuate the FOH mixer/delay areas (in the direction indicated by the venue safety manager) and assist the evacuation of the site.

Entry System

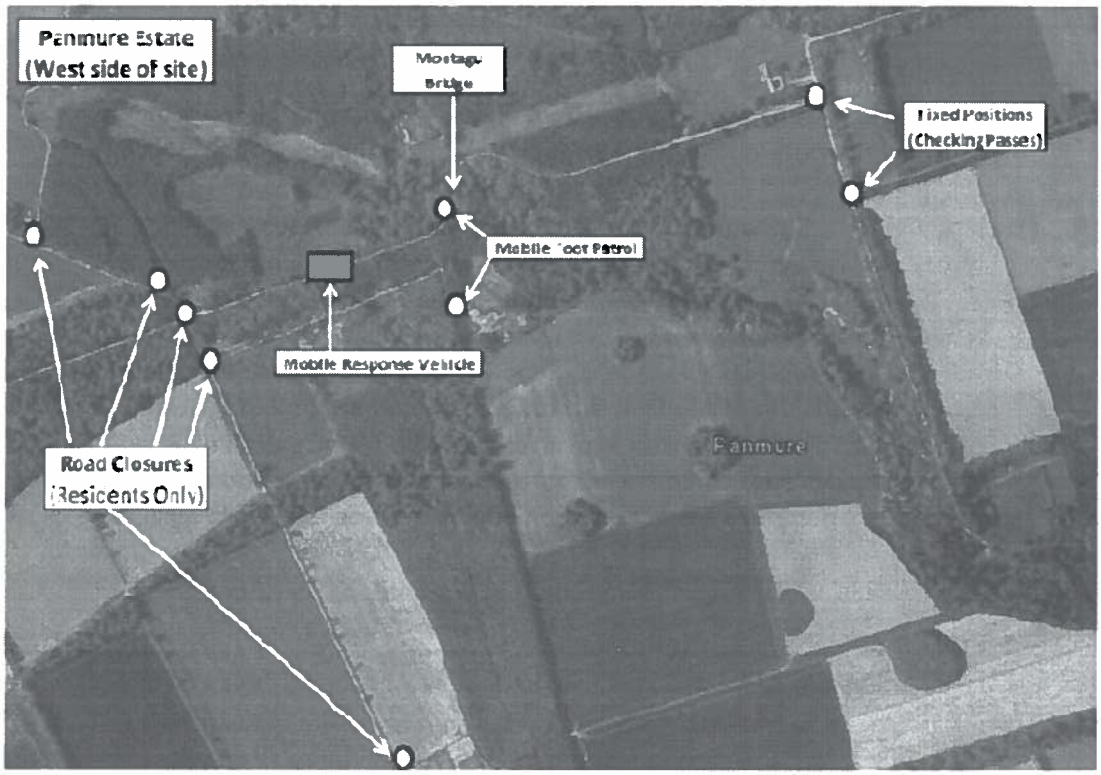
SecuriGroup will:

- Manage queues in the immediate area.
- Assist FOH Staff with ticket checking where applicable.
- Monitor patrons entering the festival for suitability.
- Carry out bag checks on all patrons entering the festival.
- Assist and direct members of the public.
- In the event of an evacuation, remove entry lane barrier to allow for quick and safe egress.

External and Residents Security

SecuriGroup will:

- It is suggested SecuriGroup provide a security presence in external areas of the site, specifically for residents properties and locations of interest.
- Encourage the detection and prevention of crime.
- Be polite and courteous with all residents and customers.
- Ensure staff familiarise themselves with the area they are working in to be able to offer direction and advice should they be asked.
- Be vigilant and report any suspicious activity and anything that looks out of place to the SecuriGroup Supervisor.
- Emphasis is to be based on the area to the west of the site and namely Montague Bridge and The Marches. Anyone potentially using this entrance must be monitored. Anyone looking for the event must be directed to the east side of the site as there will be no access to the event via this route.



Key Access Points (Local Residents Only): 5 STAFF
We will have hi-visibility staff positioned at each access point to discourage unauthorised entry and safe, efficient vehicle movement for resident, their guests and any household deliveries.

Our staff member positioned here will have a list of names for each local residents living in each particular area.

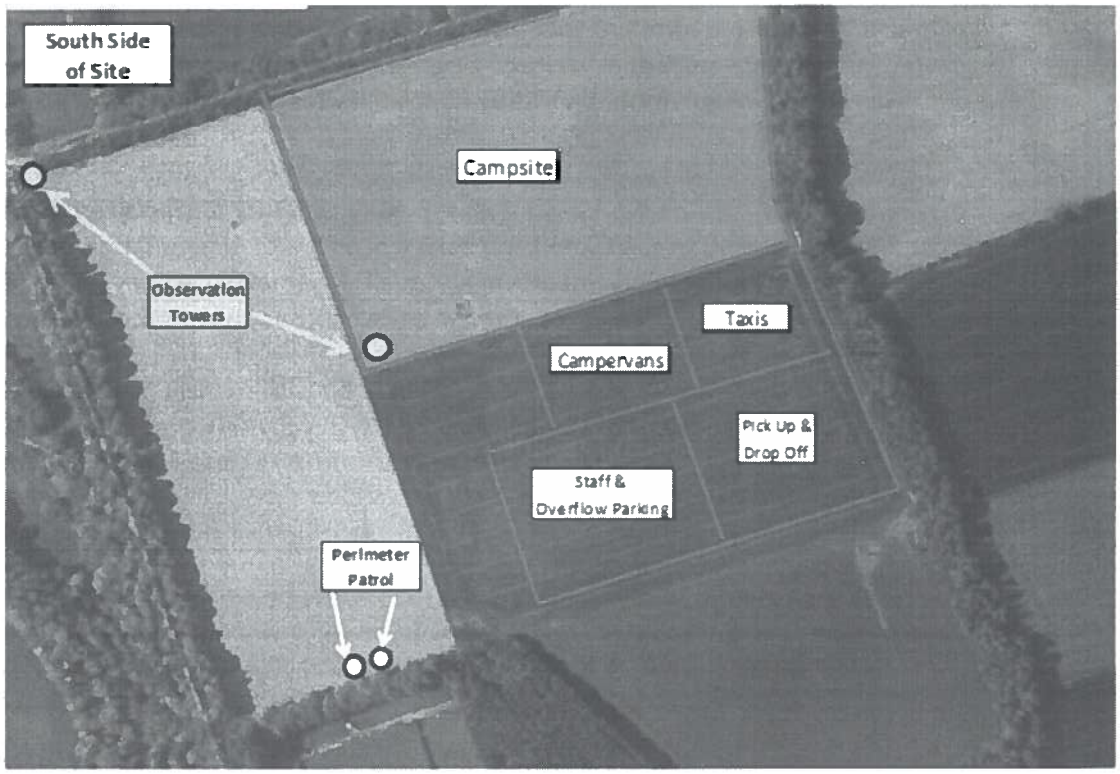
Any festival goers arriving at the west on foot will be dissuaded from entering these areas, being informed there is no access to the site and advise them of accurate directions to do so. Given that there is no safe walking route from this point an event shuttle would be radioed to collect those patrons.

Mobile Foot Patrol : 2 STAFF
One of these staff members will be in hi-visibility uniform, providing a visual deterrent and monitoring the resident's property in that area (newly built houses) the 2nd staff member again will be in hi-visibility uniform and will be based at the Montagu Bridge.

Fixed Positions : 2 STAFF
These 2 staff members will be in a fixed position, checking passes & accreditation, ensuring vehicle movement is kept to a minimum and monitor for any stray festival goers that they present themselves in this area.

Mobile Response Vehicle : 2 STAFF
The mobile response vehicle will provide support to the above positions and ensure the main emergency exit route is kept clear at all times.

Residential Perimeter Patrol



Residents Perimeter Patrol : 2 STAFF
We will have 2 hi-visibility staff positioned along the fence line to the south of the site, they will provide a visual deterrent and monitor for any stray festival goers crossing the vacant field.
Any festival goers on foot will be dissuaded from entering this area, being informed there is no access to the campsite and advise them of accurate directions to do so.
The staff will be in full radio contact with the 24 hour control room.

Observation Towers : 1 STAFF per tower
These observation towers will be manned 24 hours and will monitor for stray festival goers from an elevated position.
The staff will be in full radio contact with the JOCC.

Campsite Security

SecuriGroup will:

- Ensure to mitigate prohibited items entering the site.
- Ensure all fire precations are adhered to, including the clearway of the fire lanes.
- Ensure campers are using authorised areas to camp.
- Monitor for any antisocial / illegal activities.
- Provide where practicable access for emergency services.
- Liaise with Campsite Management to maintain the integrity of the campsite.
- Manage and monitor the crowd in and around the site.
- Carry out regular campsite patrols.
- Assisting with Campsite clearance on the final day.
- Log all incidents via the JOCC.

Car Park Areas

SecuriGroup will:

- Assist as directed by Traffic Managers from Alba & Event Traffic.
- Offer direction and answer queries where possible.
- Help to ensure a steady flow of traffic through PUDO.
- Patrol the area and promote the detection and prevention of crime.
- Conduct searches as requested.

24 Hour Site Security

SecuriGroup will:

- Provide a security presence in all internal and external areas of the site during "show down" hours.
- Encourage the detection and prevention of crime.
- Ensure all assets are protected.
- Ensure staff familiarise themselves with the area they are working in to be able to offer direction and advice should they be asked.
- Be vigilant and report any suspicious activity and anything that looks out of place to the SecuriGroup Supervisor.
- Residents area to be an area of focus.

Staff and Contractor Entrances

SecuriGroup will:

- Assist with welcome of staff.
- Offer advice or direction around the site.
- Keep a log of persons and vehicles entering the site.
- Carry out searches on staff or contractors entering the site.

- Assist with vehicle searching if required.

20. Backstage Areas

Artist Arrivals and Parking

All artists and their vehicles will enter through the arched gate to the east of the site, this will be communicated to the artist representative by the event organiser ahead of time.

Stage Access Points

The number of stage access points and ramps should be limited to enable facilitate a secure stage area – these will be covered as pass check positions by SecuriGroup Staff. The SecuriGroup Supervisor should liaise with the stage manager regarding access and times and any non working personnel are allowed to view acts from the stage if applicable.

Press access will be restricted to the allocated areas. These areas will be identified through consultation with the stage manager and the press liaison representative. All press pass holders will be escorted by the press liaison representative at all times.

Pass System

A pass system will be implemented for all back of house areas. Pass sheets will be located at designated check points areas and will be monitored by SecuriGroup staff.

Parking

There will be limited parking available at the backstage areas of each performance area. This will be designated by Event Management for use by Artists or Production vehicles displaying the correct passes.

21. Pre Event and Ingress

Pre Event

Pre-event control measures will be put in place for legitimate access by people, vehicles and deliveries against a pre-arranged system of accreditation, registration and labelling. Thus making any unauthorised attempt at access easier to detect and address.

Restricted general public access – though locally potentially unpopular - has quite a high compliance rate by the general public. This will assist in reducing the risk/numbers of "false alarms" and means that suspicious incursions or activity (whether detected by human or other resources), are more likely to be of a "hostile" nature rather than an accidental or innocent one. Experience confirms that reducing the volume of "false" alarms means more alert and vigilant security staff.
Though a determined "hostile" recognisance or attack may not be totally preventable the potential risks are significantly reduced through a number of ways; and the likely effectiveness of the preventative resources significantly increases.

These include: -

- Extensive site recce's with Police & partner agencies.
- Continuous review of existing site safety & security regimes.
- Target hardening
- Joint agreed levels of risk & protocols.
- Staff training & familiarisation
- Restricted public access to key or sensitive locations
- A co-ordinated programme for deliveries & contractors
- Pre-event contractor & site access accreditation

Event Open

Once all pre event checks have been completed and staff are in position, permission to open the site will be given by the JOCC. This will be cascaded to all SecuriGroup Supervisors who will take the necessary steps in their area to open the event. A member of the SecuriGroup Management Team will be present at the Entry Gates to oversee the initial opening.

Arena Approach – Public Drop Off

The public drop off and pick up point is located to the east of the site adjacent to weekend parking. Customers will walk from here along the outside of the campervan and caravan camping area and up toward the entry gates. This process will reverse for egress. SecuriGroup staff will be deployed at this pick up / drop off point throughout the day to ensure the smooth running of the operation.

Arena Approach – Coach Drop Off

Patrons arriving at the drop off by coach will be directed north to entrance area – which is close by. The control of crowd movement will be managed using a heras fence pathway as illustrated on the sute map. Stewards will be deployed this area to ensure the smooth running of the ingress operation and should the area become busy or congested, designated break out points will be identified to facilitate the clearing of the area. There will also be a soft ticket check prior to entering this area. It is anticipated given the space provided this will not be required.

Queuing

It is anticipated some ticket holders will wish to queue at the entry gates before the published event opening times. SecuriGroup staff will be in place from TBC on Thursday to assist with the Campsite Ingress and also marshal queues to ensure that they are aligned to the entry lane barriers. In addition, the staff will monitor the size of the queue, allow it to build in a safe and appropriate area between the entry channel through the fishery and the ingress lanes – a queuing system can be built using pedestrian barrier to assist with this should it be required on the day. SecuriGroup staff will also conduct a ticket check to ensure only ticket holders enter the queue.

Entry Flow Rates

Ingress flow calculations are based on a study of pedestrian movement at a body eclipse of 550mm (1 unit width). It is recognised that people are likely to arrive carrying items however i.e. bags etc, therefore entry lanes will be set at two unit widths (1.1m).

There will be 10 ingress lanes positioned at the entrance area. Disabled customers will be directed to a separate disabled entrance by disabled camping to ensure they access the event site as close as possible to the arena and facilities. The number of 1.1m wide lanes required has been calculated at a pedestrian speed of 5 per minute. The time taken for bag search and ticket tear has been taken into account. This will therefore enable all public to have gained access to the event site under 5 hours from the gates opening. Given the varied expected arrival time for customers attending the event, 10 entry lanes will be sufficient.

5ppm x 10 lanes x 60 mins = 3,000 patrons per hour.

3,000 x 6 hours = 18,000 patrons.

This means that there is capacity to accept 18,00 at a steady flow in over duration of 6 hours.

Flow rates should be monitored throughout ingress to establish occupancy level. This can be done quickly by obtaining the figures from the ticket scanning system.

Entry to the campsite will be slower given searching and people carrying luggage / items. This will be calculated at 2.5 ppm per lane.

Admission To The Site

An SIA licensed member of staff will control entry to the head of each lane. They will also visually inspect the validity of the ticket and conduct a bag search a personal search if necessary to ensure the ticket holder complies with terms and conditions of entry.

A risk assessment is carried out for each event regarding the search level. SIA staff will conduct the search in accordance with approved training methods.

Normal prohibited items; bottles, cans, professional video or sound recording equipment will be rejected. Items which are deemed to be offensive weapons or drugs will be refused entry and police will be advised. Valuable items should be returned to their means of transport; non-valuable restricted items will be discarded into the bins provided.

I Once at the front of the queuing system customers will enter the wristband exchange area where their printed ticket will be exchanged for the appropriate wristband. They will then enter an amnesty zone where they may dispose of any illicit substances in the bins provided before reaching the screening zone where Police Scotland passive screening dogs will be in operation. On successfully clearing the screening zone customers will enter the security search zone where personnel will search for prohibited items prior to permitting entry to the campsite or arena. Unsuccessful scans will be directed to the wristband exchange to resolve any issues.

Anyone identified by the dogs during screening as potentially carrying drugs will be taken by Police Scotland officers to the search tents for search where they will be processed by Police Scotland or returned to SecuriGroup personnel to follow the procedures relevant to the particular situation.

SecuriGroup staff will be briefed to know the location of stages, production areas, bars, medical, merchandise and catering. All staff will also be thoroughly briefed and given a staff bespoke staff handbook for the event, this will include a list of FAQs.

Admission To The Site – Out Of Hours

No entry will be permitted to the site for new arrivals out with advertised gate times, should people within the campsite need to leave and return, they will be SecuriGroup staff on the Campsite gates who can facilitate this – ensuring the patrons are met with the same search procedure on re entry as they did on original arrival to the site. Although this wont be advertised to the public, this process will be in place if required.

22. Ejection Policy

Ejection Tent

The main Ejection Tent will be located at the main gate adjoining the strip search tents, where all persons will be brought to should they need to be ejected from site.

The Ejection Tent staff, in consultation with the Head Of Security or Security

Managers will make the decision whether or not patrons should be ejected from the festival. This will be based on the seriousness of the incident and the vulnerability assessment of the person. The Ejection Tent staff will be responsible for capturing as much information as possible from the person being ejected, including the reason for ejection.

If an ejection is required, then the Ejection Tent staff will check if the Police are required to deal with the incident as a suspected crime and liaise with the JOCC to request Police assistance as required.

All the incidents are logged and will be made available to FoH post event. These can be sent immediately should any information required be of an urgent nature or be stored on a live event drive if suitable wifi is available on site.

Once the patron has been processed for ejection, they will be issued with a numbered ejection slip which will allow them to challenge the ejection post event should the wish to do so.

Should a person be ejected from the site, they will be taken by one of the mobile response teams to a local place of safety.

Off Site Ejections

Any patrons being ejected from the site, once processed by the ejection centre must be escorted by response vehicle to a "place of safety". This will be within Carnoustie in a well populated area and will be confirmed prior to the event.

Incident Response and Eviction Process

The following process will be briefed to all Supervisors and Response Team members; it will also be included in the staff handbooks distributed to all staff.

All incidents must be reported to a SecuriGroup Supervisor in the first instance who will then escalate to the relevant Manager or the JOCC,
Staff should be aware of the location of their Supervisor or the closest radio holder who they should contact to escalate any incident. Should an ejection be required from any incident, a response team will escort the patron to the Ejection Tent next to the main gate at which time a decision will be made.
Any calls for a response team must go through the SecuriGroup Controller in the JOCC, all of which will be logged. Below information must be given at the first practical opportunity.

- Call sign – to determine location.
- Grid reference location
- Nature of the request and a brief overview of incident.
- Reason for the requesting of a response team.
- Request for CCTV coverage when possible.
- Full descriptions of persons involved including -
  - Height
  - Weight

- Hair and eye colour
- Complexion (IC Codes are given in below)
- Clothing and uniquely identifying features (such as any tattoos or defining marks the suspect may have had).

IC Codes

- IC1 White person
- IC2 Mediterranean person
- IC3 African/Afro-Caribbean person
- IC4 Pakistani, Indian, Nepalese, Maldivian, Sri Lankan, Bangladeshi, or any other (South) Asian person
- IC5 Chinese, Japanese, or South-East Asian person
- IC6 Arabic, Egyptian, Tunisian, Algerian or Maghreb person
- IC9 Roma, Romany, or Gypsy person
- IC0 Origin unknown

Response Team Duties

Response teams will respond to incidents involving the following:

- Conflict management.
- Crowd density issues.
- Anti-social behaviour.
- Where a suspected crime has been committed.
- Medical emergency – where an escort is required.
- Support of medical staff in a difficult or conflicting situations.
- Unauthorised access to the site.

Response teams will not respond to occurrences involving the following (unless specifically requested by the JOCC.

- Lost person or property.
- The covering of staff breaks.
- Situations where they will be permanently deployed unless agreed by the JOCC and SecuriGroup Management.

The response teams will operate on a separate channel from the rest of the Security and Stewarding Team. This will ensure that SecuriGroup Control can make contact with the response teams at all times.

Where a person refuses to leave the site to the eviction centre, after being asked at least three times, reasonable force may be required to be used. Any evictions or ejections must be carried out with the minimum disruption to the festival and any other customers.

All instances of conflict management and ejections should be carried out, only by those clearly displaying a valid SIA Door Supervisors License – Safety Stewards must

not assist with ejections.

If the individual(s) have committed a crime, then Police intervention via the JOCC will be requested. The process for Police to enter site and engage with incidents should be agreed in advance with the Police and the Client.
If a suspected crime has been reported, or it is apparent that a suspected crime may be reported at a later time; any evidence that may be useful to the Police at a later time should be recorded. This may include:

- Physical evidence (consider, in consultation with JOCC, closing off area as a potential crime scene for a serious incident).
- Photographic evidence.
- Use of Body Mounted Cameras.
- Witness Statements (name, address and phone number will suffice).

23. Egress

Communication
Daily egress planning meetings will take place to identify key roles during egress for each day based on the particular days crowd profile, audience numbers, weather, crowd migration etc. There will be a separate egress radio channel which the egress will be coordinated by the SecuriGroup Management team, who will glean regular situation reports on how the egress progressing – and take any reactive steps if required to remedy any issues that may arise.

Routes
Egress off the Arena will take place through 1 main route.

- From the exit gate into the walkway at the rear (east) of the main arena.
- Once through the walkway, campsite customers will bear right in to the camping area and day tickets holders will proceed to the PUDO and car parks.
- A secondary emergency exit from the arena will be located on the south perimeter of the arena.

SecuriGroup®

Appendix 1 - Health & Safety Policy

SecuriGroup Health and Safety Policy

Management Commitment

SecuriGroup acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf, and all others affected by our activities. The Health and Safety Representative will ensure that the management objectives will be complied with and their successful impact on the organisation is achieved.

It is the intent of the company to provide safe and healthy working conditions for all our employees by;

- Providing a safe and place of work including safe access and egress
- Providing safe systems of work
- Providing a healthy working environment including adequate welfare facilities
- Providing adequate and sufficient information, instruction, training and supervision to ensure the safety and health of its employees
- Providing for the safe use, handling, storage and transport of all substances, materials and particles
- Providing and maintaining safe plant and equipment

Furthermore, it is the intent of SecuriGroup to enlist the support of all employees towards achieving the safest possible working conditions and to encourage effective consultation on Health and Safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular Health and Safety discussions will be held.

SecuriGroup accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. SecuriGroup also accepts responsibility for any effects our activities may have on the environment.

This policy will be kept up to date particularly with regards to any changes in activities or the nature of the business and will be reviewed annually. This policy is available on request to interested parties.

Russel Kerr
Managing Director
March 2016

Appendix 2 - List of Key Access Points

ACCESS POINT	Site Plan Grid Ref	Site Plan Gate/ Access Ref
Steelshield Perimeter Access Points		
Main Gate Pedestrian Access	G11	Y1
Disabled/Secret Garden Pedestrian Access	B9	Y8
Main campsite Welfare Tent access/pick up Point	I11	Y1
Security vehicle checkpoint from back of house through steelshield	A8	X6
Site access for build/break traffic & concession vehicles; Show days vehicle access for disabled & Secret Garden parking & PUDO	B10	A5
North drive vehicle checkpoint - west	C4	X10
North drive vehicle checkpoint - east	C10	Y4
South drive vehicle checkpoint - west	H5	Y16
South drive vehicle checkpoint - east	F11	Y3
Car Park/PUDO Access Points		
General Parking - entrance	L20	A1
General Parking - exit	J19	A2
PUDO & Overflow Parking	H17	A3
Disabled & Secret Garden Parking & PUDO	B10	A5
PUDO, Taxi and overflow – exit	B13	A4
Internal – Event Access Points (Public)		
Main Campsite - Arena	D7	Y13
Day Ticket - Arena	C9	Y5
Disabled/Secret Garden campsites – Arena	C9	Y6
Secret Garden – BumbleBee	B8	Y9
Main Campsite Entrance	G11	Y2
Main Arena – BumbleBee	B7	Y10
Internal – Access Points (Staff Only)		
Main arena – back of house north	B7	Y10
Main arena – backstage/security tent	B5	Y11
First Aid 1 – backstage	C5	Y12
Backstage – event control area/JOCC/boneyard/staff camping	E5	Y15
Day Tix Pedestrian/north drive crossing	C10	Y4
Camping Pedestrian/north drive crossing	D8	Y14
Pedestrian/south drive crossing	F10	Y13
Emergency Exits		
Main arena to Mount (Friday & Saturday)	D8 & D10	X2 + X3
Thursday entertainment area to main arena (Thursday only) then Main arena to Mount as above	C8 D8 & D10	Y13 + X3

Secret Garden to back of house	A8	X7
Bumblebee to back of house	A7	X7
Disabled campsite to Disabled Muster Point	B9	Y7
Secret Garden & Bumblebee exit to north Muster Point	A7	X7 + X8
Backstage (incl. Artist's Village, Media, etc.) exit to north Muster Point	B4	X8
North drive west exit	E4	X10
Staff campsite exit to south muster Point	G6	X11
South drive exit to south Muster Point South drive exit to staff Muster Point	H5	Y16
First Aid 3 exit out of steelshield onto trackway	I11	X13
Campsite exit	19	X14
Emergency Vehicle Arena Access		
Emergency vehicle arena access Production Rd north side	B7	Y10
Emergency vehicle arena access Production Rd south side	D7	Y13
Muster Points		
North	A5 – A7	
South	K7 – K9	
Disabled	B10	
Staff	G4 – G5	

Appendix 3 - Communications Plan, TBC

Appendix 4 - Security and Stewarding Deployment

Security and Stewarding deployment is attached as a separate document.

Appendix 5 - Risk Assessments

Risk assessment summary is attached as a separate document; a full detailed risk assessment will be carried out prior to the event.

Appendix 6 - Drug Policy

Jigsaw Events & Management Ltd (trading as Festival of House) will operate a zero tolerance approach to all illegal drugs and to legal highs/New Psychoactive Substances (NPS). The possession, sale and/or use of any illegal or illicit drugs or NPS will not be tolerated and Festival of House are working closely with Police Scotland and our security providers to ensure drugs are not brought onto the festival site.

This will be in the form of a proactive drugs disruption operation run by Festival of House, SecuriGroup and supported by Police Scotland. This joint approach will ensure Festival of House is taking the best possible steps to minimise the risk of harm from the misuse of drugs at the event and working proactively to minimise harm to those attending.

Techniques employed may include but are not limited to searches of persons, bags and/or vehicles, the use of Police passive screening dogs and deployment of both security personnel and uniformed Police officers to monitor and control drug related activities.

Submitting to a search by security personnel or Police officers on site is a condition of entry as outlined in the Festival of House Terms and Conditions of ticket sale. This is noted on the printed stock tickets. Specific wording regarding submitting to search being a condition of entry is also noted on the rapid scan tickets.

If drugs are found at any stage during the festival Security Control will log the details and Police Scotland will be informed.

Staff will be briefed on what to look out for in terms of suspicious activity. Visual guides will be provided at all entry points and will be made available within Security Control and will be distributed via staff briefings as to what particular drugs and NPS look like, their associated paraphernalia and how they are administered to educate staff.

Demographic:
Current ticket sales to date **(13.4.16)** indicate the attendee demographic plus male to female ratio is approximately split as follows: -
18 – 29 = 15% (M 65% / F 35%)
30 – 39 = 39% (M 50% / F 50%)
40 – 49 = 36% (M 55% / F 45%)
50+ = 10% (M 67% / F 33%)

The event organisers will liaise with Police Scotland in the lead up to the event in relation to drug misuse trends that can be reasonably expected at this event with the anticipated clientele. An intelligence assessment will inform event management and evidence a proportionate preventative response and tactical briefing for Police and Steward search teams.

This information will be continually updated until the event and operational plans will take

into account significant shifts in age group and associated risk. This will allow us to profile the type of drug misuse we can expect. From that we will also be able to ensure the measures we are taking are appropriate.

The possession, sale and /or use of any illegal or illicit drugs at the event will not be tolerated anywhere inside or around the perimeter of the Festival of House venue.

Appendix 7 - Search Policy

Searching

All patrons entering Festival of House will be subject to a search if requested as a condition of entry. Any individual not complying with the event organisers entry policy will be refused entry into the event. These conditions of entry should be listed next to all event entry points and be included in as much pre-event literature as possible, in particular the event tickets. Amnesty bins will be in place ahead of the search area.

The guidelines below must be adhered to when carrying out drugs or weapons searches:

- Customers must be asked their permission before a pat down search may be carried out.
- All drugs searches must be carried out in the presence of the SecuriGroup Supervisor in that area – there will be designated Search Supervisors at the entry points.
- Any customer who does not comply with searching, must either be refused entry, or asked to leave the event.
- Should drugs be found when carrying out a search, it will be the JOCCs decision on how to proceed and when to pass to Police – who will be in attendance at the entry gates.
- A seizure form must be completed for any confiscated items bagged and stored in the event drug safe until the Police come to dispose of the items.
- Should any person be found in possession of a weapon, they will be reported to Police Scotland.

Be vigilant at all times when monitoring customers' behaviour and frequency of toilet visits, and always be polite and courteous when requesting for permission to carry out a search, explaining the reasons behind the request.

Prohibited Items

Items not permitted on site include but are not limited to:

- Glass (any glass)
- Body-piercing equipment
- Generators
- Lasers
- Fireworks
- Potential weapons such as penknives/multi-tools
- Items associated with herbal/legal highs
- Banned/illegal substances

- Pornographic or obscene material
- Unauthorised festival merchandise or any products containing the festival logo
- Sky lanterns
- Drones
- Selfie sticks
- Golf umbrellas
- Flags/flag poles
- Hi vis jackets/vests

None of the above is permitted on site, this is communicated to vendors during the application process and is detailed on the general terms and conditions, which each potential vendor must agree to and sign to show acceptance of. Any such items will be confiscated by security personnel if found. Traders must co-operate fully with festival security in any search of vehicles or stalls. Submitting to searches is a condition of their entry to the festival site.

Festival Of House 2016

Operational Event Security and Stewarding Deployment

Deployment Summary

Day				
Area	Thursday	Friday	Saturday	Sunday
Management Day	7	7	7	7
Management Night	6	6	6	0
Drop Off Day	7	7	7	9
Drop Off Night	0	0	0	0
Entry Day	22	27	27	3
Entry Night	0	0	0	0
Arena Day	25	71	71	0
Arena Night	3	8	8	0
Response Day	4	12	12	0
Response Night	0	0	0	0
Artist Day	0	0	0	0
Artist Night	0	0	0	0
Campsite Day	26	26	26	26
Campsite Night	26	26	26	0
Externals Day	27	27	27	21
Externals Night	21	21	21	0
Total Day	118	177	177	66
Total Night	56	61	61	0

Festival Of House 2016

Operational Event Security and Stewarding Deployment

Row No.	Position	Info	Thursday 9th June DAYSHIFT Staff	Start	Finish	Hours	Thursday 9th June NIGHTSHIFT Staff	Start	Finish	Hours
	Management									
1	Head of Security	Manager	1	09:00	19:00	10	1	19:00	07:00	12
2	Deputy Head Of Security	Manager	1	09:00	01:00	16				0
3	Event Control	Control Room	1	12:00	20:00	8	1	20:00	08:00	12
4	Loggist	Control Room	1	12:00	20:00	8	1	20:00	08:00	12
5	Logistics Supervisor	Supervisor	1	10:00	20:00	10	1	20:00	08:00	12
6	Logistics Staff	Safety Steward	2	10:00	20:00	20	2	20:00	08:00	24
7	**Drop Off Point**		Area Staffing Total			7	Area Staffing Total			6
8	PUDO	Supervisor	1	13:00	02:00	13				0
9	PUDO	Safety Steward	6	13:00	02:00	78				0
10	**Entry System**		Area Staffing Total			7	Area Staffing Total			0
11	Entrance Supervisor	Supervisor	2	12:00	23:00	22				0
12	Entrance Searcher	SIA	10	12:00	23:00	110				0
13	Entrance Ticket Check	Safety Steward	10	12:00	23:00	110				0
14	Campsiteto Arena Entrance Supervisor	Supervsior				0				0
15	Campsite to Arena Searcher	SIA				0				0
16	Arena Entrance Queueing	Directional				0				0
17	**Arena**		Area Staffing Total			22	Area Staffing Total			0
18	Arena Security Manager	Manager	1	16:00	01:00	9				0
19	Arena Security Senior Supervisor	Senior Supervisor	1	16:00	01:00	9				0
20	Arena Security Senior Supervisor (Fri & Sat Only)	Senior Supervisor				0				0
21	X Gates	SIA	3	16:00	01:00	27				0
22	FOS Barrier Supervisor	Supervisor				0				0
23	FOS Barrier Early	Safety Steward				0				0
24	FOS Barrier Late	Safety Steward				0				0
25	Backstage Supervisor	Supervsior				0				0
26	Stage Access	SIA	1	16:00	01:00	9				0
27	Backstage Compound Pass Check	SIA	1	16:00	01:00	9				0
28	FOH Pass Check	SIA	1	16:00	01:00	9				0
29	FOH Mixer Pass Check	SIA				0				0
30	VIP Area PassCheck	SIA	1	16:00	01:00	9				0
31	FOH Mixer	Safety Steward	1	16:00	01:00	9				0
32	Disabled Viewing Platform	Safety Steward				0				0
33	Rumba Tent Senior Supervisor	Senior Supervisor	1	16:00	01:00	9				0
34	Rumba Tent FOS Barrier Supervisor	Supervsior				0				0
35	Rumba Tent FOS Barrier Early	Safety Steward				0				0
36	Rumba Tent Backstage Supervisor	Supervsior	1	16:00	01:00	9				0
37	Rumba Tent Stage Access	SIA	1	16:00	01:00	9				0
38	Rumba Tent Backstage Compound Pass Check	SIA	1	16:00	01:00	9				0
39	Rumba Tent FOH Pass Check	SIA				0				0
40	Rumba Tent FOH Mixer Pass Check	SIA				0				0
41	Licenced Bar Area Supervisor	Supervisor	1	16:00	01:00	9				0
42	Licenced Bar Area	SIA	4	16:00	01:00	36				0
43	Bar Token Office	SIA	2	16:00	01:00	18				0
44	Box Office	SIA				0				0
45	Obvs Towers	Safety Steward	2	16:00	01:00	18				0
46	First Aid Area	Safety Steward	2	16:00	01:00	18				0
47	Arena Lock Down Staff	SIA	0	08:00	16:00	0	3	20:00	11:00	45
48	**Response**		Area Staffing Total			25	Area Staffing Total			3
49	Response Team Supervisor	Supervsior				0				0
50	Response Team SIA	SIA	4	18:00	04:30	42				0
51	**Artist Liason**		Area Staffing Total			4	Area Staffing Total			0
52	Close Protection Supervisor	Supervsior				0				0
53	Close Protection Officer	SIA				0				0
54	**Externals**		Area Staffing Total			0	Area Staffing Total			0
55	External Supervisor	Externals Supervisor	1	09:00	19:00	10	1	19:00	07:00	12
56	External Mobile Supervisor	Mobile Patrol / Response	2	09:00	19:00	20	2	19:00	07:00	24
57	External Response	SIA	4	09:00	19:00	40	4	19:00	07:00	48
58	External Property Cover	External Safety Steward	6	09:00	19:00	60	6	19:00	07:00	72
59	Car Park Entrance	SIA	2	10:00	01:00	30				0
60	Car Park Staff	SIA	4	12:00	23:00	44				0
61	Access Roads Cover x 3	SIA	4	09:00	19:00	40	4	19:00	07:00	48
62	External Response - Vehicles x 2	SIA	4	09:00	19:00	40	4	19:00	07:00	48
63	**Campsites**		Area Staffing Total			27	Area Staffing Total			21
64	Campsite Security Manager	Manager	1	12:00	23:00	11	1	23:00	09:00	10
65	Campsite Supervisor	Supervsior	2	13:00	23:00	20	2	23:00	09:00	20
66	Mobile Patrol	SIA	4	13:00	23:00	40	4	23:00	09:00	40
67	Mobile Patrol -Glamping	SIA	2	13:00	23:00	20	2	23:00	09:00	20
68	Mobile Patrol - Caravan and Camper	SIA	2	13:00	23:00	20	2	23:00	09:00	20
69	Mobile Patrol -Disabled Camping	SIA	2	13:00	23:00	20	2	23:00	09:00	20
70	Campsite Entertainment	SIA	2	13:00	23:00	20	2	23:00	09:00	20
71	Campsite X Gates	SIA	4	13:00	23:00	40	4	23:00	09:00	40
72	Campsite Obvs Towers	Safety Steward	3	13:00	23:00	30	3	23:00	09:00	30
73	Public Information	Safety Steward	4	13:00	23:00	40	4	23:00	09:00	40
			Area Staffing Total			26	Area Staffing Total			26

Management Day	7
Management Night	6
Drop Off Day	7
Drop Off Night	0
Entry Day	22
Entry Night	0
Arena Day	25
Arena Night	3
Response Day	4
Response Night	0
Artist Day	0
Artist Night	0
Campsite Day	26
Campsite Night	26
Externals Day	27
Externals Night	21
Total Day	118
Total Night	56

Festival Of House 2016

Operational Event Security and Stewarding Deployment

Row No.	Position	Info	Friday 10th June DAYSHIFT Staff	Start	Finish	Hours	Friday 10th June NIGHTSHIFT Staff	Start	Finish	Hours
	Management									
1	Head of Security	Manager	1	07:00	19:00	12	1	19:00	07:00	12
2	Deputy Head Of Security	Manager	1	09:00	01:00	16				0
3	Event Control	Control Room	1	08:00	20:00	12	1	20:00	08:00	12
4	Loggist	Control Room	1	08:00	20:00	12	1	20:00	08:00	12
5	Logistics Supervisor	Supervisor	1	08:00	20:00	12	1	20:00	08:00	12
6	Logistics Staff	Safety Steward	2	08:00	20:00	24	2	20:00	08:00	24
7	**Drop Off Point**		Area Staffing Total		7		Area Staffing Total		6	
8	PUDO	Supervisor	1	10:00	02:00	16				0
9	PUDO	Safety Steward	6	10:00	02:00	96				0
10	**Entry System**		Area Staffing Total		7		Area Staffing Total		0	
11	Entrance Supervisor	Supervisor	2	09:00	23:00	28				0
12	Entrance Searcher	SIA	10	09:00	23:00	140				0
13	Entrance Ticket Check	Safety Steward	10	09:00	23:00	140				0
14	Campsiteto Arena Entrance Supervisor	Supervisor	1	11:00	01:00	14				0
15	Campsite to Arena Searcher	SIA	2	11:00	01:00	28				0
16	Arena Entrance Qunueing	Directional	2	11:00	01:00	28				0
17	**Arena**		Area Staffing Total		27		Area Staffing Total		0	
18	Arena Security Manager	Manager	1	10:00	01:00	15				0
19	Arena Security Senior Supervisor	Senior Supervisor	1	11:00	01:00	14				0
20	Arena Security Senior Supervisor (Fri & Sat Only)	Senior Supervisor	1	11:00	01:00	14				0
21	X Gates	SIA	3	11:00	01:00	42				0
22	FOS Barrier Supervisor	Supervisor	1	11:00	01:00	14				0
23	FOS Barrier Early	Safety Steward	6	11:00	01:00	84				0
24	FOS Barrier Late	Safety Steward	6	17:00	01:00	48				0
25	Backstage Supervisor	Supervisor	1	11:00	01:00	14				0
26	Stage Access	SIA	2	11:00	01:00	28				0
27	Backstage Compound Pass Check	SIA	2	11:00	01:00	28				0
28	FOH Pass Check	SIA	1	11:00	01:00	14				0
29	FOH Mixer Pass Check	SIA	1	11:00	01:00	14				0
30	VIP Area PassCheck	SIA	1	11:00	01:00	14				0
31	FOH Mixer	Safety Steward	1	11:00	01:00	14				0
32	Disabled Viewing Platform	Safety Steward	1	11:00	01:00	14				0
33	Rumba Tent Senior Supervisor	Senior Supervisor	1	11:00	01:00	14				0
34	Rumba Tent FOS Barrier Supervisor	Supervisor	1	11:00	01:00	14				0
35	Rumba Tent FOS Barrier Early	Safety Steward	4	11:00	01:00	56				0
36	Rumba Tent Backstage Supervisor	Supervisor	1	11:00	01:00	14				0
37	Rumba Tent Stage Access	SIA	1	11:00	01:00	14				0
38	Rumba Tent Backstage Compound Pass Check	SIA	1	11:00	01:00	14				0
39	Rumba Tent FOH Pass Check	SIA	1	11:00	01:00	14				0
40	Rumba Tent FOH Mixer Pass Check	SIA	1	11:00	01:00	14				0
41	Licenced Bar Area Supervisor	Supervisor	1	11:00	01:00	14				0
42	Licenced Bar Area	SIA	20	11:00	01:00	280				0
43	Bar Token Office	SIA	2	11:00	01:00	28				0
44	Box Office	SIA	2	11:00	01:00	28				0
45	Obvs Towers	Safety Steward	4	11:00	01:00	56				0
46	First Aid Area	Safety Steward	2	11:00	01:00	28				0
47	Arena Lock Down Staff	SIA				0				0
48	**Response**		Area Staffing Total		71		8	01:00	12:00	88
49	Response Team Supervisor	Supervisor	2	11:00	01:00	28	Area Staffing Total		8	
50	Response Team SIA	SIA	10	11:00	01:00	140				0
51	**Artist Liason**		Area Staffing Total		12					0
52	Close Protection Supervisor	Supervisor	0	11:00	01:00	0	Area Staffing Total		0	
53	Close Protection Officer	SIA	0	11:00	01:00	0	1	19:00	07:00	12
54	**Externals**		Area Staffing Total		0		2	19:00	07:00	24
55	External Supervisor	Externals Supervisor	1	07:00	19:00	12	4	19:00	07:00	48
56	External Mobile Supervisor	Mobile Patrol / Response	2	07:00	19:00	24	6	19:00	07:00	72
57	External Response	SIA	4	07:00	19:00	48				0
58	External Property Cover	External Safety Steward	6	07:00	19:00	72				0
59	Car Park Entrance	SIA	2	10:00	01:00	30	4	19:00	07:00	48
60	Car Park Staff	SIA	4	12:00	23:00	44	4	19:00	07:00	48
61	Access Roads Cover x 3	SIA	4	07:00	19:00	48	Area Staffing Total		21	
62	External Response - Vehicles x 2	SIA	4	07:00	19:00	48	1	23:00	09:00	10
63	**Campsites**		Area Staffing Total		77		2	23:00	09:00	20
64	Campsite Security Manager	Manager	1	09:00	23:00	14	4	23:00	09:00	40
65	Campsite Supervisor	Supervisor	2	09:00	23:00	28	2	23:00	09:00	20
66	Mobile Patrol	SIA	4	09:00	23:00	56	2	23:00	09:00	20
67	Mobile Patrol -Glamping	SIA	2	09:00	23:00	28	2	23:00	09:00	20
68	Mobile Patrol - Caravan and Camper	SIA	2	09:00	23:00	28	2	23:00	09:00	20
69	Mobile Patrol -Disabled Camping	SIA	2	09:00	23:00	28	4	23:00	09:00	40
70	Campsite Entertainment	SIA	4	09:00	23:00	56	3	23:00	09:00	30
71	Campsite X Gates	SIA	3	09:00	23:00	42	4	23:00	09:00	40
72	Campsite Obvs Towers	Safety Steward	4	09:00	23:00	56	Area Staffing Total		26	
73	Public Information	Safety Steward	Area Staffing Total		26					

Management Day	7
Management Night	6
Drop Off Day	7
Drop Off Night	0
Entry Day	27
Entry Night	0
Arena Day	71
Arena Night	8
Response Day	12
Response Night	0
Artist Day	0
Artist Night	0
Campsite Day	26
Campsite Night	26
Externals Day	27
Externals Night	21
Total Day	177
Total Night	61

Festival Of House 2016

Operational Event Security and Stewarding Deployment

Row No.	Position	Info	Saturday 11th June DAYSHIFT Staff	Start	Finish	Hours	Saturday 11th June NIGHTSHIFT Staff	Start	Finish	Hours
	Management									
1	Head of Security	Manager	1	07:00	19:00	12	1	19:00	09:00	14
2	Deputy Head Of Security	Manager	1	09:00	01:00	16				0
3	Event Control	Control Room	1	08:00	20:00	12	1	20:00	08:00	12
4	Loggist	Control Room	1	08:00	20:00	12	1	20:00	08:00	12
5	Logistics Supervisor	Supervisor	1	08:00	20:00	12	1	20:00	08:00	12
6	Logistics Staff	Safety Steward	2	08:00	20:00	24	2	20:00	08:00	24
7	**Drop Off Point**		Area Staffing Total		7		Area Staffing Total		6	
8	PUDO	Supervisor	1	10:00	02:00	16				0
9	PUDO	Safety Steward	6	10:00	02:00	96				0
10	**Entry System**		Area Staffing Total		7		Area Staffing Total		0	
11	Entrance Supervisor	Supervisor	2	09:00	23:00	28				0
12	Entrance Searcher	SIA	10	09:00	23:00	140				0
13	Entrance Ticket Check	Safety Steward	10	09:00	23:00	140				0
14	Campsiteto Arena Entrance Supervisor	Supervisor	1	11:00	01:00	14				0
15	Campsite to Arena Searcher	SIA	2	11:00	01:00	28				0
16	Arena Entrance Queueing	Directional	2	11:00	01:00	28				0
17	**Arena**		Area Staffing Total		27		Area Staffing Total		0	
18	Arena Security Manager	Manager	1	10:00	01:00	15				0
19	Arena Security Senior Supervisor	Senior Supervisor	1	11:00	01:00	14				0
20	Arena Security Senior Supervisor (Fri & Sat Only)	Senior Supervisor	1	11:00	01:00	14				0
21	X Gates	SIA	3	11:00	01:00	42				0
22	FOS Barrier Supervisor	Supervisor	1	11:00	01:00	14				0
23	FOS Barrier Early	Safety Steward	6	11:00	01:00	84				0
24	FOS Barrier Late	Safety Steward	6	17:00	01:00	48				0
25	Backstage Supervisor	Supervisor	1	11:00	01:00	14				0
26	Stage Access	SIA	2	11:00	01:00	28				0
27	Backstage Compound Pass Check	SIA	2	11:00	01:00	28				0
28	FOH Pass Check	SIA	1	11:00	01:00	14				0
29	FOH Mixer Pass Check	SIA	1	11:00	01:00	14				0
30	VIP Area PassCheck	SIA	1	11:00	01:00	14				0
31	FOH Mixer	Safety Steward	1	11:00	01:00	14				0
32	Disabled Viewing Platform	Safety Steward	1	11:00	01:00	14				0
33	Rumba Tent Senior Supervisor	Senior Supervisor	1	11:00	01:00	14				0
34	Rumba Tent FOS Barrier Supervisor	Supervisor	1	11:00	01:00	14				0
35	Rumba Tent FOS Barrier Early	Safety Steward	4	11:00	01:00	56				0
36	Rumba Tent Backstage Supervisor	Supervisor	1	11:00	01:00	14				0
37	Rumba Tent Stage Access	SIA	1	11:00	01:00	14				0
38	Rumba Tent Backstage Compound Pass Check	SIA	1	11:00	01:00	14				0
39	Rumba Tent FOH Pass Check	SIA	1	11:00	01:00	14				0
40	Rumba Tent FOH Mixer Pass Check	SIA	1	11:00	01:00	14				0
41	Licenced Bar Area Supervisor	Supervisor	1	11:00	01:00	14				0
42	Licenced Bar Area	SIA	20	11:00	01:00	280				0
43	Bar Token Office	SIA	2	11:00	01:00	28				0
44	Box Office	SIA	2	11:00	01:00	28				0
45	Obvs Towers	Safety Steward	4	11:00	01:00	56				0
46	First Aid Area	Safety Steward	2	11:00	01:00	28				0
47	Arena Lock Down Staff	SIA				0				0
48	**Response**		Area Staffing Total		71		8	01:00	14:00	104
49	Response Team Supervisor	Supervisor	2	11:00	01:00	28	Area Staffing Total		8	
50	Response Team SIA	SIA	10	11:00	01:00	140				0
51	**Artist Liason**		Area Staffing Total		12					0
52	Close Protection Supervisor	Supervisor	0	11:00	01:00	0				0
53	Close Protection Officer	SIA	0	11:00	01:00	0				0
54	**Externals**		Area Staffing Total		0		Area Staffing Total		0	
55	External Supervisor	Externals Supervisor	1	07:00	19:00	12	1	19:00	07:00	12
56	External Mobile Supervisor	Mobile Patrol / Response	2	07:00	19:00	24	2	19:00	07:00	24
57	External Response	SIA	4	07:00	19:00	48	4	19:00	07:00	48
58	External Property Cover	External Safety Steward	6	07:00	19:00	72	6	19:00	07:00	72
59	Car Park Entrance	SIA	2	10:00	01:00	30				0
60	Car Park Staff	SIA	4	12:00	23:00	44				0
61	Access Roads Cover x 3	SIA	4	07:00	19:00	48	4	19:00	07:00	48
62	External Response - Vehicles x 2	SIA	4	07:00	19:00	48	4	19:00	07:00	48
63	**Campsites**		Area Staffing Total		27		Area Staffing Total		21	
64	Campsite Security Manager	Manager	1	09:00	23:00	14	1	23:00	09:00	10
65	Campsite Supervisor	Supervisor	2	09:00	23:00	28	2	23:00	09:00	20
66	Mobile Patrol	SIA	4	09:00	23:00	56	4	23:00	09:00	40
67	Mobile Patrol -Glamping	SIA	2	09:00	23:00	28	2	23:00	09:00	20
68	Mobile Patrol - Caravan and Camper	SIA	2	09:00	23:00	28	2	23:00	09:00	20
69	Mobile Patrol -Disabled Camping	SIA	2	09:00	23:00	28	2	23:00	09:00	20
70	Campsite Entertainment	SIA	2	09:00	23:00	28	2	23:00	09:00	20
71	Campsite X Gates	SIA	4	09:00	23:00	56	4	23:00	09:00	40
72	Campsite Obvs Towers	Safety Steward	3	09:00	23:00	42	3	23:00	09:00	30
73	Public Information	Safety Steward	4	09:00	23:00	56	4	23:00	09:00	40
			Area Staffing Total		26		Area Staffing Total		26	

Management Day	7
Management Night	6
Drop Off Day	7
Drop Off Night	0
Entry Day	27
Entry Night	0
Arena Day	71
Arena Night	8
Response Day	12
Response Night	0
Artist Day	0
Artist Night	0
Campsite Day	26
Campsite Night	26
Externals Day	27
Externals Night	21
Total Day	177
Total Night	61

Festival Of House 2016

Operational Event Security and Stewarding Deployment

Row No.	Position	Info	Sunday 11th June DAYSHIFT Staff	Start	Finish	Hours
	Management					
1	Head of Security	Manager	1	09:00	15:00	6
2	Deputy Head Of Security	Manager	1	09:00	15:00	6
3	Event Control	Control Room	1	08:00	15:00	7
4	Loggist	Control Room	1	08:00	15:00	7
5	Logistics Supervisor	Supervisor	1	08:00	18:00	10
6	Logistics Staff	Safety Steward	2	08:00	18:00	20
7	**Drop Off Point**		Area Staffing Total			7
8	PUDO	Supervisor	1	09:00	15:00	6
9	PUDO	Safety Steward	8	09:00	15:00	48
10	**Entry System**		Area Staffing Total			9
11	Entrance Supervisor	Supervisor				0
12	Entrance Searcher	SIA				0
13	Entrance Ticket Check	Safety Steward				0
14	Campsiteto Arena Entrance Supervisor	Supervisor	1	09:00	15:00	6
15	Campsite to Arena Searcher	SIA	2	09:00	15:00	12
16	Arena Entrance Queueing	Directional				0
17	**Arena**		Area Staffing Total			3
18	Arena Security Manager	Manager				0
19	Arena Security Senior Supervisor	Senior Supervisor				0
20	Arena Security Senior Supervisor (Fri & Sat Only)	Senior Supervisor				0
21	X Gates	SIA				0
22	FOS Barrier Supervisor	Supervisor				0
23	FOS Barrier Early	Safety Steward				0
24	FOS Barrier Late	Safety Steward				0
25	Backstage Supervisor	Supervisor				0
26	Stage Access	SIA				0
27	Backstage Compound Pass Check	SIA				0
28	FOH Pass Check	SIA				0
29	FOH Mixer Pass Check	SIA				0
30	VIP Area PassCheck	SIA				0
31	FOH Mixer	Safety Steward				0
32	Disabled Viewing Platform	Safety Steward				0
33	Rumba Tent Senior Supervisor	Senior Supervisor				0
34	Rumba Tent FOS Barrier Supervisor	Supervisor				0
35	Rumba Tent FOS Barrier Early	Safety Steward				0
36	Rumba Tent Backstage Supervisor	Supervisor				0
37	Rumba Tent Stage Access	SIA				0
38	Rumba Tent Backstage Compound Pass Check	SIA				0
39	Rumba Tent FOH Pass Check	SIA				0
40	Rumba Tent FOH Mixer Pass Check	SIA				0
41	Licenced Bar Area Supervisor	Supervisor				0
42	Licenced Bar Area	SIA				0
43	Bar Token Office	SIA				0
44	Box Office	SIA				0
45	Obvs Towers	Safety Steward				0
46	First Aid Area	Safety Steward				0
47	Arena Lock Down Staff	SIA				0
48	**Response**		Area Staffing Total			0
49	Response Team Supervisor	Supervisor				0
50	Response Team SIA	SIA				0
51	**Artist Liason**		Area Staffing Total			0
52	Close Protection Supervisor	Supervisor				0
53	Close Protection Officer	SIA				0
54	**Externals**		Area Staffing Total			0
55	External Supervisor	Externals Supervisor	1	07:00	14:00	7
56	External Mobile Supervisor	Mobile Patrol / Response	2	07:00	14:00	14
57	External Response	SIA	2	07:00	14:00	14
58	External Property Cover	External Safety Steward	6	07:00	14:00	42
59	Car Park Entrance	SIA	2	07:00	14:00	14
60	Car Park Staff	SIA	4	07:00	14:00	28
61	Access Roads Cover x 3	SIA	2	07:00	14:00	14
62	External Response - Vehicles x 2	SIA	2	07:00	14:00	14
63	**Campsites**		Area Staffing Total			21
64	Campsite Security Manager	Manager	1	09:00	14:00	5
65	Campsite Supervisor	Supervisor	2	09:00	14:00	10
66	Mobile Patrol	SIA	4	09:00	14:00	20
67	Mobile Patrol -Glamping	SIA	2	09:00	14:00	10
68	Mobile Patrol - Caravan and Camper	SIA	2	09:00	14:00	10
69	Mobile Patrol -Disabled Camping	SIA	2	09:00	14:00	10
70	Campsite Entertainment	SIA	2	09:00	14:00	10
71	Campsite X Gates	SIA	4	09:00	14:00	20
72	Campsite Obvs Towers	Safety Steward	3	09:00	14:00	15
73	Public Information	Safety Steward	4	09:00	14:00	20
			Area Staffing Total			26

Management Day	7
Management Night	0
Drop Off Day	9
Drop Off Night	0
Entry Day	3
Entry Night	0
Arena Day	0
Arena Night	0
Response Day	0
Response Night	0
Artist Day	0
Artist Night	0
Campsite Day	26
Campsite Night	0
Externals Day	21
Externals Night	0
Total Day	66
Total Night	0

FESTIVAL OF HOUSE

TRAFFIC MANAGEMENT PLAN

EVENT MANAGEMENT PLAN
CONTENTS. NO ~~25~~ .25.

+APPENDIX 8.

Document Control

Document Title/Version	Traffic Management Plan / V2.5
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG
Command Structure V 1.2	Project Plan V1.1
Major Incident Contingency Plan V1.4	Crowd Mgt. Plan V11/Security Deployment
Emergency Procedures & Evacuation Plan V1.3	

Executive Summary

The following document details Festival of House Traffic Management Plan, which has been developed as a result of multi agency consultation. The following plan aims to mitigate the effects of traffic movement within the local community and also ensures robust agreed multi agency arrangements are in place for safe movement of all internal and external traffic movements throughout each phase of the festival.

CONTENTS:

INTRODUCTION

OBJECTIVES OF THE TRAFFIC MANAGEMENT PLAN

MAIN TRAVEL ROUTES

COACH SERVICE / SHUTTLE BUS

KEY CONSIDERATIONS
- Muirdrum Junction
- ERVP 1 / ERVP 2
- Vehicle Recovery Service
- Landowner Permission – West Access
- Residents
- Auchrennie Farm

PEDESTRIAN MANAGEMENT ON B9128

CAR PARKS & PUDO

GENERAL ACCESS / EXIT ROUTES

EMERGENCY SERVICES ACCESS / EXIT ROUTES

SIGNAGE

T.T.R.O.

TEMPORARY TRAFFIC SIGNALS

BUILD / BREAK

TRAFFIC MANAGEMENT CONTACTS

INTRODUCTION

Jigsaw Events and Management Ltd (Jigsaw) in collaboration with the Rhumba Club, are proposing a music festival in June 2016. The intension is for this to be an annual event on the Panmure Estate called the Festival of House. A Traffic Management Plan has been prepared in support of the application for a Public Entertainment License.

The Traffic Management Plan (TMP) for the inaugural Festival of House (FoH) at Panmure Estate, Angus, on June 9 – 12th, 2016 has been produced by the organisers, in conjunction with Alba Traffic Management Ltd and Event Traffic Ltd, with the aim of ensuring that everything is done to reduce congestion and delays. It is also hoped that all agencies will reach agreement and in general terms work to the contents of the plan to ensure the best possible traffic flow on the day of the event.

The implementation of this document will form the basis of all internal traffic management matters relating to the event, but there must be a degree of flexibility to ensure the capability to deal with any unexpected incidents or emergency situations that occur. The scope of works associated with the TMP can be impacted by varying factors throughout the planning process and the TMP as a document must be flexible and constantly evolving in order to accommodate and manage this potential variability, as it evolves during the initial planning and from year to year.

It is important to note that whilst the document should reach a point whereby all agencies agree to the content, the document and its contingencies must remain flexible to accommodate any changes that may occur during the implementation phase of the plan.

The surrounding roads network (A92 and B9128) is not, by comparison to other main routes, a heavily trafficked route and the effects of the event traffic on local traffic has been recognised.

The event may attract up to 15,000 (but more likely in first year around 10,000 -12,000) persons per day on the Friday and Saturday of the festival with weekend campers arriving over the course of Thursday and Friday, and departing on Sunday. Parking is planned on site to accommodate approximately 7,200 vehicles with pick up and drop off areas (PUDO) for cars, taxis, coaches and shuttles.

Car parking permits/passes are available for sale in advance at a cheaper fee (£10) to encourage sales and to speed ingress on the day. A higher fee (£15) will be payable on the day to encourage more uptake prior to arrival. This also gives the organisers better data capture relating to the anticipated day, weekend, disabled, etc. vehicles expected to attend.

The event will be held within the grounds of Panmure Estate, with access via different points along the B9128.

Traffic Manager

The Traffic Manager for Festival of House is Jerry Watson of ALBA Traffic Management. Jerry is a vastly experienced traffic manager having planned and implemented successful traffic operations for many of the major events and festivals in Scotland.

Car Parks, PUDO, Coaches and Site Traffic Manager

The Site Traffic Manager responsible for Car Parks, PUDO, Coaches and Site Traffic is Jimmy Bradley of Event Traffic Ltd. Jimmy has planned and implemented successful car parking, PUDO and coach operations for many festivals including Belladrum, Rockness, Groove and Bestival where he has managed the internal traffic and coaches for the last 7 years.

OBJECTIVES OF THE TRAFFIC MANAGEMENT PLAN

The effective delivery of a Traffic Management Plan for Festival of House is the responsibility of Jigsaw and their agents.

The objectives of the plan are:

The maintenance of public safety on the road network and visitor flow into the event.

To promote the safe and effective vehicle movement on the surrounding roads, inside the event venue and entry and exit to and from the venue.

To prioritise vehicle movements to avoid traffic queuing on the A92 and B9128 and surrounding roads network.

To minimise the disruption and impact, where possible, of the event on the local community and the wider travelling public.

To enforce appropriate licensing conditions relative to traffic management.

To promote public and staff personal safety, public order and vehicle security in all car parks and surrounding areas.

To promote and accommodate the safe movement of pedestrians on the surrounding roads, on entry to and exit from the venue.

To strive to improve all plans where appropriate and relevant through regular review and debrief.

To maximise the opportunity for the efficient use of resources and staff to maximise the potential of the plan.

To monitor the effect of the Traffic Management Plan on local approach routes and to strive to minimise disruption and inconvenience.

MAIN TRAVEL ROUTES

Traffic travelling from the **WEST** A90 Edinburgh, Glasgow, Perth will pick up positive signage on approach to Dundee and will be directed from Swallow roundabout East along the A90 Dundee Kingsway, A972 Kingsway East to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **NORTH** A90 Aberdeen will pick up positive signage on approach to Forfar and will be directed South to Forfar Road Junction, Left onto the A972 Kingsway East Dundee to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **SOUTH** A92 Fife will pick up positive signage on the approach to the Tay Road Bridge and be directed East along the A92 East Dock Street, Greendykes to the Scott Fyfe roundabout, A92 Arbroath Road, Exit Muirdrum Junction, Left onto the B9128 to Panmure Estate.

Traffic travelling from the **EAST** A92 Arbroath will pick up positive signage on the A92 Arbroath and be directed West to Exit at Muirdrum Junction, Right onto the B9128 to Panmure Estate.

Local traffic travelling to the site from the North & South on the B9128 will also pick up positive signage on approach to the site.

On egress signage and marshals will direct all traffic right to the A92.

ERVP will be positively signed off the A92 at Upper Victoria and on The Marches and B961 in both directions to Crombie Country Park RVP.

LIST OF APPENDICES TO THE TRAFFIC MANAGEMENT PLAN

For ease of reference, below is a table of appendices relating to the TMP.

8	Anticipated traffic arrivals scenario
8.1	Traffic 'What if?' scenario 1
8.2	Traffic 'What if?' scenario 2 – worst case
8.3	A92 contingency
8.4	Coach & residents south drive
8.5	Contingency routes
8.6	Courtesy signs
8.7	Crombie Mill
8.8	Event signs
8.9	General layout
8.10	Muirdrum option 4
8.11	Outer signs
8.12	Permission - A. Emslie
8.13	Permission - Angus Estates
8.14	Camping
8.15	Production
8.16	Auchrennie STOP/GO layout

COACH SERVICE / SHUTTLE BUS

Happy Bus will operate a coach service on an agreed timetable from locations in the following towns/cities. Pick up / drop off locations for those coaches are as follows:

	Departure times			Pick up / Drop off point	Depart FoH
	9th	10th	11th		12th
Aberdeen	11:15	10:15	10:15	– Denburn Car Park, Spa St.	09.30-12:00
Arbroath	12:50 18:50	11:40	11:40	– Bus stops, Lochlands Drive & Queens Drive	09.30-12:00
Brechin	12:00 18:00	10:50	10:50	– Bus stops at front of train station, Park Rd.	09.30-12:00
Cumbernauld	11:20	9:50	9:50	– North side of bus station under shopping centre.	09.30-12:00
Dundee (Broughty Ferry)	12:15 18:15	11:35	11:35	– Library, 285 Queen St.	09.30-12:00
Dundee	12:00 18:00	11:15	11:15	– Greenmarket by Sensation Science Centre	09.30-12:00
Dunfermline	11:40	10:10	10:10	– Asda Halbeath bus stop in car park.	09.30-12:00
Edinburgh	11:00	9:30	9:30	– Waterloo Place.	09.30-12:00
Forfar	12:20 18:20	11:10	11:10	– KFC, Orchard Business Park.	09.30-12:00
Glasgow	11:00	9:30	9:30	– Buchanan Bus Station Stance 26/32.	09.30-12:00
Glenrothes	12:20	10:55	10:55	– Golden Acorn.	09.30-12:00
Kirkcaldy	12:05	10:40	10:40	– Sherriff Court.	09.30-12:00
Monifieth	12:25 18:25	11:45	11:45	– Opposite Crown Inn, garage forecourt.	09.30-12:00
Montrose	TBC	TBC	TBC	– Train station bus stances.	09.30-12:00
Perth	12:30	11:00	11:00	– Canal St car park.	09.30-12:00
Stirling	11:45	10:15	10:15	– Train station.	09.30-12:00
Stonehaven	11:50	10:50	10:50	– Leisure Centre, Queen Elizabeth Park.	09.30-12:00

Coaches will depart the festival site on Sunday morning between the hours of 09.30 and 12.00.

KEY CONSIDERATIONS

MUIRDRUM JUNCTION

Please refer to Appendix 8.10.

The distance from the eastbound slip to the give way at the top is approximately 155m. Traffic turning left then has a short distance before reaching the next give way at Muirdrum. Monitoring of this junction shows that on average vehicles take around 6 seconds from slowing to moving off again.

Maintaining the flow of traffic at this location, particularly at peak times, is critical to prevent traffic from backing up onto the A92 and various measures have been discussed. The use of a Police officer at this point to direct traffic has been ruled out as Police Scotland are moving away from this method. Temporarily changing the give way priority has been ruled out as this may create unnecessary confusion and increase the risk of incidents.

No wait cones will be positioned for a short distance either side of the Muirdrum junction east/west to improve visibility at the junction, encourage flow of traffic and to improve safety.

A spotter will be positioned on the bridge to keep operatives in this area informed, via radio, of traffic flow on the A92. Three STOP/GO operatives will be positioned at the top of the slip to control traffic in all directions. Traffic lights will be in operation in all directions at the Muirdrum junction with northbound traffic on one phase, southbound traffic on one phase and east/west traffic on one phase. These signals will be manually controlled and will be operated in concert with the STOP/GO system at the top of the slip. The traffic light operator, STOP/GO operators and the spotter positioned on the bridge will be in constant radio contact.

Advisory black on yellow signage indicating access is for residents only on the old Arbroath Road from the Muirdrum junction east and west will be implemented to discourage drivers unsure of whether they should attempt to drop off at Muirdrum and to encourage them to travel straight through to the event PUDO.

The give way signs will be obscured during the operation of the traffic measures at this point and will be reinstated when they are stood down.

For egress the traffic light system above will be in operation and the STOP/GO system will be stood down if traffic volumes dictate this. A Police motorcyclist (if available, taking into consideration operational priorities) will be positioned at Muirdrum to sit across the junction to encourage traffic to flow smoothly through the junction from the event site and for onward travel. This will serve also to minimise any fluctuations in or increases in noise created by the slowing and pulling away of vehicles at the give way.

Should there be an incident preventing traffic flow through Muirdrum to the A930/A92 there is the option to turn traffic through Muirdrum and divert them onto the A92 eastbound.

The traffic spotter on the bridge will be monitoring traffic flow on the A92 constantly and relaying information to his colleagues at the top of the slip and at Muirdrum to adjust signals operations as required, maintaining traffic flows as efficiently as possible. The spotter will also be in regular communication with the JOCC and should it look like traffic will back up onto the A92 at any point the spotter will communicate this and give regular updates in order that additional action may be taken by the agencies and police in the JOCC to protect vehicles on the A92 if deemed necessary. Under normal circumstances, the peak volumes of traffic anticipated should not result in traffic backing up onto the A92.

In Summary - Muirdrum Traffic Flow

From A92 eastbound:
Eastbound traffic on the A92 is expected to be the heaviest volume and will be prioritised, vehicles will exit A92 onto slip, meet STOP/GO at the give way at the top of the slip, turn left, arrive at Muirdrum and, on green light, will carry onto the event.

From A92 westbound:
Westbound traffic on the A92 will be second in terms of priority, vehicles will exit A92 onto slip, turn right at the give way at the top of the slip, through the STOP/GO, arrive at Muirdrum and, on green light, will carry onto the event.

From Carnoustie:
Traffic on the A930 will be third in terms of priority, vehicles will be controlled by STOP/GO at the top of the eastbound slip, arrive at the Muirdrum and, on green light, will carry onto the event.

From Muirdrum or from the cottages west of the junction:
Vehicles will be controlled by traffic lights at this point to allow safe travel onto B9128 or straight ahead. On a suitable break in the prioritised traffic a green light will be displayed for this traffic in both directions for safe onward travel.

ERVP 1 / ERVP 2

ERVP 1 - The main ERVP will be at Crombie Country Park on the B961.

ERVP 1 will be positively signed off the A92 at Upper Victoria and on The Marches and B961 in both directions to Crombie Country Park RVP.

Contingency signage will be positioned, ready to be implemented should the situation arise that the ERVP is to be used, to indicate that no other traffic is permitted access and the traffic marshal implementing the signage will remain on site to prevent access to the ERVP by any vehicles other than emergency services or the property owner.

Emergency services will obviously determine their preferred route to any ERVP based on circumstances on the day, below are the main routes from the immediate area for information:

Routes to Crombie Country Park ERVP (avoiding B9128)
From Carnoustie or Dundee:
- Leave A92 at Upper Victoria, north along The Marches to the B961, east on the B961 to Crombie Country Park on left.
- Leave A92 at B962, north onto B961 and on to ERVP.

From Abroath:
- Follow B9127 to B961, west on B961 to ERVP.

From Forfar:
- Follow B9128 to Crombie Mill junction, west on B961 to ERVP.

ERVP 2 - To be confirmed by emergency services.

VEHICLE RECOVERY SERVICE
A vehicle recovery service will operate on behalf of Festival of House on the B9128 to immediately respond to and remove any broken down vehicles. The VRS vehicle will be positioned at Pitlive Farm or at the north drive entrance for ease of movement, dependent on conditions on the day.

SATELLITE NAVIGATION SYSTEMS

The main access point to Festival of House is via the A92/Muirdrum junction, however, the postcode for 'Panmure Estate' directs traffic to the west of the site along The Marches. To accommodate travellers ignoring event directions and following satellite navigation systems the address and postcode promoted are those for Pitlivie Farm. This directs travellers to the B9128 and therefore the correct entrances to the event site.

Positive signage will direct all traffic (build/break, day parking, weekend parking, disabled, etc.) to the appropriate car parks.

LANDOWNER PERMISSION - WEST ACCESS

See appendices 8.12 & 8.13.

Written confirmation from both landowners has been received granting permission for both emergency services under blue light conditions (Police & ambulance plus smaller fire service vehicles, fully laden fire appliances will access the site via the various entrances to the east along the B9128 or via the contingency forestry route as outlined below) and residents of Panmure Estate access via the west (from The Marches and over the Montague Bridge) over their roads/property.

No access to the festival site will be available via the west access to pedestrians or any other vehicles.

RESIDENTS

In addition to concerns over congestion on the main routes a number of specific concerns have been raised by residents in the immediate area in relation to traffic in and around the festival and these are summarised as follows.

Residents to the west/around the Montague Bridge

The majority of traffic concerns raised by the residents in this area involve the abandonment of vehicles on the private road leading from The Marches across Montague Bridge to the rear of the festival site. To mitigate this the following measures will be implemented.

- Security personnel and signage will be deployed at key locations, including access points along The Marches to the west of the site, in advance of and during the event to deter unauthorised persons attempting to enter the estate.
- Security personnel positioned at this entrance will be briefed not to engage with slowing traffic unless absolutely necessary to avoid a build up of vehicles on this route.
- Signage will be positioned on The Marches directing vehicles either north to the B961 and from there to the festival, accessing from the north via the B9128 or south to the A92 and the main festival route.
- Security at points such as the main estate entrance from The Marches and the Montague Bridge will operate on a 24-hour basis for the duration of the festival.
- Security personnel will be positioned at key points along the rear perimeter of the festival.
- A 24-hour resident's hotline telephone number will be distributed to all estate residents in advance of the event.
- A mobile security patrol will also be in operation to respond to requests for support from residents via a resident's telephone hotline and from the static security points.

Closest residents

The six properties closest to the festival site are as follows.

- **North Drive Gatehouse 1**, this resident is supportive of the event. No concerns relating to traffic management have been received or special traffic arrangements are required.
- **North Drive Gatehouse 2**, at this point no special traffic arrangements are required for this resident. We are awaiting confirmation as to whether this resident will be at home over the course of the festival weekend.

See Appendix 8.4.

- **South Drive Gatehouse**, this resident is supportive of the event and no concerns relating to traffic management have been received. Access to/from this resident's home will be via traffic control at the south entrance.
- **Andy Mr Martin**, Den House & **Mr Mark Patterson**, Garden House. These residents have raised concerns in relation to rights of access via the south drive. Written permission granting access via the road to the west onto The Marches has been received as noted above allowing unobstructed access via this west route. The residents have been advised of this and have been provided with a guarantee from organisers that access via the south drive will not be prevented by measures implemented for the festival. Access via the south drive will be available to the occupants of both homes at all times. For egress - on turning right onto the south drive vehicles will pass a staffed security point. Staff at this point will be furnished with the resident's vehicle details/registrations in order to allow unobstructed access. On sight of such vehicle/s staff at this point will radio marshals ahead to commence procedures to stop the following: the flow of pedestrians in either direction between the festival site and campsite/main gate using manually operated swing barriers; the flow of event traffic from the campsite car park/coach PUDO using a traffic light system; traffic from the Gatehouse; permitted vehicles entering from the B9128; and vehicles on the B9128 using a phased traffic light system. Traffic lights/control will then indicate that it is safe for the vehicle to exit to the B9128. For ingress – on turning into the drive off the B9128 vehicles will be stopped at a red light and traffic marshals will repeat the system above to allow safe access along the south drive to their properties. These are tried and tested methods of pedestrian and vehicular control. SecuriGroup personnel and experienced traffic managers from Alba Traffic Management Ltd will closely monitor the areas concerned to ensure efficient and safe movement of pedestrians and vehicles.
- Mr & Mrs Cairns, Astwood House. Mr & Mrs Cairns property sits off the B9128 to the east of the festival site. Concerns have been raised concerning the speed at which traffic passes their property on the B9128 and the increased risk potentially larger volumes of traffic attending the festival bring as a result. We have advised Mr & Mrs Cairns that a TTRO will be applied for to reduce the speed on the B9128 to 30mph and that this will operate from Muridrum to the Crombie Mill junction.

Resident's Pass System & Visitors

Residents of the estate will be contacted at the beginning of May to advise of a proposed pass system for the period of the festival in order that their vehicles may be easily identified by event personnel and their travel unimpeded. At the end of May all residents on the estate will again be contacted to determine if they wish to participate in the proposed pass scheme to assist with the efficient and safe identification of residents and potential visitors vehicles. The pass system will consist of a highly visible resident pass for display on vehicle dashboards or from rear view mirrors. A contact telephone number and email address for any questions and details of how to join the pass system will be distributed and registration numbers, vehicle descriptions, information relating to any known visitors will be requested and collated for distribution to the personnel staffing the access points. This is for ease of reference should any resident vehicle approaching the access points not be displaying the resident's pass. Residents may contact the telephone number or email address for additional visitor passes at any time or, should time not permit the issue of passes, to advise of visitor vehicle details to allow safe and efficient access.

Unauthorised Access – South Drive

Should any driver ignore the signage and presence of the traffic managers at the south drive access to Panmure Estate (Den House, Garden House & Gatehouse/lodge access only) and enter the south drive they will be stopped at a red light, engaged by personnel at that point, and when safe to do so, will be directed to the turning point adjacent to the Gatehouse/lodge, to turn and leave the site. This traffic procedure will be under traffic

control to avoid vehicular conflict and will also be under the supervision of traffic managers and security personnel in this area. The route described does not permit the potential for conflict between vehicles or pedestrians as unauthorised vehicles will not be permitted access beyond the steelshield perimeter fencing and the turning point is outside of the perimeter.

Unauthorised Access – West

Should any driver ignore the signage and presence of the security personnel deterrent at the entrances from the west of Panmure Estate and enter the roads/tracks they will be informed by security personnel that access is for residents only, that there is no entry to the event or parking at this side of the estate. They will be asked to safely turn around, leave the estate and to follow the event signage to the authorised entry points. Should it be required, the mobile patrol will be summoned by the static security point to escort the driver to a safe point to turn within the estate and to escort them to the exit.

AUCHRENNIE FARM

Auchrennie farm sits on the west of the B9128 south of the event site 605m from the give way at the top of the eastbound slip road off the A92 (545m from the Muirdrum junction) and during peak season, we are informed by the farm operators, has the potential for high volumes of HGV traffic entering and exiting with fruit produce. Data provided by JP Gray & Sons with regards their vehicles movements for the same dates in 2015 (10 & 11 June) has been provided, **this data is unverified**. Event organisers recognise the importance of Auchrennie and that entry to the farm is the major concern as the fruit to be packed arrives unrefrigerated and is brought to Auchrennie to be packed and refrigerated for onward Nationwide distribution on the wider UK roads network.

The data provided by JP Gray & Sons for **June 10, 2105** indicates the following:

- First vehicle movement at 07.10
- Last vehicle movement at 21.50
- Vehicle movements take place 07.00 – 21.50
- Total of 65 vehicles in/out over a15 hour period
- Average of 1 vehicle every 14 minutes
- 10 vehicle movements in/out between 17.00 – 21.50

It is anticipated that festival traffic will be spread out across Thursday evening and Friday morning for those entering the campsite for the weekend and Friday morning through Friday afternoon and into the evening for those attending for the day event. Peaks, or spikes, in traffic volume are anticipated on Thursday early evening, Friday late morning, mid afternoon and after working hours on Friday for those attending straight after work. According to the data received from the farm this later spike on Friday in event traffic volume will likely coincide with the quietest period for the farm.

The data provided by JP Gray & Sons for **June 11, 2105** indicates the following:

- First vehicle movement at 07.00
- Last vehicle movement at 22.35
- Total of approx. 61 vehicles in/out over a15.5 hour period
- Average of 1 vehicle every 14 minutes
- 1 vehicle movement in/out between 19.10 – 21.00
- 13 vehicle movements in/out between 17.00 – 22.35

According to the information provided by Auchrennie Farm all traffic exits to the right and onto the A92.

It is anticipated that all weekend parking for camping will be on site by Saturday morning and that traffic will then consist of day parking and PUDO vehicles. For egress, throughout the day vehicles leaving the festival will mainly consist of 'drop offs'. Excessive volumes of

traffic are not expected for this and should therefore not unduly impact on the egress from Auchrennie.

Main event egress will take place from 23.00 or later on both nights and occurs after Auchrennie vehicle movements have ceased.

To facilitate access/egress from Auchrennie Farm a manned STOP/GO system is proposed (see drawing/schematic Appendix 8.16). Experienced operatives will be positioned at the farm access points on the B9128 north and south of the farm entrance. A further operative will be positioned north of the bend, on the southbound side, to halt southbound HGV traffic if they are likely to conflict at the bend with northbound HGV. This is to permit the northbound HGV room to swing out, crossing the central lines and to avoid 'clipping' or mounting the walkway. A site visit to monitor the activity at this bend was carried out and it was witnessed that southbound HGV can negotiate the bend without having to cross the central white lines but northbound HGV could not without the trailer mounting the walkway. This system is proposed as an alternative to traffic lights to improve the speed with which traffic can be kept moving in all directions.

Ingress, farm traffic will join the traffic on the B9128 and enter the farm as normal. There is no traffic management at the farm for ingress and none is required. The priority for the farm of vehicles entering is in concert with the priorities of the Festival Traffic Management Plan of keeping traffic flowing on the B9128.

Whilst heavier volumes of traffic may be experienced on this stretch at peak times it is not anticipated that there will be any major delays given the relatively low volume of event traffic (by comparison to other events) and the plans which will be implemented within the event site to keep traffic flowing efficiently into the event areas from the B9128.

Traffic speed towards Auchrennie during the festival is likely to be of levels already achieved on any other day by HGV traffic from Muirdrum to Auchrennie given the nature of the road, the tight bend and the distances involved between points.

Egress, the traffic management operatives (both within sight of each other and the farm traffic) positioned at Auchrennie Farm will initiate their STOP procedures to halt vehicles in both directions on the B9128 and the vehicle will leave the farm as normal for onward travel to the A92. This will also provide opportunities for pedestrian workers crossing from farm to field or vide versa the opportunity to cross whilst traffic is stationary for that short period of time on the B9128. The operatives at Auchrennie will radio the operative north of the bend to stop the southbound Auchrennie HGV should it be required thus clearing the bend for any oncoming HGV.

Consideration will be given to traffic volumes on the B9128 at all times and radio communication will permit the traffic managers at Muirdrum and at Auchrennie to maintain contact and minimise the risk of traffic backing up to the A92 whilst at the same time facilitating access/egress to the farm in as efficient a manner as possible.

Parking and PUDO on site has been reconfigured to further maximise the opportunities for ensuring traffic flow on the B9128, and therefore flow to Auchrennie, is maintained and to simplify road signage thus minimising any confusion or hesitation as attendees approach the event parking/PUDO areas.

Signage will consist of, for example, "All Weekend/Day Car Parking", "All Pick Up/Drop Off & Coaches", "All Campervan & Disabled Parking" or similar.

All PUDO traffic including coaches, taxis and cars will be signed to the entrance opposite Pitlivie Farm. For day traffic this allows us to spread the volume of traffic across two

entrances thus increasing the speed with which we can transition vehicles from the B9128 onto the event site and into their parking/PUDO areas.

This layout also affords us additional capacity within the car PUDO area to accommodate general parking vehicles should an incident occur at the general parking area that, for example, blocks the entrance or starts to create a backlog of traffic. In this scenario the entrance to general parking would be closed and signage positioned to indicate all vehicles ahead to overflow, thus maintaining the flow of traffic on the B9128, until the incident/blockage can be cleared.

This layout also affords us an area for overflow parking as a contingency in the highly unlikely event general parking capacity is exceeded. The latter is unlikely because the capacity of general parking is circa 4,275 vehicles, which equates to 11,975 persons and we anticipate between 10,000 – 12,000 attendees in the first year with many arriving by coach and shuttle, which obviously reduces the volume of cars significantly for each full coach.

Planning however has also been based on maximum numbers of 15,000 and various traffic arrival scenarios have been modelled to show the capacities and throughputs, as shown in Appendices 8, 8.1 & 8.2.

The scenarios shown in these appendices are:
- 8. Anticipated Arrivals Scenario = Thursday 3,000 campers + Friday 2,000 camper & 7,000 day tickets + Saturday 7,000 day tickets
- 8.1 What if? Scenario 1 = Thursday 1,000 campers + Friday 4,000 camper & 7,000 day tickets + Saturday 7,000 day tickets
- 8.2 What if, Max Capacity (ALL CARS, WITH NO ARRIVALS BY BUS, SHUTTLE OR LIFTSHARE*) = Thursday 5,000 campers + Friday 2,000 campers & 8,000 day tickets + Saturday 8,000 day tickets

*LiftShare would increase the average occupancy from 2.8 and therefore would reduce the volume of cars.

These scenarios have also taken into consideration the data provided by Angus Council showing actual traffic volumes north & south bound in May 2015 - at no point do we exceed 75% of our car park processing capability.

Event organisers are installing substantial amounts of trackway and personnel to push all traffic to the furthest points from the entrance/exit on the B9128 prior to being separated into processing lanes. This also allows for additional stacking within both the car park and PUDO areas in the event of an incident within the parking field.

Mitigation Measures, we are implementing the following in every effort to mitigate any possible impact on Auchrennie:
- Reconfigured parking and PUDO layouts to spread day parking and day PUDO volumes over two entrances instead of one;
- Vast amounts of trackway and temporary surfaces within the car parks & PUDO to ensure vehicles can reach the furthest points in the parking fields, regardless of ground/weather conditions, before being positioned by marshals;
- Encouraging campers to arrive on Thursday to spread the already relatively low volume of traffic even further;
- Control measures to spread vehicles across a number of lanes to ensure cars are not engaged for payment until they are at the furthest points possible within the parking fields and are spread for additional distribution;
- Actively encouraging coach travel and use of public transport and the event shuttles in an effort to reduce overall car numbers;

- Tractors and personnel in all parking field ready to tow any breakdowns off trackway as quickly as possible to maintain flow of traffic into fields;
- Contingency measures to divert general parking traffic into PUDO should an incident occur which blocks general parking;
- Traffic management STOP/GO at the bend south of Auchrennie to prioritise northbound traffic; STOP/GO is more efficient than traffic lights as there is no lag time.
- Traffic management STOP/GO at Auchrennie farm to safely egress HGV;
- Traffic management at Muirdrum to encourage efficient flow of northbound B9128 traffic through the junction;
- Actively encouraging shared travel through www.liftshare.com (*see below) promoted via their website, our website and via social media in an effort to reduce over all car numbers;

***Liftshare**

As used by Angus Council, Liftshare is the UK's biggest carsharing community, with over 500,000 members nationwide. The site facilitates a million shared journeys a month, through both its public-facing website and private corporate schemes. Liftshare's system calculates a petrol contribution that sits within legal thresholds so as not to impact hire and reward insurance clauses; making shared trips an option for all. As a result, shared travel is normally cheaper than public transport, and often more convenient. The company has both an environmental mission, and a social one.

If half of UK motorists received a lift one day a week, congestion and pollution would be reduced by 10% and traffic jams by 20%. With congestion in cities and around big events at an all-time high, shared travel unlocks an unused resource on roads without further adding to the problem.

Festivals and large events frequently use Liftshare as a sustainable transport option, for a number of reasons. Reducing the number of cars entering and leaving the site is a key concern for local residents, and a priority for sites where there are environmental concerns. For sites where public transports links are not strong, shared travel can increase the numbers of those able to attend. We are seeing a growing interest in sustainable travel from festivals in particular, and have many levels of involvement – from just web links and widgets on websites, right through to incentivisation with free or priority parking for liftsharers.

The site has built-in safety and verification mechanisms and the site has an impeccable safety record, including a ladies-only service. Formalising sharing using the Liftshare service ensures that travel is as safe as possible for drivers and passengers alike.

Distances: A92 to Auchrennie Farm to Event Parking:

- A92 eastbound slip road leading to Muirdrum junction = 155m
- Give way at top of A92 eastbound slip road to Muirdrum give way = 60m
- Muirdrum to start of sharp bend before farm = 250m
- Bend = 30m
- End of bend to Auchrennie HGV entrance = 265m (245m to HGV exit)
- ***Total distance from give way at top of A92 slip to HGV entrance = 605m***
- HGV entrance to FoH General Parking entrance = 600m
- General Parking entrance (7m wide) to exit (6.5m wide) = 230m
- General Parking exit to PUDO entrance = 255m
- ***Total distance from give way at top of A92 slip to Day Parking entrance = 1.205Km***

Stacking of vehicles - Auchrennie

Leaving aside the issues which arise from stationary vehicles which is obviously not the aim, should the situation occur, here follows some approximate calculations regarding capacity on site and the stacking of vehicles in relation to Auchrennie...

Entrance of general parking down to Muirdrum Junction
Eastbound slip road to Auchrennie HGV entrance 605m = 100 cars
Car Parking Entrance to HGV entrance Auchrennie 600m = 100 cars
HGV entrance Auchrennie to Muirdrum cross roads 545m = 90 cars

General Car Parking
Car Park entrance to Car Park exit 230m = 38 cars
Car Park entrance to end of trackway 603.5m = 100 cars
Queuing cars 395m = 65 cars (2 lanes of cars = 130 cars)

Entrance of general parking to overspill parking
From the car park entrance, north along the B9128 to the bus entrance along the trackway to overspill car park 1,279m = 213 cars

Therefore;
268 cars can be stacked in general car parking
100 cars can be stacked on the road south towards Auchrennie
213 cars can be stack from general parking to overspill car parking
540 cars can be stacked before reaching Auchrennie.

- At a maximum gate throughput capacity of 700 cars per hour through a gate this offers approximately **45 minutes to clear any blockages before vehicles reach Auchrennie**
- At our anticipated maximum hourly peak of 300 cars per hour this offers approximately **1 hour, 48 mins to clear any blockages before vehicles reach Auchrennie**

Proposed Parking on site
199 spaces for VIP/Disabled.
56 spaces for Build/Break Crew
1,505 spaces for overspill car park
950 PUDO
215 Taxi rank
4,275 General Parking
Total = approx. 7,200 parking spaces

Full capacity = 15,000 people
1,200 bus passengers (12 stances with 24 bus loads (50 seats per bus))
15,000 – 1,200 = 13,800 persons travelling by car. Therefore, space is required for 4,930 cars, assuming the PUDO is only used once.

Conclusion
Even if the PUDO spaces were only used once, there is significant excess capacity in the parking areas. Assuming that everyone was travelling every day, we could still accommodate 10% of the total number of cars stacked waiting to park. Provided the flow of traffic is maintained **event traffic is unlikely to unduly impact operations at Auchrennie** and there is ample contingency space to accommodate incidents within the festival site.

Shuttle Buses & No Walk Ons Policy

It is being actively promoted and communicated via the Festival of House website and social media campaign that the festival is not accessible by foot – a 'no walk ons' policy.

A number of measures will be implemented in an attempt to discourage festival goers from attempting to access the festival by foot along the B9128 but additional measures will be put in place to accommodate those who do.

It is cost prohibitive for coach operators to provide a service from Carnoustie to the event site given the short distance. The event organisers therefore intend to run a free of charge shuttle bus service between the festival site and both Carnoustie and Muirdrum. The Muirdrum service will not be advertised in an effort to avoid making drop off at Muirdrum an attractive option but it will be implemented to mitigate the risks associated with anyone doing so or anyone arriving on public transport.

SecuriGroup personnel, traffic managers and signage will be positioned at the Muirdrum/B9128 junction to discourage those attempting to drop off at Muirdrum and advise that they must use the event PUDO on site. Their purpose will also be to advise those arriving on foot at Muirdrum that the route is unsafe to walk and that they will arrange for them to be collected by shuttle and transported to the event site safely. This will operate in reverse for those exiting the site where marshals will be positioned at the exits to discourage those attempting to walk onto the B9128 from General Parking which should be low risk given that all persons entering that area arrived by car. SecuriGroup personnel and traffic marshals at the end of the farm track PUDO access route will not permit anyone to walk along the trackway route and will direct customers to taxis, PUDO, shuttles or coaches as appropriate.

Campers are permitted to leave the site to replenish supplies until 20.00, thereafter a 'no re-entry' policy will take effect to discourage anyone wishing to leave the site and therefore discouraging anyone attempting to walk on the B9128. If customers insist on leaving they will be asked to surrender their wristbands, if they do not have transport arranged they will be offered the free shuttle to Carnoustie.

Shuttles will operate between the festival site and the railway station in Carnoustie as advised by Angus Council. Exact timings will be decided nearer the event when additional information is available to determine the most effective use of the service and to coordinate with the arrival/departure times of public transport. The shuttles operating this route will also collect any obvious festival goers spotted walking on the route between Carnoustie and Muirdrum and between Muirdrum and the festival site.

Shuttles will also operate from Muirdrum to collect any pedestrians arriving at the bus stop in Muirdrum on public transport. These shuttles will be positioned on the roadside adjacent to the bus turning circle in Muirdrum, without impeding on it, to ensure pedestrians alighting public transport are immediately transferred to the shuttles for transfer to the event site. Shuttles will be timed to coincide with the arrivals of public transport at these locations, public transport arrival times have been provided by Angus Council and will be confirmed prior to the event.

Pedestrians arriving at Muirdrum on foot from, for example, Carnoustie that are not collected along the route by the shuttle or from bus drop offs at the A92 bus stops, are likely to mostly arrive on the east side of the road at Muirdrum, on the footpath. Marshalls will advise pedestrians make their way to the shuttle bus pick up point at the roadside by the Muirdrum bus turning circle. Pedestrians arriving on the eastbound lane of the A92 by bus will arrive on the west side of the junction and the STOP/GO operatives will ensure a safe

crossing for them at a safe time. They will then be directed to the Muirdrum event shuttle bus pick up point at the bus turning circle. A number of polyjohns/chemical toilets will be positioned at this location for obvious reasons. The toilets will not be visible from the main thoroughfare and will therefore not impact traffic flow by encouraging traffic to stop. They will be provided for the comfort of customers arriving at Muirdrum on foot or by public transport and for the protection of resident's property in Muirdrum.

Additional vehicles and drivers can also be added to the shuttle service should, nearer the time, data suggest that further capacity is required to avoid pedestrians numbers building at pick up location.

Details of anyone ignoring event staff advice at Muirdrum and insisting on walking along the B9128 to the festival will be radioed to the JOCC to be logged. Details of anyone collected from the roadside between Muirdrum and the festival site will be relayed to the JOCC to cross reference against any reports of pedestrians ignoring event staff advice and walking the route.

A combination of no wait cones and no stopping signage will be utilised along the length of the B9128 from Muirdrum to the Crombie Mill junction north of the event site to deter vehicles stopping along the route to drop off, pick up or park. This requires a TTRO to be enforceable. Note: concerns are noted that the cones are often subject to significant damage from passing vehicles due to the narrowing of the road, that they can create hazards on the road and that they can increase the risk for any pedestrians on the route (e.g. causing obstructions they must negotiate in poor light on verges). Further concerns are noted that should gaps occur where cones have been jettisoned by vehicles or pedestrians, or at points where they stop, this may encourage drivers to stop/park at those points. Regular checks of all signage and coning will take place by Alba Traffic Management to minimise the risk of the above occurring.

CAR PARKS & PUDO

No overnight parking is permitted without purchase of a full campsite/weekend or campervan ticket and passes for such must be displayed on vehicle dashboard prior to exiting car parks. No overnight camping will be permitted in the parking areas. No vans will be permitted access to the campervan area, only vehicles designed for overnight camping will be permitted in this area.

The car parks being utilised for the event are agricultural fields accessed via existing farm tracks/roads and/or temporary trackway.

Security & Marshalling

Security personnel from SecuriGroup will be monitoring activity within all car parks, PUDO and coach areas during operational hours and on a 24 hours basis thereafter.

Experienced personnel from Event Traffic Ltd, supported by event marshals and SecuriGroup personnel, will manage all areas of the car parks, PUDO and coach areas.

Car Parks Opening / Closing Times

09.06.16	Car Parks open 14.00 / close 21.45*
10.06.16	Car Parks open 09.30 / close 21.45*
11.06.16	Car Parks open 09.30 / close 21.45*
12.06.16	Car Parks close 14.00

* subject to license conditions

Disabled Parking

Designated disabled parking spaces will be set aside, closest to the main arena. Signage leading to this area will be in place and access will be permitted only for blue badge holders.

Car Park Layout
Parking areas will be prepared in advance by Event Traffic Ltd (E.T.), a very experienced company with a proven track record in operating and managing car parks on greenfield sites throughout the country. E.T. will delineate roadways through the fields / zones using equipment such as reflective plastic posts, traffic cones, string and sign boards, etc. Mown lines are used to delineate parking lanes, roadways and fire lanes, should mown lines not be visible due to ground conditions additional measure will be implements (e.g. white lining). These methods allow for the maximum number of vehicles to be parked within an area whilst still allowing for roadways and fire lanes to any part of the land.

During adverse weather conditions E.T. would, where possible, move roadways and routes around so as not to "cut up" the land too much and would increase the central roadway by up to 3m in width with fire lanes increased by 1m. In doing so the parking area reduces by 0.47% (90 vehicles).

On show days, it will be E.T. that ensures each car is parked as quickly as possible in order to keep traffic queues to the event as short as possible.

As shown on the site plans, a substantial quantity of trackway is planned for within the car parks to ensure traffic can be moved smoothly and efficiently off the B9128 and into the far sides of the car parks prior to being distributed across a number of lanes and engaged by staff.

Signage will advise at an early point which lanes to enter to direct traffic to the appropriate area within the car parks.

General Parking areas/zones
Day Parking – pre paid & pay on the day
Weekend Parking – pre paid & pay on the day

PUDO, Coach & Campervan Parking areas/zones
Campervans
Coach Pick Up / Drop Off (Coach PUDO)
Car PUDO
Taxi PUDO & Taxi Rank
Staff Car Park

Disabled / Secret Garden (glamping) Parking
Campervans
Disabled / Secret Garden Pick Up / Drop Off (PUDO)
Disabled & Secret Garden Parking

Within each car park there will be a search area where any Transit style vans entering the car parks will be directed to be searched for evidence of sleeping bags, etc.

Capacity & Rates Of Access & Egress

All parking areas offer more space than is required based on the expected attendance and the design of the site allows for modification of the car park layouts to accommodate increased/decreased numbers as advance data from ticket sales is acquired.

Purple Guide guidance on vehicle occupancy and access/egress rates:

Average Car Occupancy	Car Parking (per hectare, greenfield)	Typical Rate Entrance/Exit (per minute)
2.2 – 3.5	320 – 440	12 – 20

Based on an estimated occupancy of 2.8 persons per car the parking facility at Festival of House converts to capacity in terms of attendees as follows:

Car Park	Size	Capacity (vehicles)	Occupants (average 2.8/car)
General Parking	9.9 hectares	4,275	11,975
Campervan Parking	50 x pitches	50	140
Staff & Overflow Parking	3.1 hectares	1,505	4,214
Car PUDO	2.8 hectares	1,150	3,320
Taxi PUDO/Rank		50	140
Coach PUDO	12 stances	12 stances	60 per stance
Secret Garden Parking	125 vehicles	199 (74 spare)	350 (207 spare)
Disabled Campervan Parking	30 pitches	30	84
Disabled Parking	15 vehicles	15	42
Disabled PUDO	12 vehicles	12	34
TOTAL PARKING AVAILABLE		**7,298**	**21,019**

Parking capacity on site exceeds the maximum number of potential ticket holders and this is before taking into account those customers arriving by shuttle, coach or car PUDO. Therefore, in addition to this excess of capacity we have the PUDO capacities for cars/taxis, PUDO for coaches and PUDO for disabled/glamping (Secret Garden) to take into account.

Rates of access to and egress from the car parks will be affected by a number of factors, most critical of which is the ground condition at the time and volume of traffic on the road. This is in turn largely determined by the weather leading up to and during the event. Weather forecasts and conditions on the ground will be monitored regularly in the weeks prior to the event. In addition to this the volume of traffic on the B9128 will have a direct impact on these rates.

The entrance and exit to General Parking are both single farm gates and at both gates the ground will be levelled and hardcore put down to improve access. Trackway will also be utilised to facilitate efficient entry to and exit from the car parks.

Ingress
Arrival traffic will be spread out over the course of Thursday & Friday for weekend camping traffic and Friday & Saturday for day parking with spikes in volume at peak times. Analysis of arrival traffic, to include PUDO, will be provided as ticket sales progress and detailed sales information of arrival methods is available.

Based on information gathered from similar sized festivals we anticipate traffic volumes to peak at an maximum of 400 vehicles per hour but more likely at 300 vehicles per hour.

Three traffic arrivals scenarios as outlined below are detailed in Appendix 8, 8.1 & 8.2:

- Appendix 8:
  Anticipated Arrivals Scenario (based on data from similar sized festivals)
  = Thursday 3,000 campers + Friday 2,000 camper & 7,000 day tickets + Saturday 7,000 day tickets

- Appendix 8.1:
  What if? Scenario 1
  = Thursday 1,000 campers + Friday 4,000 camper & 7,000 day tickets + Saturday 7,000 day tickets

- Appendix 8.2:
  What if? Unlikely Worst Case Scenario (max capacity achieved with all arrivals are by car, and NO arrivals by bus, shuttle or liftshare*)
  = Thursday 5,000 campers + Friday 2,000 campers & 8,000 day tickets + Saturday 8,000 day tickets

  In this scenario the overflow car park (and part of PUDO) would be utilised for the excess cars.

- The Anticipated Arrivals appendix (8.1) will be updated with as accurate information as possible based on sales data (car parking, campervans, weekend camping, coaches, etc.) as it becomes available:

Egress
In good conditions and with no delays on the B9128 clearance of parking areas at the end of the event is anticipated to take place over the course of the number of hours shown in the table below.

Calculations are based on Purple Guide advice at 20 vehicles per minute. They are also based on Purple Guide advice, alongside industry experience, of 12 vehicles per minute to take into account that the traffic is all departing the festival site, turning right on the B9128, from two main exit points and will have to merge under traffic control which will slow the maximum possible to a more realistic egress figure at busy periods.

Local traffic is expected to be insignificant at the time of egress with figures from 2015 (between the hours of 23.00 – 03.00) showing a total of 7 vehicles on Friday night and 13 vehicles on Saturday night.

Manually operated temporary traffic lights on exit from PUDO and on exit from General Parking will work in sequence with the operators in close radio contact to ensure as efficient a process as possible from all event areas onto the B9128 and onwards to the A92.

Experienced personnel from Event Traffic Ltd, supported by event marshals and SecuriGroup personnel, will manage all car parks, PUDO and coach areas on egress to direct and assist customers to the correct areas. SecuriGroup personnel will manage the

entrances into coach queues and the pen release system at the head of the queues to ensure an orderly embarkation process.

Egress - at Maximum Capacity:
The worst-case scenario, with car parks at maximum capacity; all general parking exiting at once (i.e. campers **AND** day traffic leaving at once); and at maximum PUDO capacities, is shown below:

Car Park	Maximum Capacity	Egress Rate (per minute)	Egress Over Course Of Hours
General Parking (including day parking and weekend parking)	4,275	20	3.56
		12	5.94
Car, Coach & Taxi PUDO	1,212	20	1.01
		12	1.68
Secret Garden Parking + Disabled + Campervan + PUDO	226	20	0.19
		12	0.31

Egress - at 50% capacity (general parking, day departures) & 75% PUDO capacity:
Expected attendance in the first year of the festival is anticipated to be between 10,000 – 12,000 customers.

It is anticipated that the majority of campers parking for the weekend will leave on Sunday morning. If we base departure from General Parking on Friday and Saturday evening at 50% of capacity leaving the General Parking area (i.e. circa 6,000 day ticket holders in cars) plus 75% capacity in PUDO (circa 2,800 day ticket holders) the egress calculations are as follows:

Car Park	50% Of Capacity	Egress Rate (per minute)	Egress Over Course Of Hours
General Parking (day element departing)	2,138	20	1.78
		12	2.97
	75% Of Capacity		
Car, Coach & Taxi PUDO	909	20	0.76
		12	1.26
Secret Garden Parking + Disabled + Campervan + PUDO	169.5	20	0.14
		12	0.24

General Parking
On entry into General Parking vehicles will be directed by signs to follow the trackway to a central roadway within the parking area where a traffic marshal will direct vehicles to continue down the central roadway to the entry lanes.

At the entry lanes marshals and signage will direct vehicles into the appropriate lane for processing. There will be 4 processing lanes plus a further contingency lane for peak periods and lanes will be prioritised based on the volume of pre paid ticket holders or pay on the day vehicles as appropriate. The processing of pre paid tickets is a very quick process taking only a matter of seconds to scan the bar code and payment processing with the correct money ready also only takes a matter of a few seconds. Signage will advise customers in advance to have their pre paid ticket or correct money ready.

Once processed vehicles will be directed to follow marshals allocating parking spaces.

To speed up flow on entry/minimise build up of traffic mobile payment entry lanes/checkpoints will be utilised. This gives marshals the ability to process vehicles as far away from the B9128 as possible in order to keep vehicles moving into the car park. As the car park fills and volume decreases checkpoints are moved along to maximise efficiency and minimise travel from processing to space allocation.

In order to maintain the longest possible entry route for Friday and Saturday day parking arrivals, Thursday camping arrivals will be parked on the north side of the central trackway route building back towards the entrance/exit. This preserves the south side of the field for peak flow Friday arrivals and maintains the longest distance prior to vehicles arriving at the processing lanes/checkpoint.

When volume of traffic into the parking fields is high, if required an additional 'panel' can be opened to spread the load of vehicles being allocated spaces allowing us to park two areas at once thus speeding up the parking flow by 50%.

In order to alleviate any pedestrian/vehicle conflict in the car parks vehicles will be parked "Disney style" whereas once parked, pedestrians walk forward away from incoming traffic and the car park.

All vehicles will be directed to the far side of the car park before being split into multiple lanes (see site plan for layout) to ensure vehicles are drawn as far as possible from the B9128 prior to being engaged.

Car parking staff will be well briefed and the positions at which they engage with drivers specified and marked. This is to ensure that they do not 'drift' from their positions towards drivers (which reduces the length of trackway in which to stack vehicles) until the correct times (when car parks are filling and volumes reducing) and to ensure that vehicles are always being encouraged to come to them at the designated points for engagement with drivers.

'Money ready' transactions are estimated to take approximately 5 – 10 seconds and advance signage is in place to advise of the parking fee and to have pre paid tickets ready for scanning. A cheaper parking fee is available to those purchasing parking tickets in advance as an incentive to minimise those paying on the day. Experience shows that if customers do not have their money ready transactions can take up to 30 seconds. Should customers take an excessive time at this point (e.g. fumbling for money or pre paid ticket) and take more than 15 seconds to process they will be directed to the side to be dealt with by another marshal in order to keep the flow of traffic moving.

Vehicles will be parked in rows of two allowing enough room for the vehicles at the front to drive out and the ones behind to reverse.

Entrance lane personnel are in direct radio contact with the Traffic Manager, Car Park & Bus Station Manager and parking teams.

Car, Taxi & Coach PUDO and Campervan Parking (plus overflow & staff parking)
Cars, taxis and coaches picking up or dropping off (PUDO) plus staff and Campervans will access the site from the B9128 via the farm track directly opposite Pitlivie Farm.

At a point along this track it will be increased to two lanes via the use of temporary trackway to accommodate the holding of coaches if required in the right hand lane and access to the remaining areas via the left lane. This will then lead onto a trackway route

into the other areas where vehicles will follow relevant signage, a one way system and the direction of marshals.

Cars will continue along the track before being directed to the PUDO area for parking and collection of their passengers.

Taxis will continue along the track before being directed to the taxi PUDO for parking at either the taxi PUDO (for pre booked cars) or the taxi rank.

A separate trackway area within Disabled / Secret Garden for PUDO allowing a one way circuit will be implemented.

For egress:
All cars (and campervans) will leave via a one way route in the same direction as coaches and the crossing point with coaches will be managed by traffic marshals. A contingency exit route for all cars is available via the farm track which bypasses the bus stances should there be an obstruction on the coach trackway section at egress.

Traffic light control will be in operation to allow the safe and efficient movement of traffic from the site onto the B9128 during egress. See Appendix 8.4.

Coach Pick Up/Drop Off (PUDO)
Coach PUDO will be accessed via farm track and trackway entering the site at the upgraded farm entrance opposite Pitlivie Farm.

Coaches will continue along the track before turning right towards the stances, which will be positioned along a length of double trackway. There will be 12 stances as shown in the site plans. Stances will be well signed and some will be for 'service' coaches and some for private coaches. Service coaches will be those designated for particular locations, for example "coaches to Dundee".

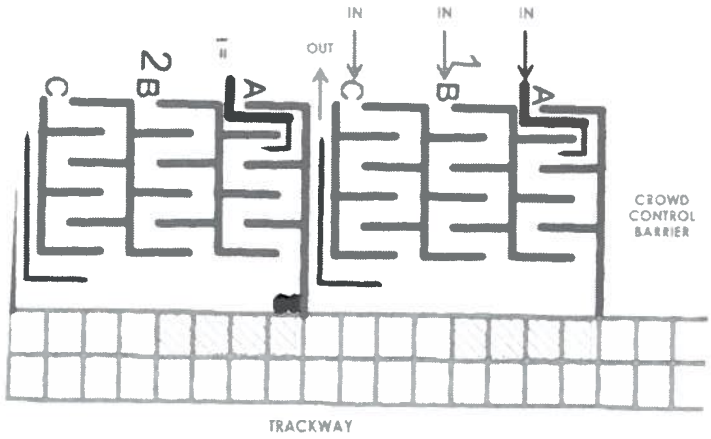
For ingress:
All coaches will drop off at the stances 9 - 12 where patrons will be at the end of the main gate queuing system. Coaches will arrive at the designated stance/s, their passengers will disembark into clear areas/pens (allowing the main pedestrian flow from Day Parking unobstructed ingress beyond them) to unload any bags, camping equipment and provisions ahead of the main ticketing area and the vehicles will pull out onto the second lane of trackway to exit the site.

For egress:
Ticket holders will queue in a zig/zag 'Disney' style pedestrian barrier system ahead of a holding pen.

Service coaches – several queue lanes will lead into one pen with each queue allocated to a different destination. Ticket holders for a particular destination will show their tickets at the front of the queue, enter the pen, board the bus and once that vehicle is full it leaves and remaining ticket holders await the next, for example, Dundee or Aberdeen coach.

Private coaches – several queue lanes will lead into one pen with each queue allocated to a different private coach party. Private coaches will be stacked on trackway along the side of the upgraded farm track until their party are all in the queue, at which point a marshal will radio the holding point to allow entry to the stance of a particular coach. The passengers for that coach will be released into the pen for boarding. That coach will then pull out onto the second lane of trackway to exit the event site and the queue will be utilised for the next party. As one queue at a private coach stance is emptying into the pen the others will be filling up.

Queuing System:



GENERAL ACCESS / EXIT ROUTES

Proposed Car Parks with Access Routes:

See Appendix 6.1

General Parking
General Parking will be for day ticket holders and camping ticket holders parking for the weekend and will be accessed from the south field access on the B9128 as shown on the site plan (Appendix 6.1). Vehicles will exit via the north field access and all traffic exiting will be directed right towards the A92. A traffic light system will be in place to control the egress of event traffic onto the B9128.

A tractor will be positioned in this area for ingress and egress to tow any vehicles stuck in mud to the nearest trackway point and to tow any vehicles that break down on the trackway onto the grass for separate recovery.

Overflow, Campervans, Coaches & Staff Parking
Vehicles for the above areas will access the event site via the farm track directly opposite Pitlivie Farmhouse on the B9128. They will exit via the estate's south drive access and all traffic exiting will be directed right towards the A92. A traffic light system will be in place to control the egress of event traffic onto the B9128 and the access/egress of residents with rights of access on the south drive.

A tractor will be positioned in this area for ingress and egress to tow any vehicles stuck in mud to the nearest trackway point and to tow any vehicles that break down on the trackway onto the grass for separate recovery.

Disabled/Glamping Campsite Parking
Cars and taxis will access Disabled/Glamping Campsite Parking and PUDO from the access into Machlands (the field within which the main arena is contained) from the B9128. They will exit via the same access and all signage for egress will direct traffic right towards the A92.

A tractor will be positioned in this area for ingress and egress to tow any vehicles stuck in mud to the nearest trackway point and to tow any vehicles that break down on the trackway onto the grass for separate recovery.

Vans

Vans entering the car parks will be subject to search for evidence of sleeping equipment (e.g. mattress & sleeping bags without tent). If security personnel have reason to believe customers intend to sleep in their vans within the car park they will be advised this is not permitted, refused entry to the car park and directed to leave and return without the suspect equipment / with a tent for pitching in the main campsite. No vans will be permitted access to the campervan area, only vehicles designed for overnight camping will be permitted in this area.

EMERGENCY SERVICES ACCESS / EXIT ROUTES

Should the emergency services require access to the site in an emergency they will, in coordination with the JOCC, select the most appropriate route to the event site and location therein.

The Montague Bridge to the west of the site cannot be confirmed as structurally sound for the crossing of fully laden fire appliances or heavier emergency services vehicles.

The main access points available to the emergency services are as follows:

Please refer to Site Plan, Appendix 6.1.

From the B9128

- General Parking via access points shown on site plan marked as A1 & A2 at grid references L20 & J19 respectively;
- PUDO, overflow, taxi rank, campervan area, main gate, main campsite, staff car park, overflow car park and bus station on site plan marked A3 at grid references H17 or A4 at grid reference E13;
- Main arena, staff area, JOCC, boneyard/storage, glamping, disabled and glamping car parks, build break accreditation, concessions, bars, backstage, all tents, artist area on site plan marked A5 at grid reference B10.
- Further access to all event areas, excluding general parking, is available via South drive (access A4 at site plan grid reference E13). Note that this route is a narrow tarmac road with soft verges.
- North drive (access at event site plan grid reference C10). Note that this access is suitable for small vehicles only due to the narrow iron gate.

Primary Emergency Routes – Fire Service

It is noted from Scottish Fire Service that the most direct route to the festival site for fire appliances attending from Carnoustie is along via the B9128 (access as described above) and this takes circa 9 minutes.

Should an incident occur requiring the attendance of a fire appliance from Carnoustie the following procedures will be implemented:

- In order to clear the southbound lane for use by northbound emergency services, southbound traffic on the B9128 will be held by switching the temporary traffic lights at the south drive (A4) to red.
- Traffic management response/contingency operatives will be despatched to initiate the traffic control equipment already positioned at Crombie Mill and to hold southbound B9128 traffic at red lights at this point also. Note: Police attendance may be required to ensure compliance at these points if traffic held for long periods of time with no indication as to why.
- All northbound event traffic already on the B9128 between Muirdrum and the event will be directed by marshals into the 'General Parking' and 'Overflow Parking/Coach/PUDO' and 'Disabled/Secret Garden Parking & PUDO' areas as quickly and efficiently as possible.
- In this scenario, no payments will be taken and no tickets scanned, the priority will be to move the traffic from the B9128 into the event site as quickly and safely as possible.

Should both lanes of the B9128 be blocked northbound from Muirdrum for any reason forcing fire appliances to re route through Carnoustie or along the A92 to the Upper Victoria junction and northbound along The Marches onto the B961 to enter the event site from the north on the B9128 the following procedures will be implemented:

- Traffic management response/contingency operatives will be despatched to initiate the contingency traffic control at Crombie Mill and to operate the temporary traffic lights already positioned there.
- Traffic at this point will be held at red lights to clear a lane on the B961 for use by the emergency services.
- A temporary advisory 'road closed' sign would be implemented on the B9128 south of the intersection.
- If on approach to the sharp bends beyond Crombie Country Park traffic has queued back making the navigation of the bends difficult SFRS can advise the JOCC to authorise eastbound traffic to be changed to a green light to push vehicles east and north to create movement in the queue, which should create enough space for vehicles to permit the SFRS to pass under blue lights

See appendices 6.8 & 6.11 in relation to the sections below

Contingency Route – Emergency Vehicles (excl. Fire Service appliances)

Written confirmation (see appendices 8.12 & 8.13) from both landowners has been received granting permission for emergency services under blue light conditions via the west route from The Marches and over the Montague Bridge. Police & ambulance plus smaller fire service vehicles - fully laden fire appliances will access the site via the various entrances to the east along the B9128 or via the contingency forestry route as outlined below.

Sterile/Contingency Route – All Emergency Services & SFRS Appliances/Heavier Vehicles

A sterile/contingency route between the B961 to the production roads within the event site is available via the forestry road **for all emergency vehicles**. Forestry vehicles in excess of 30 tonnes regularly travel this route and cross the culvert on it. However, should SFRS require it the organisers guarantee that suitable reinforcement work will be carried out to the culvert prior to the event to the satisfaction of SFRS. This is a longer route to the site but is provided as a contingency should primary access routes be blocked. A key for the gate on entry to this route would be provided or, if preferred, the gate would be left unlocked.

Vehicles entering the site from either the west or the forestry route would arrive at the same point to the west of the site by the Production Village and would then access the festival areas via the estate roads, trackway routes and the Production Road around the main arena.

Routes to Contingency Forestry Route (avoiding B9128)

From Carnoustie or Dundee:

- Leave A92 at Upper Victoria, north along The Marches to the B961, east on the B961, right onto the forestry track just before entrance to Crombie Country Park on left.
- Leave A92 at B962, north onto B961, right onto the forestry track just before entrance to Crombie Country Park on left.

From Abroath:

- Follow B9127 to B961, west on B961, left onto the forestry track just after entrance to Crombie Country Park on left.

From Forfar:

- Follow B9128 to Crombie Mill junction, west on B961, left onto the forestry track just after entrance to Crombie Country Park on left.

Medical Vehicles

It may be necessary for medical vehicles to transport casualties from areas of the site to the on site hospital. Production routes will be used wherever possible. Scottish Ambulance Service is extremely experienced in these vehicle movements. A number of pre determined holding areas around the site have been designed for the medics to use where they can be based on standby if required in order to reduce the number of movements across the site. Many medical responses may be on foot.

The Festival Manager will arrange for site tours of the production roads and sterile route around the arena perimeter fence for the emergency vehicles on site so that crews and personnel are familiar with them.

Under normal circumstances the direction of travel around the Production Road and trackway routes is clockwise, however, emergency vehicles responding to an incident under blue lights may travel in the most appropriate direction to the incident. Passing places are provided for vehicles to allow passing of emergency vehicles in such situations.

SIGNAGE

Suitable signage directing vehicles to the festival site, advising against drop offs/pick up at Muirdrum and to use event PUDO will be positioned at Muirdrum. Advisory black on yellow 'residents only' signage will be used east and west of the junction to discourage vehicles turning to drop off.

Internal Vehicle Signage & Management

Vehicles will be directed with the use of versatile temporary signage. These signs display information regarding different types of parking areas, and which direction people should travel in to park there.

Picture signs may be used to illustrate, for example, Disabled, Coaches and Motorbike parking areas (motorbikes will be accommodated within Day Parking). These are often easier to follow than reading a large amount of text on information boards.

Traffic cones and recognised traffic management methods are used to denote roadways and junction points. This is a highly effective way of controlling vehicles on green field sites. Cones and Signs used together can confirm a direction for vehicles to take.

Various equipment and methods of operation will be utilised to help staff ensure the flow of traffic is efficient and speedy.

External Signage

Signing to the venue will be provided by ALBA Traffic Management Ltd. They will be responsible for obtaining relevant authority for the erection of signs from Angus Council, BEAR Scotland, Transport Scotland, Dundee City Council and any other authority required.

In accordance with The Event Safety Guide (The Purple Guide) the signing schedule is critical to the success of the event.

The signing of the primary routes will be essential to provide clear and concise directions to visitors.

All signs will be manufactured in accordance to Chapter Seven and Eight guidelines and the intec plate, class II reflectivity, or class I where stipulated. Vinyl will be black on yellow; with a minimum x-height of 75mm. Where possible all x-heights will be calculated in line with the DfT Traffic Advisory Leaflet (TAL).

Signs will be erected in accordance with the New Roads and Street Works Act 1991 and A *Code of Practice* National Highways Sector Scheme Qualified Traffic Management Operatives will place out the signs on the dates stipulated. Wherever possible signs will be pole-mounted, otherwise they will be freestanding in angle-iron frame or quick fit frame. Sandbags will be used where appropriate to provide adequate ballast and to prevent any sign movement. Regular checks will also be conducted on all signs both leading up to, and

during the event with checks being conducted daily on the 9th, 10th, 11th and 12th of June over the course of the festival.

Variable Message Signs controlled by Traffic Scotland on arterial routes will be utilised where possible to provide advance warning for motorists attending the event. For vehicles travelling from Fife discussions have taken place with Tay RB Joint Board and they will provide use of their VMS to display festival traffic directions for traffic travelling from Fife.

Separation signage will be implemented on the A92 on the approach to the Muirdrum junction in both directions to encourage separation of traffic into lanes for 'event & local traffic' and 'all other traffic'.

Vehicles merging ahead signage will be implemented on the A92 on the approach to the Muirdrum junction to advise traffic on the A92 of merging traffic leaving the event and joining the A92.

Courtesy signage advising of the festival dates and to plan ahead will be implemented 2 weeks ahead of the festival weekend to encourage local traffic to consider alternative routes/travel arrangements.

Contingency Signage
Signage directing vehicles to the event via alternative routes will be positioned ready for deployment to accommodate an incident on the A92 up to one junction in either direction. Eastbound traffic will be diverted via the Upper Victoria junction on the A92 onto The Marches and onward to the B961 to enter the event site from the north and westbound traffic will be diverted via the Salmond's Muir junction to the A930 to enter the site from the south.

In the event of an incident requiring the closure of the B9128 south of the event site signage will be positioned on the A92 directing westbound traffic onwards to the Upper Victoria junction and to follow the route via The Marches as described above.

Details of all signage including contingency routes and measures are shown in the following traffic management appendices as listed at the beginning of this document.

TTRO

The following TTRO will be applied for in relation to Festival of House.

- 30 mph restriction on B9128 from Muirdrum to beyond the FoH site
- 50 mph restriction on A92 on approach to Muirdrum, 2 miles in each direction
- Distribution of no wait cones and no stopping signage along B9128 from Muirdrum to Crombie Mill junction (B9128/B961)
- Distribution of no wait cones at Muirdrum to improve sight lines & safety
- Section 59 for widening south drive access

TEMPORARY TRAFFIC SIGNALS

The current proposed locations for temporary traffic signals are outlined in the CAD drawings for each position (including overhead lighting requirements), these can be found in the list of appendices.

Temporary traffic signals will be in use along the B9128 at:
- Muirdrum junction
- Personnel with STOP/GO at top of the eastbound slip road off the A92

- Personnel with STOP/GO at Auchrennie Farm on the B9128 either side of the access to the farm
- Personnel with STOP/GO (southbound side only) at the sharp bend south of Auchrennie Farm on the B9128
- At the exit from general parking
- At the exit from PUDO
- At the south drive access of Panmure Estate

Contingency – Portable Traffic Light Heads
All temporary traffic lights are battery operated, are supplied with spare batteries and a maintenance response crew will be on site to attend to any issue or equipment failures promptly.

BUILD / BREAK

See Appendix 8.15 for signage schedule.
Build/load in is expected to take place over approximately 2 – 3 weeks pre show and the break/load out is expected to be approximately 1 week post show. All build and break activity must be completed within the 28 day permitted development rules.

Vehicles travelling to site for the Festival of House build will be instructed to use the Muirdrum junction on the A92. From here they will travel north along the B9128 to the site accreditation area within the Machlands field (main arena). All build vehicles accessing the FoH site will be directed to this accreditation area. Traffic will be controlled as required on the B9128 during build by Alba Traffic Management Ltd utilising a stop/go system.

On entering the accreditation area vehicles will be stopped by Event Traffic marshals / SecuriGroup personnel and the driver asked for proof of delivery. The load will be identified and logged. If they are delivering a package suitable for manual handling event personnel will sign for the package and they will make their delivery at the accreditation area. The delivery driver will then be directed out of the accreditation area and back onto the B9128. If the delivery is not suitable for manual handling, the vehicle will be held in the accreditation area and the driver taken through the site health and safety procedures / site induction prior to being allowed onto site.

Event Traffic marshals / SecuriGroup personnel will log all vehicle details for each vehicle that requires access to the site.

Once vehicles have been checked in, event marshals / SecuriGroup personnel will log the vehicle details and they will be permitted to move only when ready to be unloaded. Vehicle and driver details will be logged and retained.

Once the vehicle has been given clearance to enter the site, a site pass will be issued and the driver will be directed or escorted to the appropriate unloading area. Dependant on the location for the unloading of the vehicle, vehicles may be directed or escorted.

All HGV drivers will be advised of the public road code of conduct whilst using the roads around Panmure Estate. This will include the speed restriction of 30mph on the B9128, 10 mph on the internal roads and 5mph on temporary trackway, to follow the instructions of the traffic marshals at all times, not to deviate from the course set by the escort vehicle (if applicable), to give due courtesy to normal road users to include the passing of queuing motorists and emergency service vehicles.

The vehicle escort driver (if applicable) will be responsible for monitoring and reporting any noncompliance with the public road code of conduct or the site vehicle safety rules. Breaches in these policies will result in the first instance of re-briefing, continual or repeated noncompliance may result in the driver having their permitted access revoked.

Vehicle breakdown arrangements: The size and nature of the site is such that any broken down vehicle will be identified quickly. In the first instance, should the situation arise, either temporary traffic control will be implemented around the vehicle or it will be towed from the trackway/road whilst a suitable vehicle recovery provider is contacted.

Management Of Build / Break Traffic
All traffic entering the event site must comply with the Festival of House site rules.

Entry to all event build vehicles will be via the field access into Machlands (main arena area) as shown on the site map (see list of appendices).

No overnight arrivals are scheduled or expected.

As yet no oversized loads have been identified and none are expected.

Event Traffic Ltd & Festival of House staff will provide a presence on site from the start of the build through to the end of the break to manage the arrival of pre and post show traffic.

Festival of House Site Vehicle Rules
- Anyone operating a vehicle must have the relevant license to operate the vehicle and will be instructed on the site rules and regulations at the entry point to the site or on collection of their site vehicle.
- The site Speed limit will be set to a maximum speed of 5 mph on trackway and 10mph on tarmac (excluding emergency services under blue lights).
- All vehicles will have dipped headlights on whilst moving around the site and/or flashing beacon light if fitted and applicable.
- All vehicles will display a company name and contact number of the onsite driver in the vehicle at all times.
- At no time must any vehicle be left unattended blocking routes around the site.
- Any drivers leaving their vehicles to deliver/offload goods must wear a Hi-Vis tabard that confirms to BS EN471 whilst doing so.

Arena and Campsite Production Vehicles
This will consist mainly of Event, Production and Site Crew vehicles. During this period a number of vehicles will be arriving onsite but all will comply with FoH Site Vehicle Rules.

Signage will be used to indicate the maximum speed limits allowed for any vehicle travelling on site. Any party breeching this speed limit will be warned about the breech and requested to watch the instructional video again. Further failure to comply will result in losing their right to drive on site pending review by the Health and Safety Manager / Site Manager.

Concessions
Concessions are likely to arrive between Monday 5th and Thursday 8th June. On arrival concessions will be held in the Accreditation Area until they have undergone security clearance and a site safety induction.

Concessions will be advised of the rules and on completion of the induction drivers will be given a concession pass/wristband that shows they have completed the site safety

induction. This will enable easy identification of parties who are allowed to drive on the event site.

Site Services
Service Vehicles moving around the site will have the correct passes at all times. These vehicles will also have to adhere to FoH Site Rules.

Directions Around The Site
An Internal sign schedule of similar standards as the external signage will be produced to direct traffic around the site.

Staff Parking
There will be a small amount of parking for essential site and staff vehicles within or near the staff/production area. Non-essential vehicles will be parked in the main staff car park.

Staff On Build Areas
Festival staff will always be wearing a Hi-Vis tabard that conforms to BS EN471 when directing moving traffic.

TRAFFIC MANAGEMENT CONTACTS

Name	Organisation	Telephone Number
Craig Blyth	Jigsaw Events & Management	07969 569 804
Ed Murdoch	Red Pepper Events	07764 203 999
Jerry Watson	ALBA Traffic Management	07720 814 060
Jimmy Bradley	Event Traffic Ltd	07427 198 147
Ian Cochrane	Angus Council	
Sgt. Craig McBean	Police Scotland	
Insp. Ray Cuthill	Police Scotland	
Nick Moore	Scottish Ambulance Service	07717 720 659
TBC	Scottish Fire & Rescue Service	
Andy Dempsie	Happy Bus	07817 590 492
TBC	Transport Scotland	
TBC	B.E.A.R. Scotland	

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Purpose
This document has been written for Festival of House. Responsibility for ensuring the requirements are met lies with the organisers. This document contains many requirements placed on contractors and on the event organisers. It is provided as a supplement to the requirements placed on individuals and organisations by current legislation and contractual agreements. Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations of an individual or organisation, which remain their own responsibility.

Authors

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Dundee, DD1 4QB
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Web: www.redpepperevents.com

Jerry Watson
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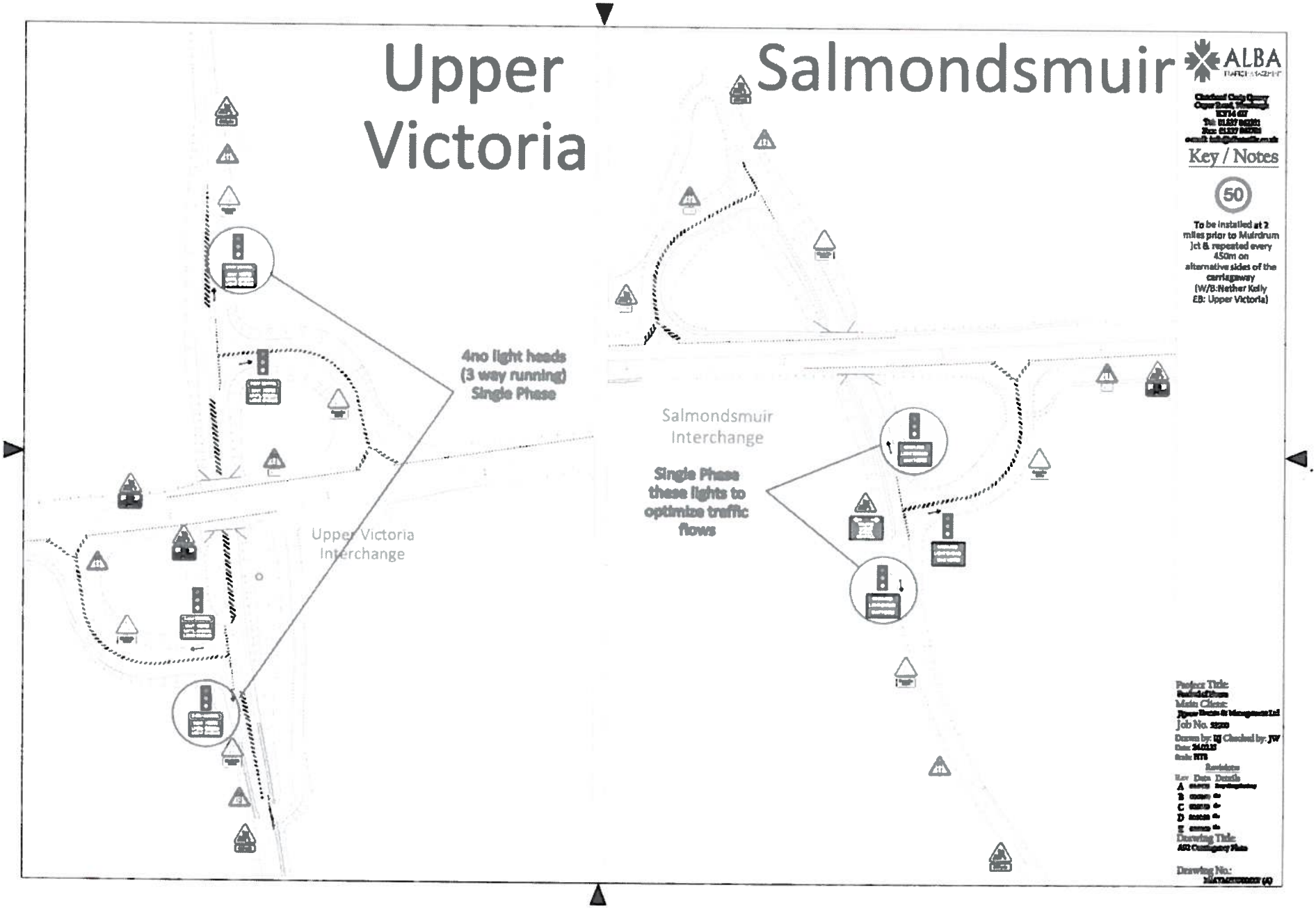
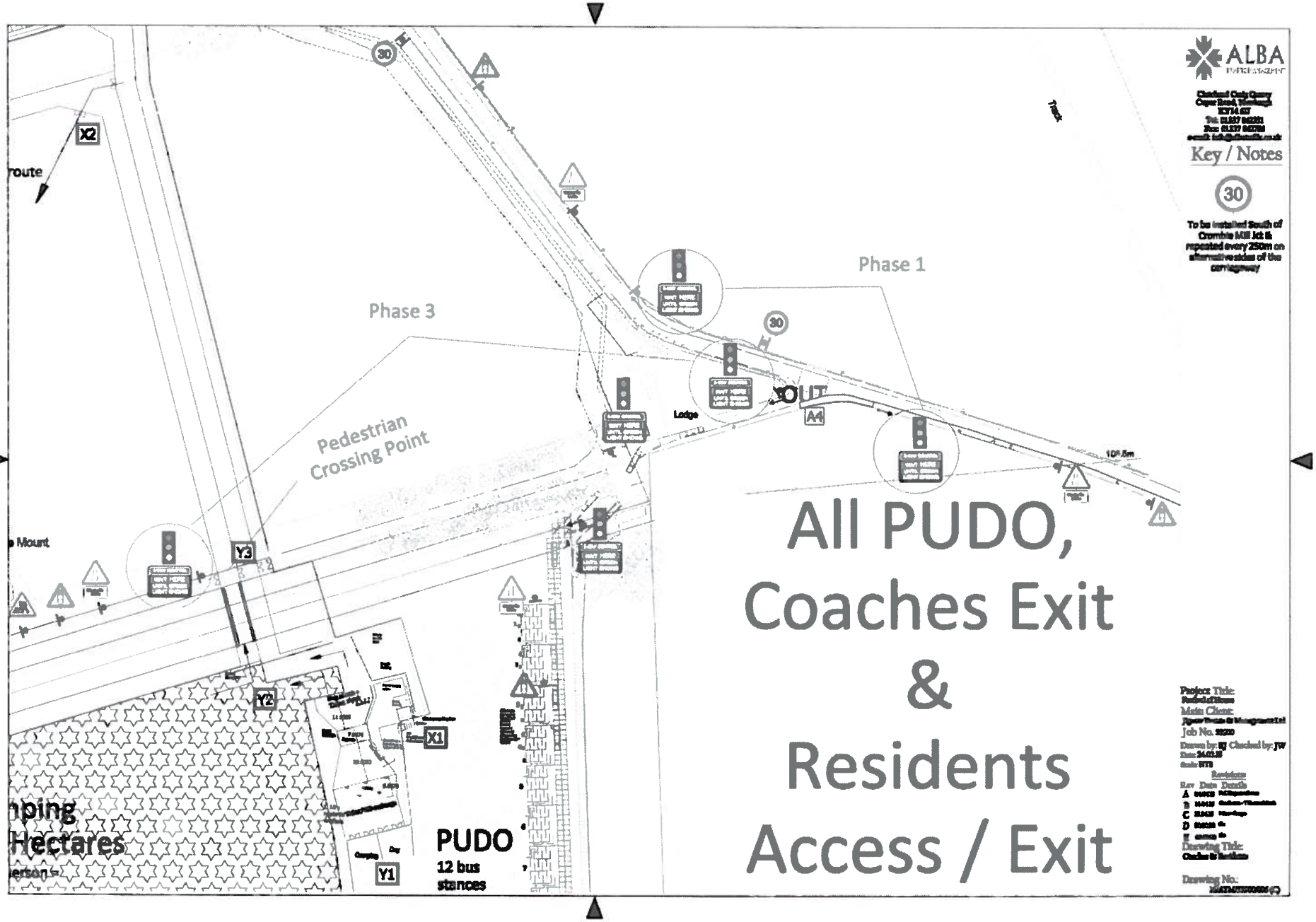
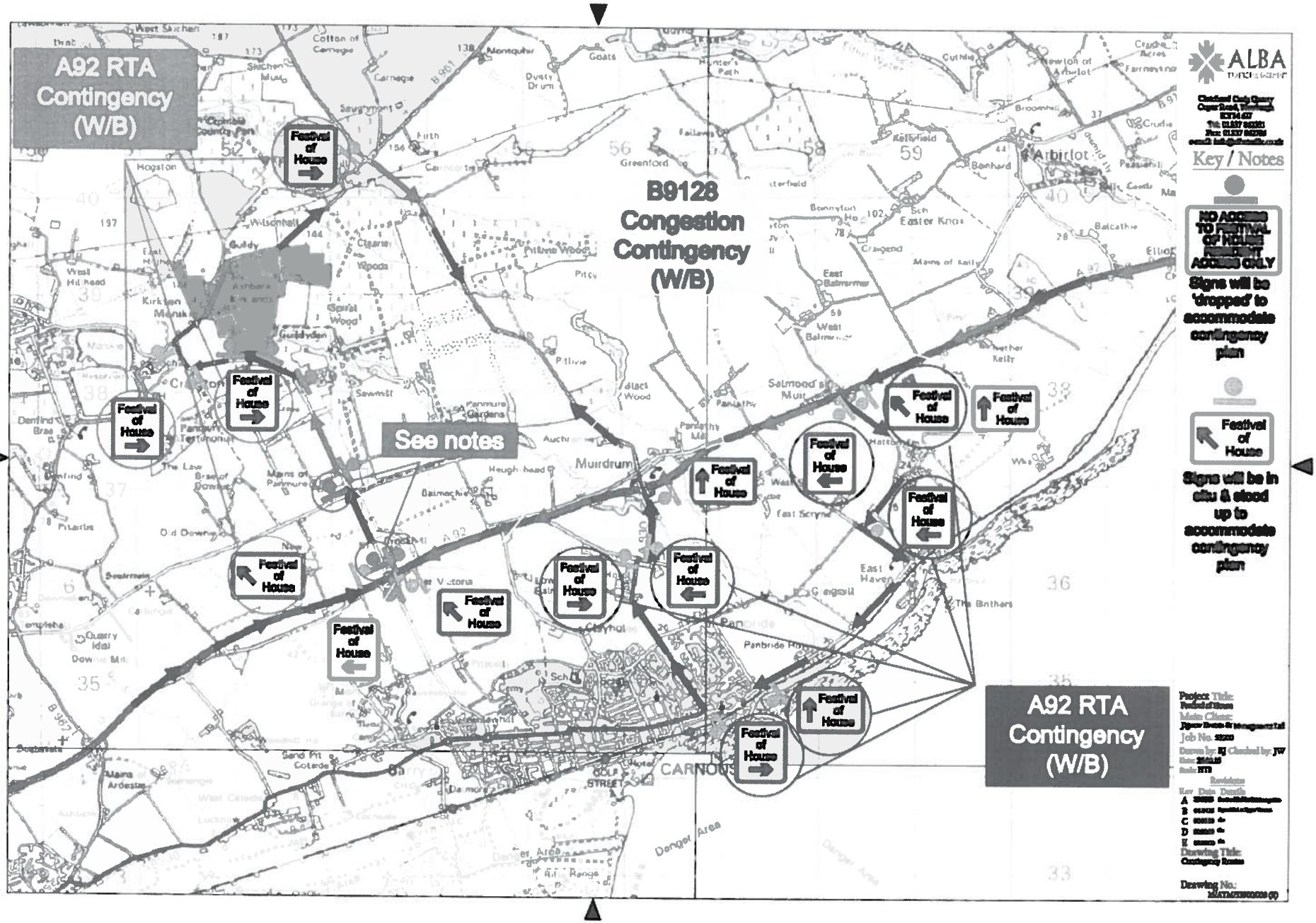
Clatchard Craig Quarry
Cupar Road, Newburgh
Fife, KY14 6JJ
Tel : 01337 842786
Web: www.albatraffic.co.uk

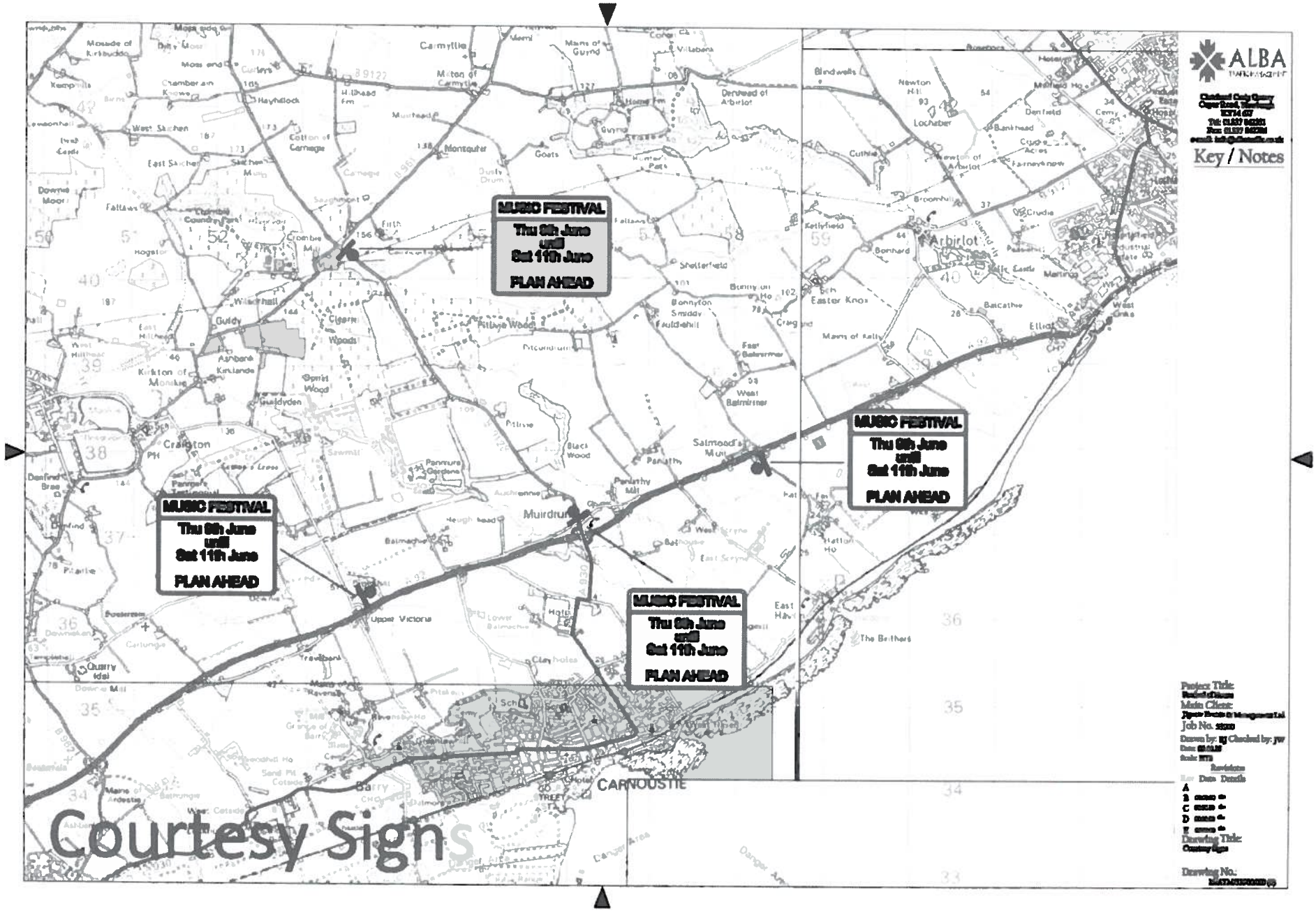
Appendix 8 – see TM appendices folder

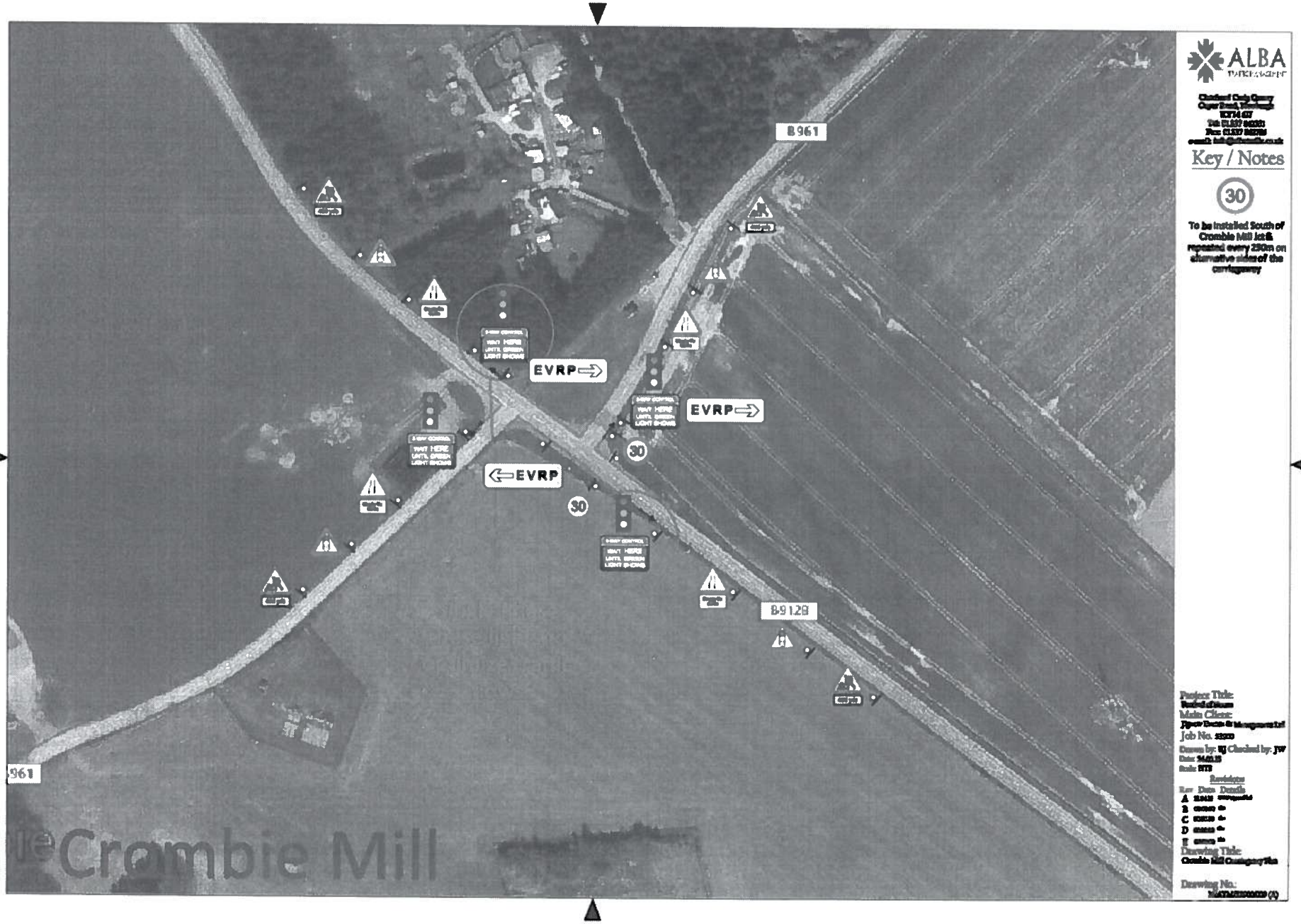
TRAFFIC MANAGEMENT.

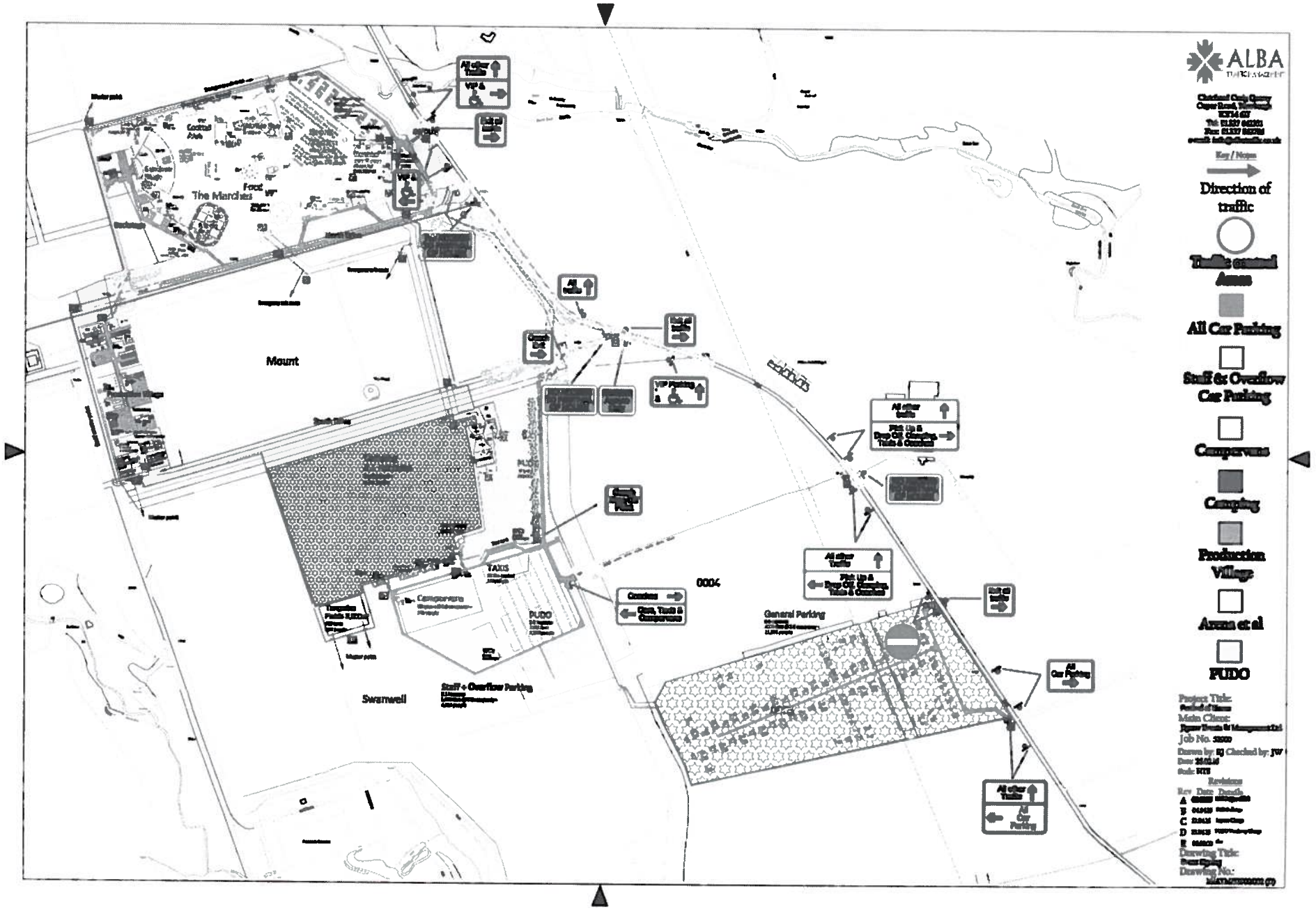

Upper Victoria
Salmondsmuir
4no light heads (3 way running) Single Phase
Upper Victoria Interchange
Salmondsmuir Interchange
Single Phase these lights to optimize traffic flows
ALBA
Key / Notes
50
To be installed at 2 miles prior to Muirdrum Jct & repeated every 450m on alternative sides of the carriageway
(W/B:Nether Kelly
EB: Upper Victoria)
Project Title:
Main Client:
Job No.
Drawn by: Checked by:
Date:
Scale:
Revisions
Key Date Details
Drawing Title:
Drawing No:

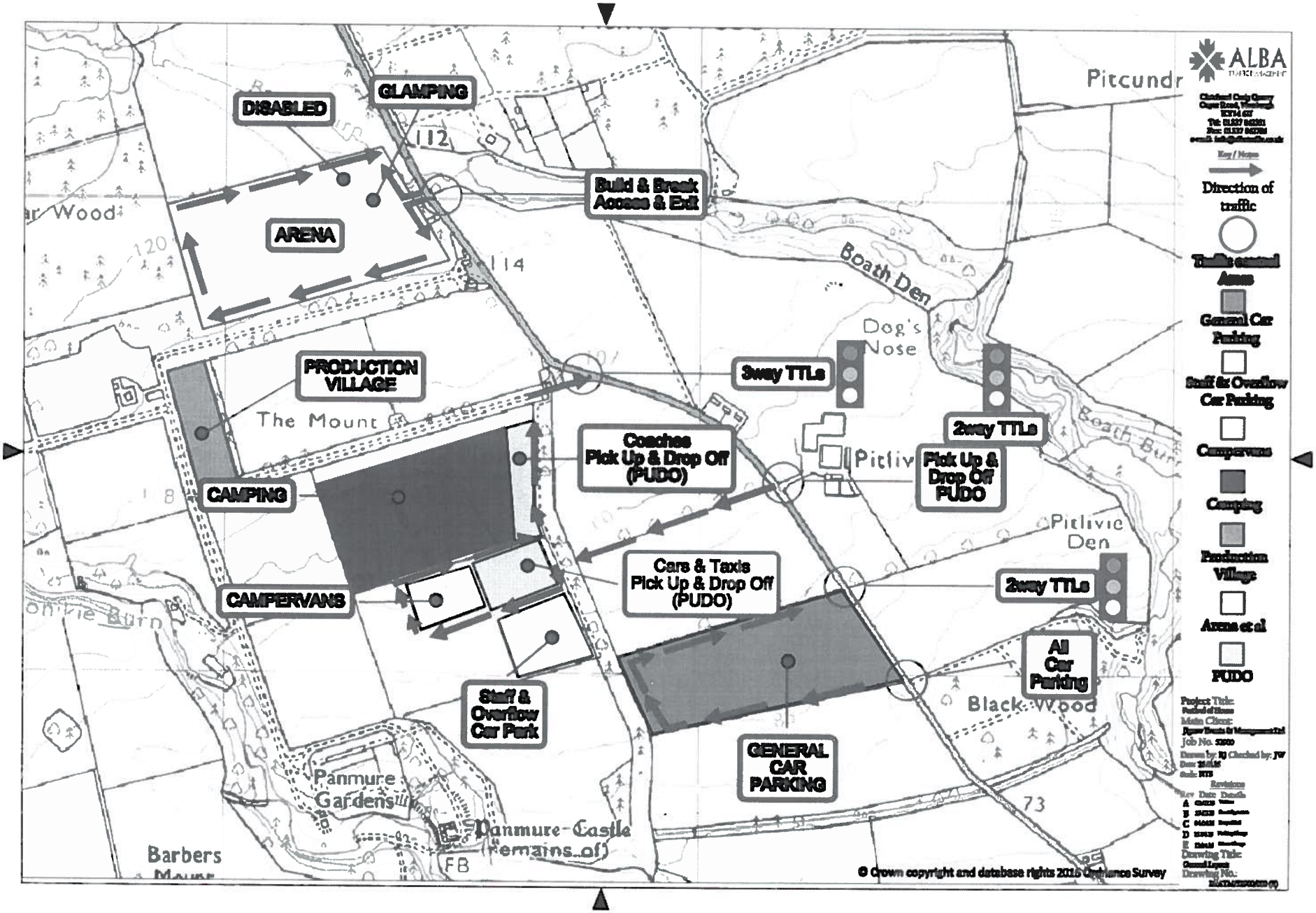

ALBA
Key / Notes
30
To be installed South of Crombie Mill Jct & repeated every 250m on alternate sides of the carriageway
Phase 1
Phase 3
Pedestrian Crossing Point
Lodge
OUT
A4
X2
Y3
Y2
X1
Y1
PUDO
12 bus stances
All PUDO, Coaches Exit & Residents Access / Exit


A92 RTA Contingency (W/B)
B9128 Congestion Contingency (W/B)
See notes
A92 RTA Contingency (W/B)
Festival of House
ALBA
Key / Notes
NO ACCESS TO FESTIVAL OF HOUSE PERMANENT ACCESS ONLY
Signs will be 'dropped' to accommodate contingency plan
Festival of House
Signs will be in situ & stood up to accommodate contingency plan
Project Title:
Drawing Title:
Contingency Routes
Drawing No:


ALBA
Key / Notes
MUSIC FESTIVAL
Thu 8th June
until
Sat 11th June
PLAN AHEAD
MUSIC FESTIVAL
Thu 8th June
until
Sat 11th June
PLAN AHEAD
MUSIC FESTIVAL
Thu 8th June
until
Sat 11th June
PLAN AHEAD
MUSIC FESTIVAL
Thu 8th June
until
Sat 11th June
PLAN AHEAD
Arbirlot
Muirdrum
CARNOUSTIE
Courtesy Signs
Project Title:
Main Client:
Job No.
Drawing Title:
Drawing No.:


B961
EVRP
EVRP
EVRP
30
30
B9128
961
Crombie Mill
ALBA
Key / Notes
30
To be installed South of Crombie Mill Jct & repeated every 250m on alternative sides of the carriageway


ALBA
Key / Notes
Direction of traffic
Traffic control Areas
All Car Parking
Staff & Overflow Car Parking
Campervans
Camping
Production Village
Arena et al
PUDO
Project Title:
Main Client:
Job No.
Drawn by:
Checked by:
Date:
Scale:
Revisions
Rev Date Details
Drawing Title:
Drawing No.:
The Marches
Mount
Swanwell
Staff + Overflow Parking
TAXIS
PUDO
Campervans
General Parking
0004
All other traffic
VIP &
Exit all traffic
All traffic
Coaches
Cars, Taxis & Campervans
Pick Up & Drop Off, Camping, Taxis & Coaches
All Car Parking


DISABLED
GLAMPING
ARENA
Build & Break Access & Exit
PRODUCTION VILLAGE
3way TTLs
2way TTLs
Coaches Pick Up & Drop Off (PUDO)
Pick Up & Drop Off PUDO
CAMPING
CAMPERVANS
Cars & Taxis Pick Up & Drop Off (PUDO)
2way TTLs
All Car Parking
Staff & Overflow Car Park
GENERAL CAR PARKING
Pitcundr
Boath Den
Dog's Nose
The Mount
Pitlivie Den
Black Wood
Panmure Gardens
Panmure Castle (remains of)
Barbers
ALBA
Direction of traffic
Traffic control Area
General Car Parking
Staff & Overflow Car Parking
Campervans
Camping
Production Village
Arena et al
PUDO
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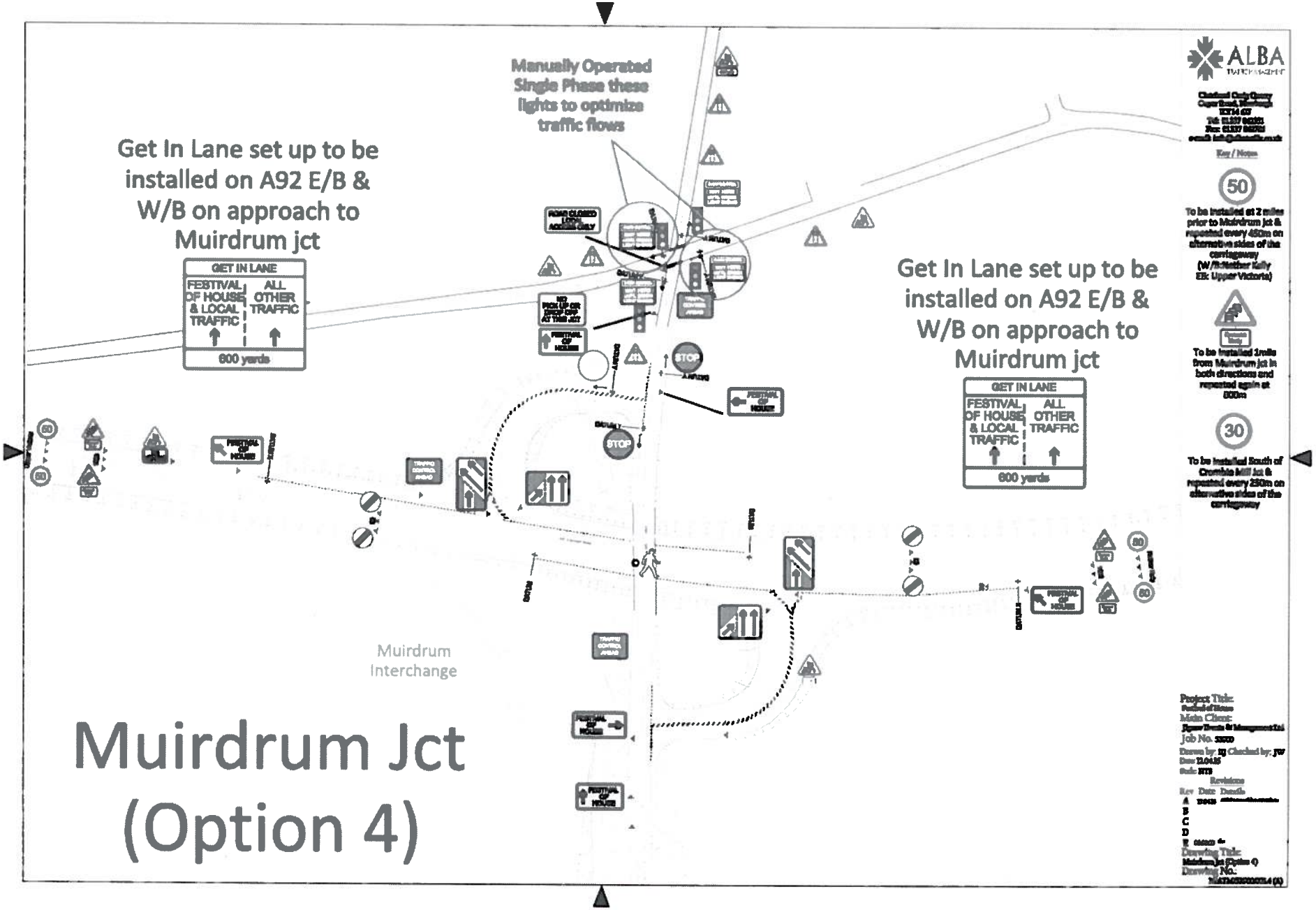
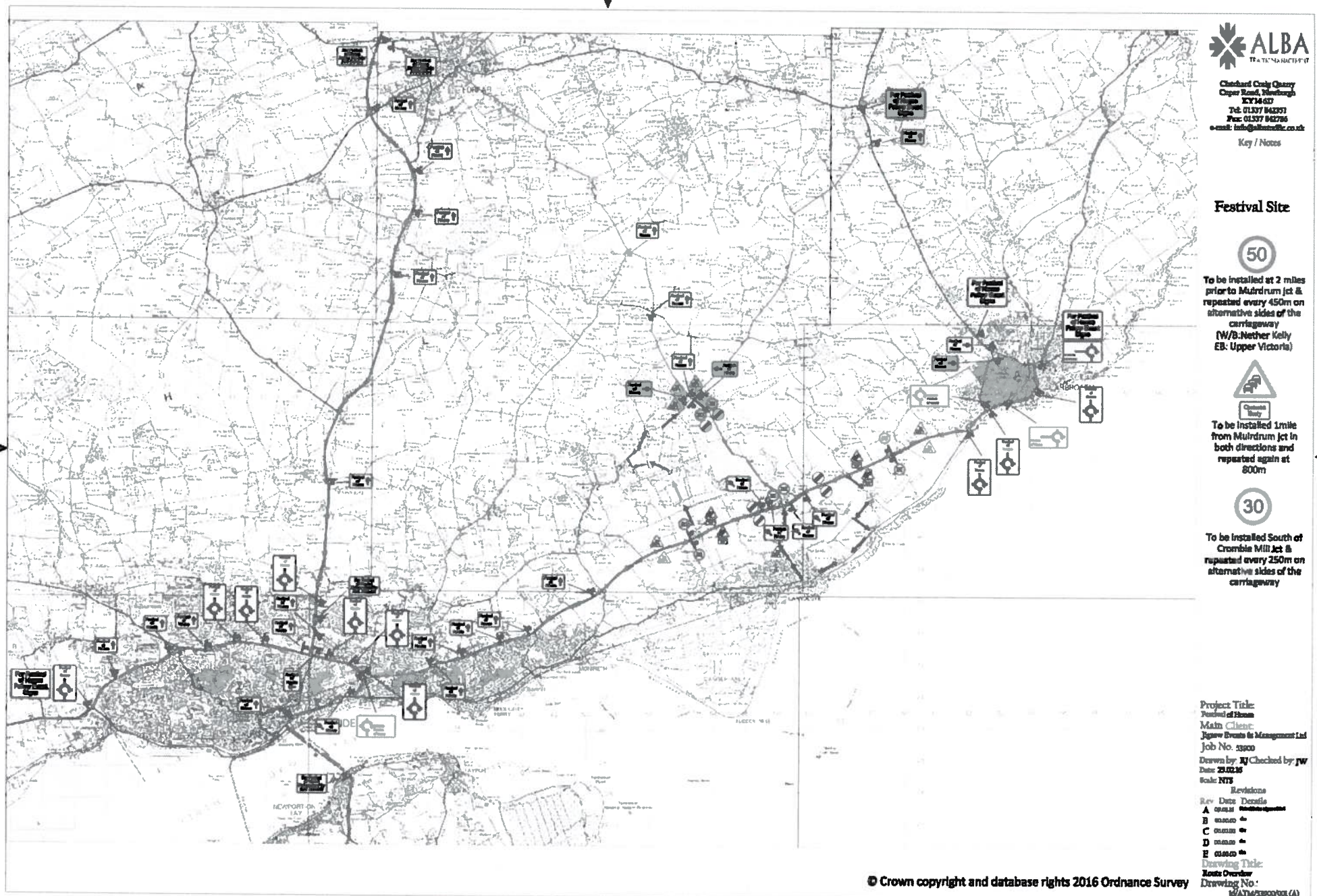

Manually Operated Single Phase these lights to optimize traffic flows
Get In Lane set up to be installed on A92 E/B & W/B on approach to Muirdrum jct
GET IN LANE
FESTIVAL OF HOUSE & LOCAL TRAFFIC
ALL OTHER TRAFFIC
600 yards
Get In Lane set up to be installed on A92 E/B & W/B on approach to Muirdrum jct
GET IN LANE
FESTIVAL OF HOUSE & LOCAL TRAFFIC
ALL OTHER TRAFFIC
600 yards
STOP
STOP
Muirdrum Interchange
Muirdrum Jct (Option 4)
ALBA
Key / Notes
50
To be installed at 2 miles prior to Muirdrum jct & repeated every 400m on alternative sides of the carriageway
To be installed 1mile from Muirdrum jct in both directions and repeated again at 800m
30
To be installed South of Crombie Mill Jct & repeated every 250m on alternative sides of the carriageway
Project Title:
Main Client:
Job No.
Revisions
Drawing Title:
Drawing No.


ALBA
Clashard Craig Quarry
Cupar Road, Newburgh
KY14 6EF
Tel: 01337 842371
Fax: 01337 842786
e-mail: info@albatraffic.co.uk
Key / Notes
Festival Site
50
To be installed at 2 miles prior to Muirdrum jct & repeated every 450m on alternative sides of the carriageway
(W/B:Nether Kelly
EB: Upper Victoria)
To be installed 1mile from Muirdrum jct in both directions and repeated again at 800m
30
To be installed South of Crombie Mill Jct & repeated every 250m on alternative sides of the carriageway
Project Title:
Main Client:
Jigsaw Events & Management Ltd
Job No. 33800
Drawn by: XJ Checked by: JW
Date: 23.02.16
Scale: NTS
Revisions
Rev Date Details
A
B
C
D
E
Drawing Title:
Route Overview
Drawing No.:
M/ATM/33800/001 (A)
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---------- Forwarded message ----------
From: **Mark Mitchell** <mark.mitchell@bellingram.co.uk>
Date: Wednesday, 9 December 2015
Subject: Panmure - Access
To: "Iain B. Cram" <iain.cram@bellingram.co.uk>,
"craig.blyth@jigsawmedialtd.co.uk" <craig.blyth@jigsawmedialtd.co.uk>
Cc: "Alasdair Emslie (Alasdair.Emslie@healthmanltd.com)"
<Alasdair.Emslie@healthmanltd.com>

Iain, Craig

Panmure
Access for Emergency Vehicles and Neighbours

Further to your earlier email enquiry about access for emergency vehicle and neighbouring properties overs the tarmac estate road running east – west across Alasdair's ownership.

I confirm that Alasdair gives permission, so far as his ownership extends, for such use as a contingency access and egress route, solely for emergency vehicle and Panmure residents, between 23rd May and 26th June 2016 and strictly not for those attending the festival. I understand that this access is not the primary route into the estate for the duration of the festival.

Regards

Mark A N Mitchell FRICS Director Bell Ingram Limited, Durn, Isla Road, Perth, PH2 7HF T: 01738 621121 M: 07885 738497 D: 01738 646584 bellingram.co.uk Follow us on twitter like us on facebook visit our website or follow our blog View our latest properties for sale
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed and should not be disclosed to any other party. If you have received this email in error please notify your system manager and the sender of this message. Bell Ingram do not accept any liability for viruses. Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Please consider the environment before printing this e-mail

ANGUS ESTATES LIMITED

EAST MEMUS
BY FORFAR
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TEL: 01307 860355
Email: slaird@memus.com

Our Ref. SWDL/RR

FAO Michael Niven, Esq.,
Clova Farms
Pitlivie
Carnoustie
Angus
DD7 6LU

16th February, 2016

Dear Michael,

Panmure
Access for Emergency Vehicles and Estate Residents

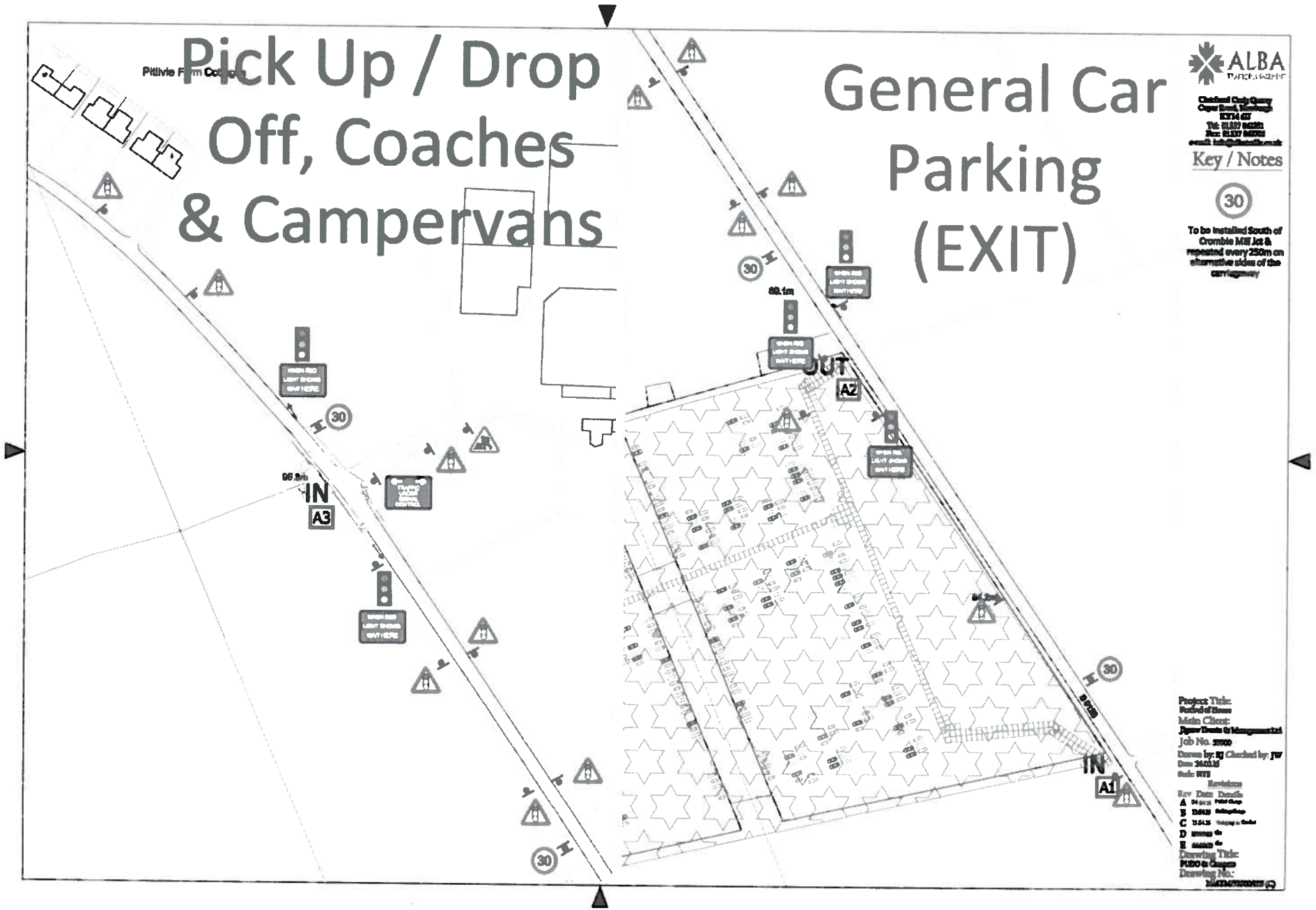
I refer to your earlier e-mail about access arrangements in respect of the emergency services and household residents living on Panmure Estate.

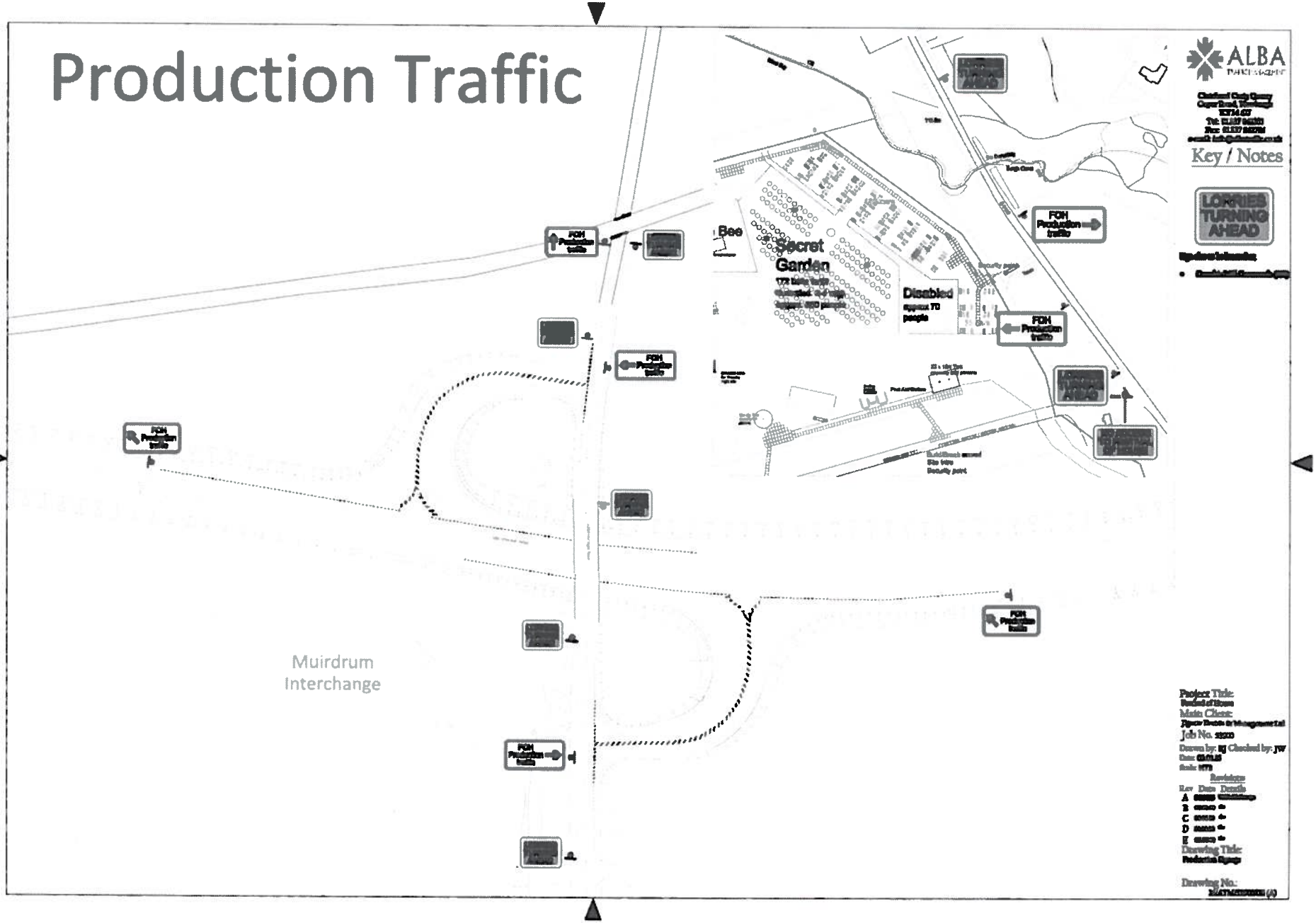
I confirm that I give permission, insofar as my ownership extends, for both the East and West driveways to be used as a contingency access and egress route. We are agreed that this is solely for the emergency services and Panmure residents and is for the period between 23rd May and 26th June 2016. Furthermore we are agreed that neither access is to be used by people attending the Festival.

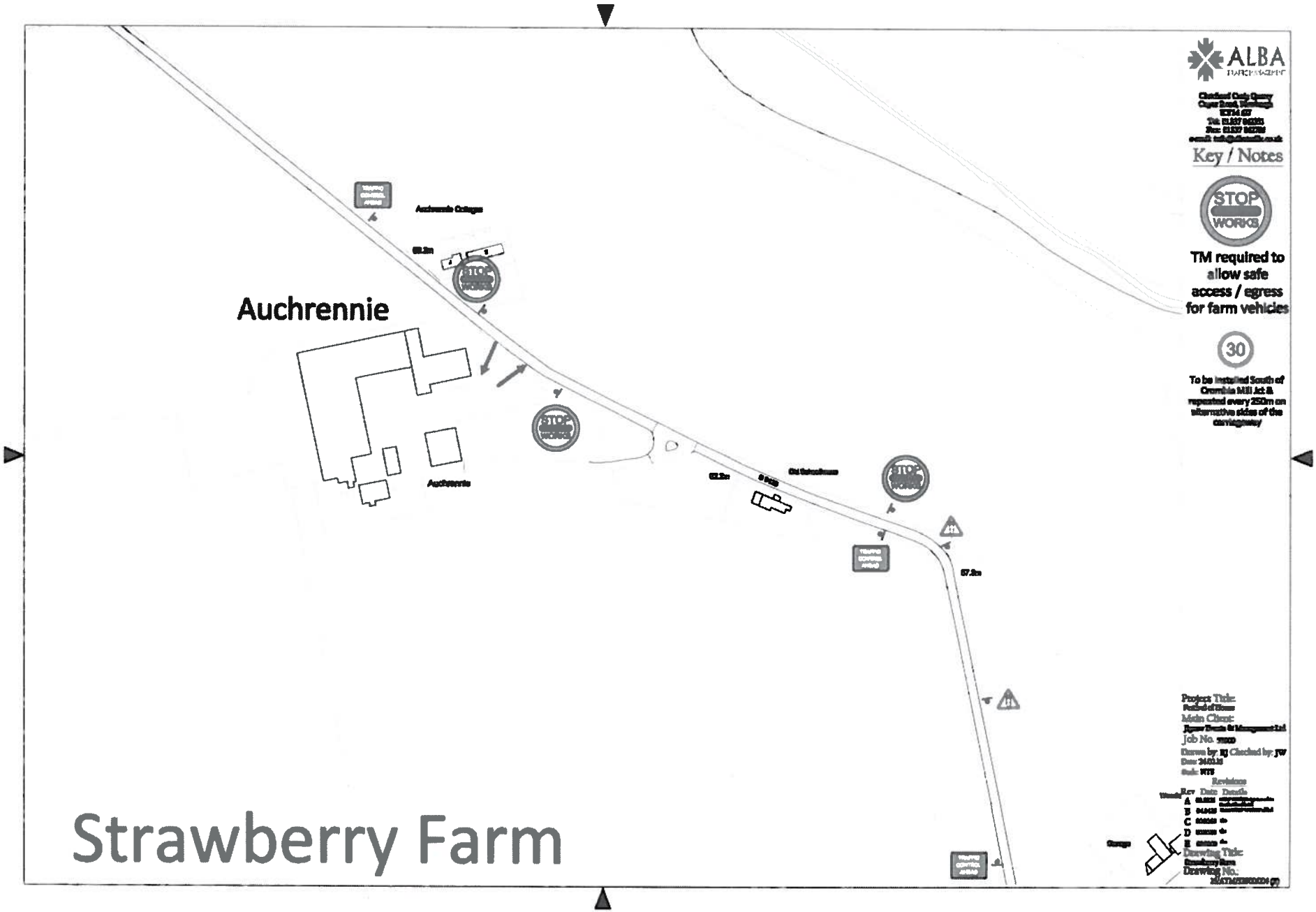
Lastly, I understand that this access is not the primary route into the Estate for the duration of the Festival.

Yours sincerely,

Simon Laird


Pick Up / Drop Off, Coaches & Campervans
General Car Parking (EXIT)
Pitlivie Farm Cottages
IN
A3
OUT
A2
IN
A1
30
ALBA
Key / Notes
To be installed South of Crombie Mill Jct & repeated every 250m on alternative sides of the carriageway


Production Traffic
ALBA
Key / Notes
LORRIES TURNING AHEAD
Secret Garden
Disabled
Bee
FOH Production traffic
Muirdrum Interchange
Project Title:
Main Client:
Job No.
Drawing Title:
Drawing No.:


ALBA
Key / Notes
STOP WORKS
TM required to allow safe access / egress for farm vehicles
30
Auchrennie
Strawberry Farm

Document: 4GNE-F146	4G NE Term Maintenance Contract	BEAR	TRANSPORT SCOTLAND
Issue: 2.0			
Related to: *Procedure*			
Page No. 1 of 6	Network Access Request		
Doc. owner: *Network Manager*			

Note: Before completing this form please read the Conditions of approval for carrying out works on the trunk road network at Appendix A.

SRWR /LA Reference:		Traffic Scotland ADF No:	

Route:	A90/A92	Location of Works:	Festival of House at Panmuir Estate. Event signage on verges on approach to festival site.

Description of the Works:	Festival Of House. Event signage on verges. No restrictions on road.

Timing of the Works – *see attached Table 1/17 for restrictions*

Start Date	Start Time	End Date	End Time	M	T	W	T	F	S	S	M	DAY	
08/06/2016	0800hrs	13/06/2016	1600hrs			x	x	x	x	x	x	NIGHT	
												CONTINUOUS	x

1. Organisation Undertaking the Works

Company Name	Jigsaw Events & Management (Festival of House)		
Company Address	Edzell Base, Brechin, DD9 7XH		
Contact Name	Craig Blyth	Email Address:	craigblyth@festivalofhouse.co.uk
Contact Telephone	01356 813456	Mobile:	07969569804

2. Contractor for the Works

Company Name	Red Pepper Events & Cter Hire.		
Company Address	Office 12, 48 Loons road, Dundee, DD3 6AP		
Contact Name	Ed Murdoch	Email Address:	ed@festivalofhouse.co.uk
Contact Telephone	01382 660394	Mobile:	07764203999

3. Traffic Management Contractor for the Works

Company Name	ALBA Traffic Management Ltd		
Company Address	Clatchard Craig Quarry, Cupar road, Newburgh, Fife, KY14 6JJ		
Contact Name	Jerry Watson	Email Address:	jerry@albatraffic.co.uk
Contact Telephone	01337 842351	Mobile:	07720814060

4. Site Traffic Liaison Officer (STLO) for the Works

Name:	Jerry Watson	Contact Number:	07720814060

Proposed Traffic Management for the Works (Tick requirement)

Road Closure		Contra-flow		Lane Closure		Mobile Lane Closure		Portable Light Signals		Convoy	Stop/Go	Verge Works	Single Vehicle Works
		2 + 2		Lane 1		Lane 1		2-way				x	
Layby Closure		2 + 1		Lane 2		Lane 2		3-way					
		1 + 1						4-way					

Temporary Traffic Restriction Order Required (Tick requirement)

Road Closure		Turning Movement		Contra-flow		50 mph	x	40mph		30mph		10mph	

BEAR Scotland Use Only:

Further Info Required:	
Restrictions:	

Document: 4GNE-F146	4G NE Term Maintenance Contract	BEAR SCOTLAND	TRANSPORT SCOTLAND
Issue: 2.0			
Related to: *Procedure*			
Page No. 2 of 6	Network Access Request		
Doc. owner: *Network Manager*			

Roadspace Approved by Journey Time Reliability Coordinator		Signed	Print Name	Date
Yes	NO			

Acceptance of Conditions by the Organisation Undertaking the Works	
We agree to comply with the conditions and restrictions in respect of this application.	
Name:	
Position:	
Signature:	
Date:	

Return of Completed Forms: Completed forms should be returned to the North East Unit Network Team as follows:

Journey Time Reliability Coordinator
Bear Scotland
Bear House
Inveralmond Road
Inveralmond Industrial Estate
Perth
PH1 3TW

Telephone:
JTRC: 0330 008 0519

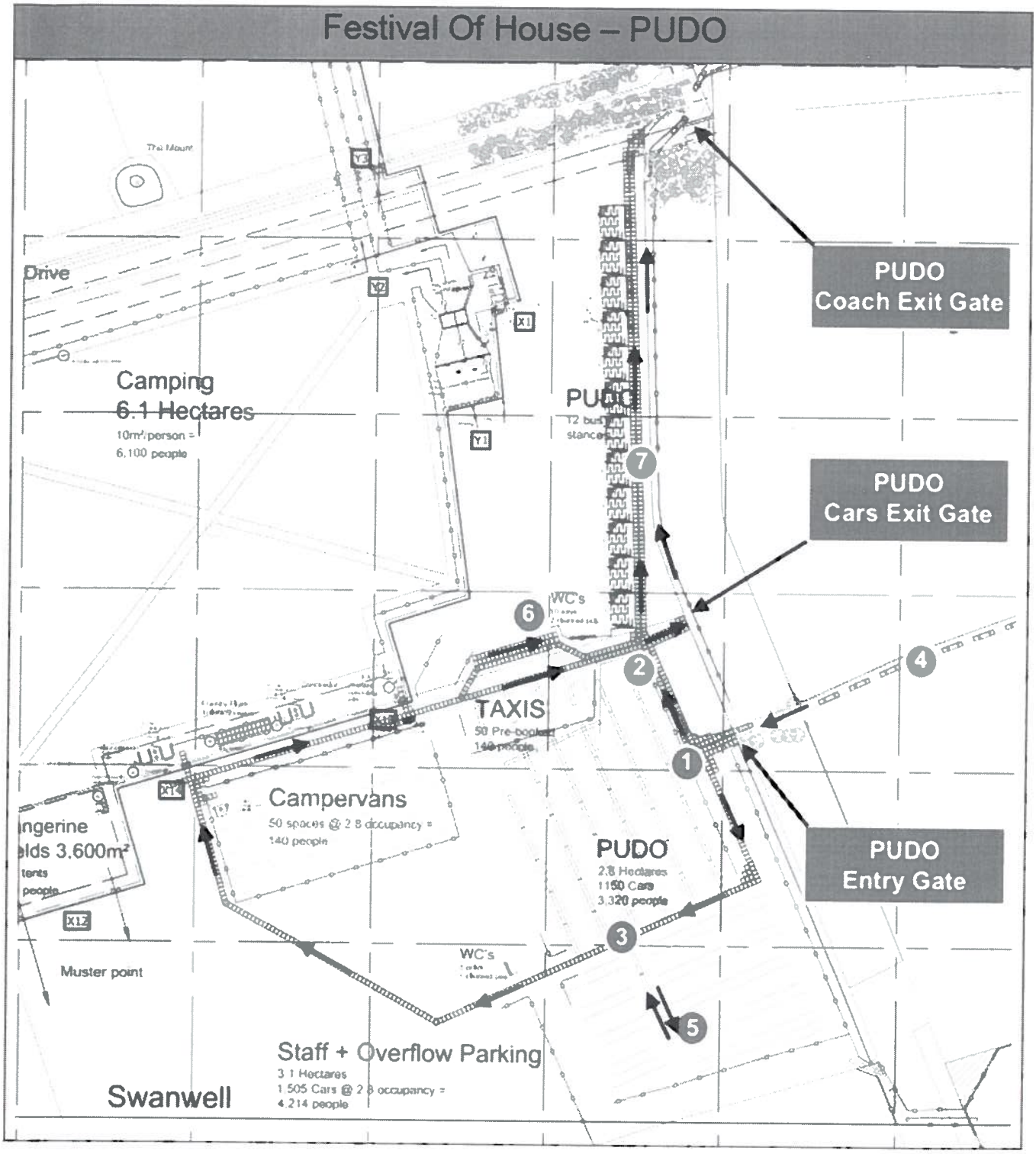
Email: networkaccess@bearscotland.co.uk (please update any other email address with this revised address)

Table 1/17 - Working Hours Restrictions for Routine Operations affecting One Lane only			
Route	Section	General Restrictions (Dates Days and Hours)	Additional Restrictions and Comments (Dates Days and Hours)
M90	Bridge of Earn (J9) to Walnut Grove (J11)	Mon – Fri 0630 – 0930 and 1530 – 1930	Sat 1200 – 1930
M90	Craigend (J10) to Broxden (A9)	Mon – Fri 0630 – 0930 and 1530 – 1930	Sat 1200 – 1930
A9	Keir Roundabout, Dunblane to Inveralmond Roundabout, Perth	Mon – Fri 0630 – 0930 and 1530 – 1930	Sat 1200 – 1930
A90	Barnhill, Perth to Swallow Roundabout, Dundee	Mon – Fri 0630 – 0930 and 1530 – 1930	Sat 1200 – 1930
A90	Swallow Roundabout to Forfar Road Junction, Dundee	Any day 0630 - 1930	
A90	Forfar Road Junction to Forfar bypass B9128 junction	Mon – Fri 0630 – 0930 and 1530 – 1930	Sat 1200 – 1930
A90	Stonehaven A92 junction to Bridge of Dee Roundabout, Aberdeen	Mon – Fri 0630 – 0930 and 1530 – 1930	Sat 1200 – 1930
A90	Bridge of Dee	Any day 0630 - 1930	
A90	Bridge of Dee, Aberdeen to A952 junction, Toll of Birness	Mon - Fri 0630 - 0930 and 1530 - 1930	
A90/ A96	Haudigan Roundabout, Aberdeen	Any day 0630 - 1930	
A92	Halbeath (Jct 3 M90) to Tay Road Bridge Roundabout	Mon – Fri 0630 – 0930 and 1530 – 1930	
A92/ A972	Tay Road Bridge to Forfar Road Junction, Dundee	Any day 0630 - 1930	
A96	Haudigan Roundabout, Aberdeen to George V Avenue Roundabout, Huntly	Mon - Fri 0630 - 0930 and 1530 - 1900	
A96	A98 Roundabout, Fochabers Bypass to Raigmore, Inverness	Mon - Fri 0630 - 0930 and 1530 - 1900	

Document: 4GNE-F146	4G NE Term Maintenance Contract	BEAR	TRANSPORT SCOTLAND
Issue: 2.0			
Related to: *Procedure*	Network Access Request		
Page No. 5 of 6			
Doc. owner: *Network Manager*			

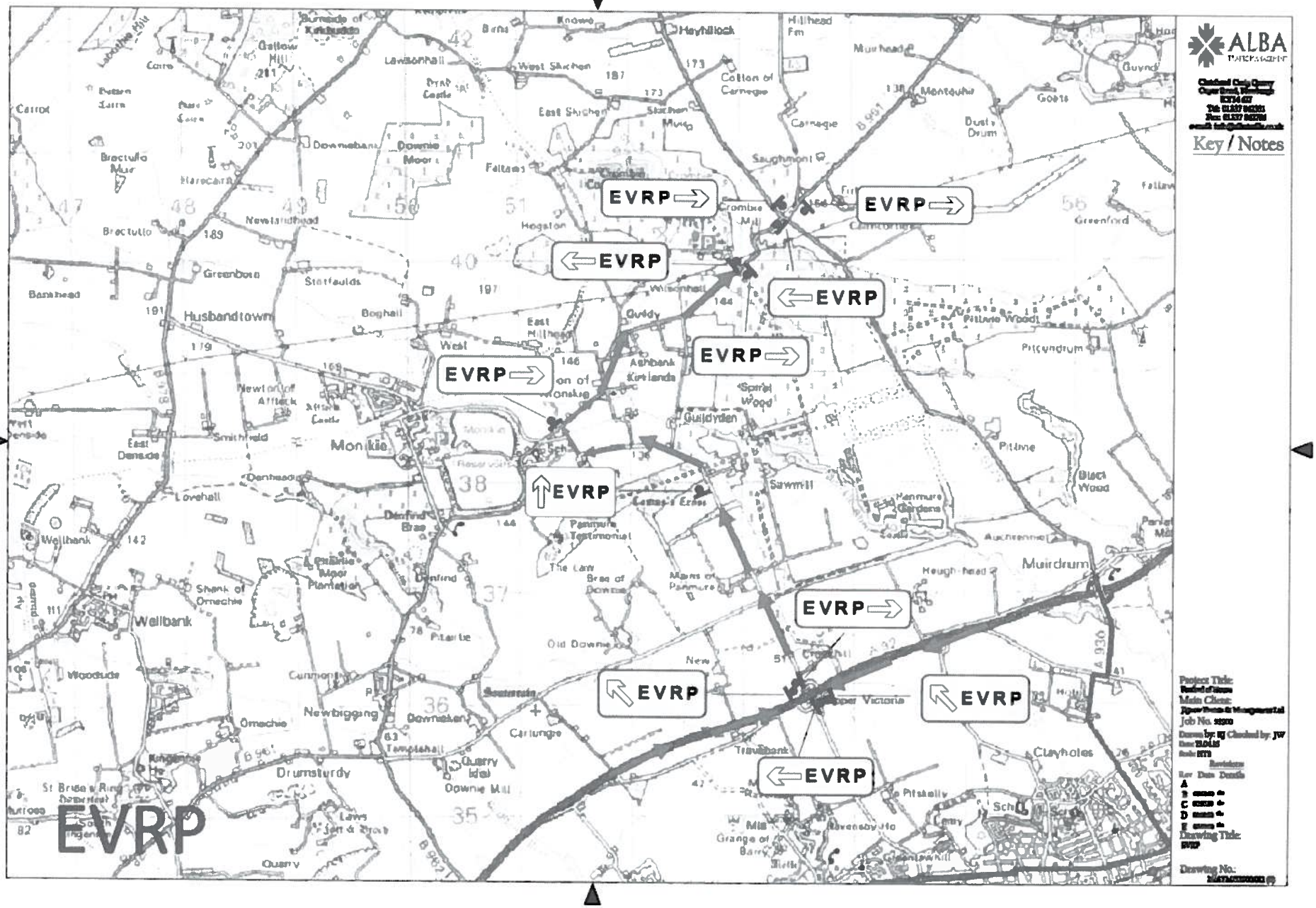
Appendix A - Conditions

1. All traffic management must be designed and implemented in strict accordance with current edition Chapter 8 of the Traffic Signs Manual (2009)
2. A site location plan and drawing(s) of the proposed traffic management arrangements will be provided with the application.
3. Method statement(s) for the work(s) to be carried out will be provided with the application however this may not be required in the case of statutory undertakers, especially during emergency works
4. Where the work(s) affect road(s) other than the trunk road(s) the applicant will be responsible for all consultation with the relevant Local Authority. A record of the consultation will be provided with the application.
5. The applicant will be responsible for all consultation with the relevant Police force. A record of the consultation will be provided with the application.
6. A minimum notice period of eight weeks will be required for works that require a Temporary Traffic Regulation Order for a road closure, turning movement, contra-flow or speed limit reduction.
7. Applications for emergency work(s) will be treated on their individual merits.
8. Confirmation that network access has been granted will be provided through the issue of a copy of the application form signed by the BEAR Scotland Ltd Journey Time Reliability Coordinator or SRWR Officer.
9. The applicant's traffic management contractor will receive by e-mail by noon on the Thursday before the works are due to commence the unique Traffic Scotland reference number for the work(s). This unique reference number is for use only on the date(s) and time(s) applied for.
10. The traffic management contractor **must** notify Traffic Scotland 15 minutes prior to placing the first cone of the traffic management for the works and again when all traffic management is removed by telephoning **0131 203 8700** and quoting the unique Traffic Scotland reference number for the work(s) given on the weekly Programme of Intent.
11. For portable light signals the organisation undertaking the work(s) by making this application agrees to meet all reasonable costs incurred by BEAR Scotland Ltd in respect of giving emergency attention in the event that the emergency contact(s) cannot be reached or are unable to rectify any fault within 2 hours of the first notification that the signals or associated signing are faulty. It should be noted that BEAR Scotland Ltd and its employees accept no responsibility for any claim(s) or demands which may be brought against it by third parties in any way by virtue of the installation operation or emergency rectification of these signals.
12. For portable light signals the conditions set out in Form PLS-A of Advice Note 8: Portable Light Signals (Version 1.2/December 2006) issued by the Roads Authorities and Utilities Committee (Scotland) will apply unless superseded by these conditions.
13. Appropriately sized sign(s) must be erected to display the name and telephone number of the organisation undertaking the work(s).
14. The organisation undertaking the work(s) will appoint a Site Traffic Liaison Officer who will be on site throughout the work(s).
15. The organisation undertaking the works will put in place a system for determining the actual delays to the traffic as a result of the traffic management for the works. The system must be robust enough to determine a delay of 10 minutes with an accuracy of plus or minus 2 minutes at all times.
16. The Site Traffic Liaison Officer (STLO) will be responsible for immediately notifying Traffic Scotland by telephoning **0131 203 8700** and quoting the unique Traffic Scotland reference number for the works when delays to traffic exceed 10 minutes. The STLO will continue to notify Traffic Scotland at no more than 30 minute intervals or when delay changes of five minutes or more occur, giving details of the delay times until such time as the delays have ceased to exceed 10 minutes.
17. BEAR Scotland reserve the right to remove or to have removed any traffic management, if safe to do so, should exceptional circumstances such as a road traffic incident occur.
18. The approval applies only to the date(s) and time(s) stated on the Network Access Form.
19. A copy of the signed Network Access Form must be kept on site and will be shown on demand to any employee of BEAR Scotland Ltd or relevant others.


Festival Of House – PUDO
Drive
Camping
6.1 Hectares
10m²/person =
6,100 people
PUDO
72 bus
stances
PUDO
Coach Exit Gate
PUDO
Cars Exit Gate
PUDO
Entry Gate
WC's
TAXIS
50 Pre-booked
140 people
Campervans
50 spaces @ 2.8 occupancy =
140 people
PUDO
2.8 Hectares
1150 Cars
3,320 people
WC's
Muster point
Staff + Overflow Parking
3.1 Hectares
1,505 Cars @ 2.8 occupancy =
4,214 people
Swanwell
1
2
3
4
5
6
7

Traffic Steward Positioning / description of duties:

Steward No.	Duties / Role / Responsibilities
1	Control flow of traffic into PUDO area – Prioritising Incoming Traffic, monitoring entry / exit route – Reporting back to Internal Traffic Manager
2	Manage flow of exit traffic – Stop / hold exiting vehicles to allow coaches into coach area unimpeded - Prioritising incoming traffic – Reporting Back to Internal Traffic Manager.
3	Directing vehicles to the correct location within the PUDO – keeping traffic moving, directing vehicles to correct exit route.
4	Control holding / release of overflow coaches – communicating with steward no. 7 to hold or release incoming coaches dependant on available stances.
5	Manage parking / flow of traffic in / out of PUDO area – reporting back to area supervisor
6	Management of Taxis within PUDO area – assisting with ranking taxis & efficient loading – assisting with parking of all pre-booked taxis
7	Coach stance management / loading / unloading of coach stances – monitoring of incoming coaches & available space within coach area, communicating with steward no. 4 to hold or release incoming coaches dependant on available stances.


EVRP
EVRP
EVRP
EVRP
EVRP
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EVRP
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EVRP
EVRP
ALBA
Key / Notes
Project Title:
Main Client:
Job No.
Drawing Title:
Drawing No:
Monkie
Wellbank
Drumsturdy
Omachie
Newbiggang
Downieburn
Muirdrum
Clayholes
Pitlivie
Guildyden
Sawmill
Pitcundrum
Husbandtown
Greenbank
Downie Moor
Downie Mill
Carlungie
Pitsilly
Craichie
Auchrennie
Pitlivie Wood
Black Wood
Sparrie Wood
Kenmure Gardens
Kenmure Testimonial
Ashbank
Kirklands
Guidy
Wilsonhall
Hogaton
Crombie Mill
Saughmont
Montcuther
Carnegie
Colliton of Carnegie
Hayhillock
Lawsonhall
West Strichen
East Strichen
Faltaes
Downebank
Newtyle
Bractullo
Carrot
Banchead
Boghall
Stotfields
Smithfield
Lovehall
Denhead
Denfind
Denfind Brae
Shank of Ornechie
Woodside
Templehall
Quarry
Quarry Idle
Travilbank
Ravensby Mill
Grange of Barry
Barry Links
Barry Hill
Burnside of Kinblethmont
Gallow Hill
Hillhead Fm
Muirhead
Guynd
Goats
Greenford
Pitmure
Pitmure Testimonial
The Law
Brae of Downie
Mains of Pannure
Old Downie
Newbiggang
Hough-head
Upper Victoria
Pitlivie Moor Plantation
Newton of Affleck
Affleck Castle
East Denside
Wellbank
Carrot
Bractullo Muir
Harecairn
Downie Moor
Faltaes
Hogaton
Crombie Mill
Saughmont
Montcuther
Carnegie
Colliton of Carnegie
Hayhillock
Lawsonhall
West Strichen
East Strichen
Drum's Drum
Goats
Greenford
Pitcundrum
Pitlivie Wood
Black Wood
Sparrie Wood
Kenmure Gardens
Kenmure Testimonial
Ashbank
Kirklands
Guidy
Wilsonhall
Guildyden
Sawmill
Pitlivie
Auchrennie
Muirdrum
Hough-head
Upper Victoria
Craichie
Clayholes
Pitsilly

FESTIVAL OF HOUSE

ENVIRONMENTAL MANAGEMENT PLAN

EVENT MANAGEMENT PLAN.
NO 12 CONTENTS
INCLUDING. SPECIES PROTECTION APPENDIX.
SEE ALSO PLANS. NO 18:

Document Control

Document Title/Version	Environmental Management Plan / V2.10
Documents Owner	Bell Ingram
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience

To be Read in Conjunction with

Event Management Plan V1.7	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1
Waste Management Plan V3	Water Safety Plan V3.0
Noise Management Plan	Wet Weather Plan
Wind Management Plan	

Executive Summary

The following document provides a succinct descriptor of how Festival of House and ID Resilience intend to practically deliver the event safety plans. The document will refer to the detailed project plan, (to be read in conjunction) in addition to a clear concise command structure, links, governance and communication. The following will also provide concise competencies of the staff to support their ability to perform the role described. Recommendations and endorsements are also to be found within to support our ability to execute the plans, manage the event and provide a safe and successful event.

Contents

1. Introduction

2. Sanitation and Waste Water

3. Waste Management and Litter

4. Drinking Water

5. Noise Management

6. Pollution Prevention

7. Extreme Weather

8. Biodiversity

9. Water Environment

10. Historic Environment

11. List of Operational Plans

Appendix 1: Species Protection Plan - Badgers

Appendix 2: Species Protection Plan – Breeding Birds

Appendix 3: Species Protection Plan - Bats

Appendix 4: Species Protection Plan - Squirrels

1. Introduction

Jigsaw Events and Management Limited (Jigsaw) in collaboration with the Rhumba Club, are proposing a music festival in June 2016. The intension is for this to be an annual event called 'Festival of House' (FOH) held on the Panmure Estate. An Environmental Management Plan (EMP) has been prepared in support of the application for a Public Entertainment License.

The purpose of the EMP is to provide an agreed framework that the event management team and their contractors would adhere to, including compliance with all relevant legislation and best practise.

The EMP would be supported by subject specific operational plans, providing further guidance where required on site specific topics. These would seek to ensure that the EMP was implemented on the ground by all the parties delivering the event.

The F2 Regulatory Sub Group is chaired by Mr Stewart Ball, Service Manager Regulatory & Protective Services with Angus Council and has agreed roles and responsibilities including those relating to the environmental management of the event.

Potential environmental impacts have been identified and management solutions will be agreed minimise any potential adverse environmental impact.

The environmental factors addressed by the Regulatory Sub Group are:

Sanitation and Waste Water
Waste Management and Litter
Drinking Water
Noise Management
Pollution Response
Wet weather
Traffic Management
Biodiversity Protection Plans
Water Environment
Archaeology/Historic Buildings

The agencies sitting on the Regulatory Sub Group with Jigsaw are Angus Council Environmental Health (Environmental Protection, Food & Safety), Angus Council Waste Management, SEPA Licensing. Scottish Water and RSPB will also be consulted as required

The EMP defines the roles and responsibilities of event management team, contractors and other agencies. The education of the festival customers to the importance of the protecting the natural environment would also be crucial to the success of the event. The Purple Guide – A Guide to Health, Safety and Welfare at Music and Other Events will provide guidance on the operational requirements.

2. Sanitation and Waste Water

The music festival event is being planned to accommodate up to 15,000 customers per day over the 2 show days on Friday 10th & Saturday 11th of June 2016. Up to 1,100 event staff, artists, crew, guests, etc. per day will also be on site during the festival. The provision for sanitation and waste water will be provided by the appointed contractor for these numbers in accordance with the Purple Guide.

The contractor will prepare and submit for approval to the Council a **Sanitation and Waste Operational Plan** to explain how the following provision and standards will be implement on the ground.

2.1 Sanitation

Sanitation will be provided for the maximum capacity of 15,000 customers plus 1,100 event staff, artists, crew and guests on the 2 show days. This would include the maximum of 15,000 ticket holders per show day, with up to 7,000 camping from Thursday through to Sunday. In addition, there will be some 500 event staff plus up to 600 artists, crew and guests present at various times over the event weekend (Thursday to Sunday). The sanitation provision is based on a male to female split of 50:50.

Overall the provision of sanitation facilities will adhere to or exceed the requirements of the Purple Guide to take account of needs for convenience, public health and the environment. Provision would be made to include:

- Hand washing: Stations will be positioned conveniently beside the toilet facilities within the arena and campsites. These are self-contained units with foot operated water and integrated hand soap and hand towel dispensers.

- Chemical toilets/polyjohns: Self-contained chemical flushing WC, some with hand sanitizer facilities. Each has integral containment tank and is easy to empty.

- Urinals: Unit blocks of four position 'pee pod' urinals with integral containment tanks. Hand sanitiser is positioned on central posts in these units.

- Disabled units: As the chemical toilets, but designed for wheel chair access. Disabled units will have hand sanitising facilities. Hand operated washing facilities are being investigated for these units by the sanitation contractor Portakabin.

- Toilet trailers: Trailer units fitted out with multiple WC's or a combination of WC's and urinals, to be used in the artist's and hospitality/VIP area. All trailers are of the re-circulating type and have integral holding tanks.

- Shower trailers: Shower trailers and shower cabins will be provided in the staff and glamping campsites. These will be as the toilet trailers but fitted with showers, waste draining into containment tanks. Shower facilities are supplied by stored water.

- Campsite washing facilities: Areas containing washbasins supplied with cold water draining into containment tanks in the campsite areas. Washing facilities in the campsite

are designed to minimise spillage of wastewater however a sub base type of material of approximately 150-mm depth is proposed around the washing facilities to stop mud forming. Campers provide their own soap to use at these facilities.

Purple Guide requirements are as follows:

	Female Toilets	Male Toilets
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

Based on these guidelines the following numbers of units are proposed:

Attendees = 15,000	**Chemical toilet**	**Urinal**	**Hand wash basin**
Arena	119	100 positions	40
Main Campsite	71	16	18
Disabled (various locations)	10		
Staff	30	1	4
	Toilet Trailer Male / Female	**Urinal**	
VIP Hospitality	2 x Male 2 x Female	12	
Artists	1 x split / mixed (male / female)		
Concessions (exclusive use)	TBC	TBC	

2.3 Hand Washing/Sanitising

Hand washing facilities minimise risks to public health. Self-contained hand washing stations will be provided beside toilet facilities throughout the event site as shown on the site plans. They are foot operated and include integrated hand soap and hand towel dispensers. These units will be cleaned and serviced regularly. A sub base type of material of approximately 150-mm depth around the washing facilities to stop mud forming would be used if required.

2.4 Distribution of Provision

The sanitation facilities will be located so that they are convenient for customers to use. The locations and positions will be determined with the expertise of the various agencies involved and from industry experience. After installation, all the systems will be checked for leakages within pipes, joints and connections.

All sanitary accommodation and hand washing facilities will be clearly marked with signs at a height visible above crowd level. Illumination will be provided and maintained for all chemical units, urinals, washing points and water points. These locations will be marked on the site plan.

Separate sanitary accommodation will be provided for use by all concession staff. This accommodation will be situated conveniently for the exclusive use of all concessions areas.

2.5 Stewarding of Sanitary Accommodation

A janitorial team will be responsible for the restocking with toilet paper, cleaning and sanitising of toilet and shower facilities. The team will be on duty in the arena throughout opening hours and until cleared of the public each night.

A separate member of the team will be responsible for the sanitising of drinking water facilities. When staff crossover is necessary stringent training/procedures will be in place for the personnel to thoroughly wash themselves and to change equipment.

2.6 Foul Waste Station

Covered containment tanks will be used for effluent from sanitary accommodation and washing facilities, including grey water. These will be inspected, levels checked and emptied throughout the event.

Due to the single tracks estate roads a smaller 'sludge gulper' will be used to tour the event site emptying urinals, chemical and trailer toilets. This vehicle will then transfer the waste securely into a larger tank at the Foul Waste Station located within a secure compound surrounded by scrimmed heras fencing and steel shield. Once the larger tank is full it will be replaced by an empty tanker and will leave the site to be emptied at a designated treatment works to be agreed with Scottish Water.

A welfare facility for staff will be provided at this location. The appropriate spill kits and pollution prevention measures will be in place.

3. WASTE MANAGEMENT AND LITTER

Jigsaw/FOH recognises that waste management and litter clearance are key to the success of the event and the protection of the environment. A number of professional contractors, including Angus Council, have therefore been invited to tender for the contract to provide waste and litter management services for the event.

The appointed contractor will be responsible for litter clearance during and after the event and transport of wastes offsite.

The introduction of the Waste (Scotland) Regulations, which took effect on 1st January 2014, places festivals are under greater obligation to separate waste and present for recycling.

A Waste Management and Litter Operational Plan will be prepared by the contractor to explain how the following provision and standards will be implemented on the ground. This will be submitted to the Council for approval. For the purpose of this EMP, waste has been broken into three main waste types.

3.1 Pre and Post Site Build Waste

The set up and breakdown of stages and other infrastructure produces a mixture of wastes that will be collected as source segregated waste where possible. Much of this waste is recyclable (i.e. timber, card, plastics and scrap metal). The waste materials where possible will be collected and stored in appropriate containers. In line with the Waste (Scotland) Regulations, provision will be made to collect pre and post build waste as separated waste streams for recycling after the event. Attention will be paid to storing and transporting separated waste to avoid contamination.

3.2 General Waste

The majority of waste produced by event goers will be a mixture of general and concessions waste. General waste will be collected in a number of appropriate wheeled bin containers throughout the arena. They will be serviced by refuse collection vehicles and personnel over the duration of the weekend.

3.3 Concession Waste

Concessions waste (from food and stall vendors) includes several different types of waste with the majority consisting of food waste, the associated plates and cardboard. The Waste Regulations mean that food vendors, as a business, will be obliged to separate their food waste and present for separate collection.

Once sold to the public the law is less demanding and there is no obligation to collect waste separately. It can also be difficult to get the public to separate their waste in a festival environment, although effort will be made because the waste will largely be contained within the festival site.

Within each concession area, food waste will be contained in appropriate wheeled bins and/or a bespoke skip situated in the secure areas back of house. There is no public access to these areas. All concessions will have suitable and clearly marked facilities for the separation and disposal Dry Mixed Recyclate (DMR) and general waste. Where possible there will also be limited provision for collecting glass separately in areas where there is likely to be glass waste. The appointed waste management & litter contractor will speak to the concessions to make them aware of the requirements of legislation and the benefits of separating waste. Containers will be uplifted each morning.

As it is difficult to control the nature of plates used to serve food, it is not practical to collect food waste in a form that is suitable for composting. Some vendors use biodegradable plates, others paper and some polystyrene. While polystyrene is discouraged, it is not completely prevented and therefore any collection of food with plates will contain several different materials and will not be immediately suitable for composting. It is considered impractical to ask festival goers to separate any leftover food from plates after they have purchased their food.

Cardboard waste will be contained in appropriate receptacles throughout the concessions areas. These will be uplifted each morning prior to gates opening.

Appropriate containers will be positioned in the catering areas for use by the concessions to collect grey water waste. These containers will be grilled to prevent general waste contamination. Each concession is responsible for ensuring their grey water is disposed of in the correct containers and each will be briefed as to those details.

3.4 Litter Clearance

Litter will be tackled at source throughout the weekend via teams of litter pickers both in the arena and the campsites, and also in the non-public areas backstage. Full clearances will be undertaken each night at the close of the arena and the following mornings if required.

There will be a suitable provision of waste receptacles in the arena and campsites in a bid to encourage people to bin their litter. Signage will be used to educate and encourage customers to use the bins provided.

To avoid waste food purchased from concessions being trodden into the ground, litter collection staff will be briefed in the need to prioritise the prompt collection of food waste littering.

At the end of the event the removal of perimeter fencing at key areas will be timed to maximise the effectiveness of the fencing in containing wind-blown litter and where possible the fencing will not be removed until those areas are clear of litter.

Further inspections of the festival site and wider estate areas will take place within 7 days of the event closing and again in the weeks post break to ensure any litter trampled into the ground during the event that subsequently comes to the surface is removed.

3.5 Recycling

In the first year of the festival the aim is to recycle as much of the DMR as possible. The festival will seek to increase recycling rates in all recyclable materials in subsequent years.

The weather however is known to have a significant effect on the waste left behind after outdoor festivals. In wet years, campers tend to abandon tents, sleeping bags and other contents. Because it is caked in mud and waterlogged, the actual weight of waste is also be heavier. The total waste therefore also increases significantly, while the potential to reuse or recycle is reduced.

The need for the collection of tents after other outdoor Scottish festivals has increased in recent years as festival goers choose not to take their tents away with them. Awareness raising and promotion of the need to take tents home will be emphasised for Festival of House from the outset.

4. DRINKING WATER

A constant, adequate and wholesome supply of drinking water will be made available to everyone throughout the event site, including within the campsites (main, disabled and glamping). The appointed contractor will prepare a **Drinking Water Operational Plan** to ensure the following standards and provision is implemented on the ground. This will be submitted to the Council for approval.

Stored water tanks will be used for the event to provide a constant supply of drinking water. These will be replenished either by the existing mains water supply or by tankered water sourced from an agreed Scottish Water supply zone. All tanks will be secured from any attempt at vandalism and checked regularly to avoid malicious tampering.

The water storage points and drinking water will be constructed and managed by the appointed contractor to minimise the risks of damage, contamination, deterioration and "ponding" of water.

The plumbing contractors will ensure compliance with BS8551. All plumbing and pipe work will be installed to prevent back-flow or contamination. Prior to use it will be disinfected 'in line' and the water thereafter bacteriologically tested for wholesomeness to ensure required drinking water quality standards. All stored water provision will be inspected independently by Scottish Water if required to ensure byelaw compliance.

In the event arena there will be a number of drinking water units with multiple tap outlets and designed to minimize spillage. These units discharge directly into gravel sumps that allow gradual dispersal into the ground. The locations of all the drinking water will be indicated on the event site map and sign-posted.

The campsites will have public drinking water points, located within a reasonable distance from pitch areas.

The main medical/ first aid facility will have constant, adequate and wholesome supply of drinking water, with the medical facility utilising urns to provide an additional hot water supply.

5. NOISE MANAGEMENT

Jigsaw/FOH is aware of the potential for noise from all stages of the event and seek to minimise disturbance to noise sensitive properties wherever possible, including during the build and break.

A Noise Management Plan will be prepared to detail the measures that will be taken to manage the music noise during the event. The noise levels from musical during the event will also be managed in accordance with the Code of Practice on Environmental Noise Control at Concerts.

5.1 Noise from Build and Break

Noise from build and break works will be minimised by adhering to statutory measures which control the effects of construction noise including:

- EU Directives and UK Statutory Instruments that limit the noise emissions from plant;
- Guidance set out in BS 5228 (2014) Part 1 which considers noise control on construction and open sites.
- Sections 60 and 61 of the Control of Pollution Act (1974) and section 80 of the Environmental Protection Act (1990) which gives local authorities powers to control environmental noise and other pollution on sites.

There will also be an understanding that, during operational hours, adopting Best Practicable Means (BPM) is usually the most effective way of controlling noise from temporary works and should be enforced rigorously. The following measures will be adopted as a minimum:

- The contractors should use the most quietly operating plant and equipment compatible with safe and efficient execution of the works.
- All items of plant operating intermittently on site should be shut down in the intervening periods between uses.
- All pneumatic tools should be fitted with silencers or mufflers.
- Deliveries should be programmed to arrive during daytime hours.
- Care should be taken to minimise noise when unloading vehicles.
- Delivery vehicles should be prohibited from waiting on the highway, or the site with engines running.
- No external radios or music should be played on the site during build and break.
- All plant should be properly maintained and operated according to manufacturers' recommendations in such a manner as to avoid causing excessive noise.
- All plant should be sited so that the noise impact at nearby noise sensitive properties is minimised.
- All operatives will be inducted prior to undertaking any works on site. The noise sensitive nature of the area will be emphasised and all staff will familiarise themselves with the layout of the site.

A contact telephone number, email address etc. and named responsible person will be provided to local residents and made available on the FOH website to whom any complaints or concerns with regard to build and break noise can be addressed. It is the responsibility of Jigsaw to ensure that the telephone is answered or, if an answering service is used, that calls are returned to complainants timeously. Emails will be addressed in the same manner. All

complaints or concerns will be logged, including the time of the call, nature of the concern and details of the action taken.

Problems conceming noise from works can often be avoided by taking a considerate and neighbourly approach to relations with local residents, including provision of information in advance. This will include explaining working hours, a broad description of the works to be undertaken and anticipated timescales. Works will not be undertaken outside of core daytime hours, unless necessary. Where works are anticipated to significantly exceed the anticipated timescales, updated schedules will be provided.

5.2 Noise from Build and Break Traffic

Traffic will be managed to minimise noise impacts from traffic during the build and break. Drivers of delivery vehicles will be made aware of predetermined routes. The routes will be set out in a **Traffic Management Plan** to be prepared and submitted to the Council for approval.

On arrival delivery vehicles will be escorted to an on-site holding location until after accreditation. Engines will immediately be switched off. No radios or music will be permitted within the area.

5.3 Music Noise

The control of Music Noise Levels (MNL) will be implemented through strict adherence to measures to be detailed in a **Noise Management Plan** to be prepared and agreed with Angus Council. It will be the responsibility of Jigsaw and the acoustic engineer to ensure that these are met throughout the festival event. The plan will draw upon guidance in the Noise Council Code of Practice on Environmental Noise Control at Concerts.

Event Layout
The predictions of off-site MNL are necessarily based on detailed information with regards to the location and orientation of each of the stages and other entertainment where sound systems are to be used. Each element will therefore be positioned accurately to reflect the agreed layout. Any proposed changes must be discussed and agreed with the acoustic engineer to ensure continued validity of the predictions.

Continuous 3m high steel shield fencing will encircle the festival site (excluding car parks and PUDO). This serves to dampen noise levels somewhat.

Equipment and Installation
A comprehensive auditing process will be undertaken to ensure that the sound equipment brought to site and installed matches the expectations. Sound system suppliers will be required to provide a full list of all sound equipment proposed to be installed by an agreed date in advance of the event. Sound system design schemes for each stage will also be required. Any changes must be discussed and agreed with the acoustic engineer to ensure continued validity of the predictions.

The acoustic engineer will supervise installation of all speaker systems to ensure that the design schemes previously submitted match the designs installed on site. It will be the responsibility of the sound system suppliers to ensure that their representatives are thoroughly briefed on the requisite designs in advance of attending site. No significant deviations of which the acoustic

engineer have not been informed will be accepted: all suppliers will be made aware of this policy in advance of the event.

Equipment Testing
Specific time/s will be agreed with Angus Council before the sound checks / line checks to undertake propagation testing prior to the event. This will allow the acoustic engineer to confirm that the off-site MNL from the sound systems installed are likely to be as predicted. The tests will also allow the acoustic engineer to note the propagation of sound under the prevailing weather conditions and across the topography of the site to confirm the suitability of the maximum front of house levels to which the sound engineers will be required to adhere throughout the course of the event.

Monitoring
Continuous real-time monitoring of off-site noise levels will be undertaken throughout the event. It is expected that the acoustic engineer will work closely with Angus Council's Department of Environmental Health, both to ensure that the agreed off-site MNL stipulated in the Noise Management Plan are met and also to address any concerns or complaints received directly to Angus Council from local residents with regards to noise.

Adequate noise management staff will be provided to ensure that all authorised noise sources are controlled. In addition, security personnel will be briefed on the importance of control of any unauthorised noise sources.

A dedicated telephone number for complaints about music noise will be provided to all residents in advance of the event. The telephone number and hours of operation will be made available on the Festival website.

Details of all calls made to this line during the event will be passed immediately to the acoustic engineer. Consideration will be given to the validity of the complaint and off-site MNL will be checked and adjustments made if thought to be necessary by reducing the sound levels in various speaker zones i.e. delays, side hangs, front of house etc. Information will be supplied to the complainant on the action taken, for example to confirm when the noise will stop or to reassure that off-site levels are being continuously monitored. Due to the nature of the event it cannot be assumed that the response to all complaints will be a reduction in noise levels.

Professional sound engineers are qualified and experienced in adhering to MNL at front of house and off-site levels are subject to strict guidelines. However, in the event that the acoustic engineer cannot deal with a valid complaint about excessive music levels, they will escalate the issue immediately to Production where Jigsaw will make a decision on the appropriate course of action.

Campsite Entertainment
Entertainment in the campsite will be in the form of the "Funky Tractor" (main campsite) and a similar idea for the glamping/disabled campsites. This will simply be a tractor kitted out with a sound system to play music for the entertainment of campers. Music will cease as per the conditions of the Public Entertainment License and will be controlled and monitored by the sound team on site.

Campers own music may be played during the times permitted in the PEL and campsite stewards will ensure no music is played outwith these times and in general that noise is controlled within the campsite.

Festival Road Traffic Noise
Implementation of effective traffic control measures in a Traffic Management Plan will reduce the potential for prolonged noise impacts from event traffic. Event traffic ingress and egress will use pre-planned routes as described in the Traffic Management Plan. Noise from the car parks and PUDO will also be reduced by the implementation of the traffic management plan.

6. POLLUTION PREVENTION

A Pollution Response Operational Plan will be prepared to manage and direct the response to any pollution or spillage incidents at the event. This will be submitted to the Council for approval.

The key objectives of the Plan will be to meet licensing requirements and ensure:

- A clean, tidy and safe event by reducing the likelihood of pollution or spillage occurring.
- In the event of a risk situation, caused by weather, accident or other factor, there is a prompt and effective response which protects both the land and water environment and the comfort and cleanliness of festival goers and staff.
- Pollution, spillage or waste does not leach or flow into any of the watercourses close to the site.
- To ensure that pollution response does not induce panic amongst festival goers and is treated effectively and responsibly.
- To conform to SEPA requirements and respond to SEPA enquiries before, during and after the festival.

The key requirements based on these objectives are:

- To ensure physical facilities are put in place to prevent pollutants from spreading.
- To protect sensitive receptors and to reduce the ability for pollutants to find easy pathways from the site.
- To protect watercourse.
- To work with vehicle operators to prevent spillage of materials that could cause pollution whilst being transported.
- To have an agreed response plan to each potential form of pollution or likely potential incident.
- To ensure that sufficient and suitable mechanical equipment is available on site or nearby throughout the weekend to enable a swift resolution to any potential pollution incidents.
- To monitor facilities and staff awareness and preparedness throughout the festival weekend.

The main potential pollutants that will be present at the event and its build and break are:

- Diesel fuels for generators and vehicles.
- Sewage and waste water.
- Food and beverages.
- Cleaning fluids, detergents and chemicals.

Any spillage associated with any of these materials will be reported to the Event Health & Safety Manager who will keep a record of any incidents and inform SEPA if necessary. How the incident will be dealt with will be explained to SEPA as required. However, it should be noted that there will be harmless food and beverage waste which will find its way to ground. Only major scale food and drink contamination will need to be reported.

7. EXTREME WEATHER

Jigsaw/FOH recognises that extremes of weather are one of the major threats to festivals in the UK, both on show days and throughout the build and break. **A Wet Weather Operational Plan** will be prepared to ensure the following measures are implement on the ground if required.

Forecasts for June will be monitored closely in the run up to the event and mitigation planned for the likely effects of extreme weather on customers, staff and performers.

7.1 Weather Monitoring

Initial weather monitoring will use commercial weather information sites such as the Met Office, various other reliable sources and historic knowledge from the landowner.

Monitoring will be carried out by Jigsaw during the build and break phases who will inform the necessary personnel initiate any appropriate action. During the event, weather monitoring will be undertaken by Jigsaw who will coordinate necessary action in response to the event of extreme weather events.

7.2 Rain and Flooding

Rain is usually a problem when it appears with such intensity that it affects the integrity of the site – either due to the conditions underfoot or the possible effects on structures. Most festival goers are used to dealing with rain. However, it is recognised that the rain and ensuing mud experience at many festivals can be extreme and that the effects of cold or wet weather may be cumulative in some audience members, especially those who may have been outside for some time or who are inappropriately dressed. With this in mind Jigsaw/FOH will implement the following measures to manage the effects of rain:

- Warm up areas will be made available for attendees to use should they become soaked or cold; these areas will be located within the first aid/medical facility.
- A number of space heaters will be available on standby on site.
- Concessions selling wellington boots, waterproofs and hats will be invited.
- Supplies of bark chippings, straw, etc. will be held on site to treat small, waterlogged areas that may develop.
- All marquees will be checked daily for structural integrity to ensure that any rainfall has not loosened the ground fastenings.
- All electrical installations and connections will be installed to relevant British standards for Temporary Electrical Installations, thereby ensuring that connections and distribution will not be affected by damp or water.
- Walkways will be maintained where possible by the use of bark, straw or a similar material whilst securing the less usable areas.
- Messages will be delivered to customers via social media and the FoH website in advance advising them to bring appropriate clothing for the weather such as boots, warm clothing, waterproof clothing, etc.

7.3 Extreme Heat

Whilst it may seem unlikely to reach such extremes at a festival in Scotland, it is believed by Jigsaw/FOH to be prudent to plan for unusual periods of extended sunshine and heat. Such periods of time exposed to the sun and hot temperatures could result in heat exhaustion, hyperthermia, sunstroke and/or sunburn. The following measures are in place to counteract these ailments:

- Audience members will have access to the tented structures to shelter from the sun.
- Sun cream will be available at welfare/first aid/medical.
- Concessions selling items such as sun hats and sun cream will be invited.
- Water points will be located around the site including within the campsites for audience members to refill water bottles.
- Medical professionals will be on site to help and advise anyone suffering from a heat related illness.
- Messages about covering up, using sunscreen and maintaining hydration levels will be delivered to customers via the FOH website and social media.

7.4 Wind and Wind Managed Structures

There are a number of structures on site which may be affected by high winds and, if the correct measures are not taken, may present a hazard to customers and staff. Structures which may require wind speed monitoring and possible remedial action are:

- Main stage
- PA delays and supports
- Screen and projector structures
- Marquees

Additionally there will be mobile food concessions, some of which may have large fascias that may need to be monitored and fastened down as appropriate.

Parts of the site is surrounded by Steel Shield and Heras fencing, some of the Heras will be covered in a scrim. Unlike Steel Shield, Heras cannot be braced with pins driven into the ground therefore support has to be by way of bracing and weights in specialist weight brackets. As a further emergency measure any scrims can be slashed to allow wind to pass through the fencing rather than pushing it over.

Wind speeds will be monitored from an anemometer sited on top of the stage and linked to an LCD readout, the device is set to trigger an alarm at primary and secondary action levels. These are general site levels so that the safety team know to be aware of any necessary impending action.

The different structures on site have varying levels of required action at various wind speed and a table of actions will be held by the Health & Safety Manager of who to inform and how and what remedial action is to be taken.

When wind speeds reach the primary action level, the Health & Safety Manager and Event/Site Manager will meet with the on call crews from the various suppliers/contractors to decide on priorities of actions.

Should wind speeds continue to exceed the secondary action level and the possibility of structural failure becomes a risk to public safety the Event/Site Manager in consultation with the H&S Manager, Senior Police Officer and Local Authority will consider cancelling the event. In

the unlikely event that this is the case the decision will be communicated to the audience by the most appropriate means.

Should the event be preceded by extreme winds, Jigsaw/FOH will meet regularly with the parties referred to above to consider the various courses of action available.

7.5 Car Parks and Wet Weather

Access and egress to and from the car parks is paramount to the success of the event. The biggest likely threat to the smooth running of this is from excessive rain making the entrance points untenable. To alleviate this, trackway panels will be laid in the entrances to each car park to ensure vehicles can access the car park and not cause blockages on the main road. In addition a trackway spine will run through the car parks to take vehicles as far into the field as possible away from the entrance point and main road.

Four wheel drive vehicles and tractors will be available to assist with towing disabled vehicles if this becomes necessary.

7.6 Camping and Wet Weather

As the camping facilities will not have any vehicles on them they should be able to withstand a good deal of rain before this becomes a problem. However, should campsites (and therefore individual tents) become waterlogged during the event, and especially after dark, the audience will be offered shelter overnight in one of the large arena marquees. If the area affected was large a decision would then need to be taken the following day about how to continue with the camping facilities on offer.

8. BIODIVERSITY

An ecological constraints survey has been carried out over the proposed festival site and a suitable buffer beyond, depending upon the species, to establish any protected species and address any potential impacts on these constraints.

Badgers were confirmed to be present on the estate, however suitable habitat exists for nesting birds, red squirrel and bats. These species were not surveyed for at the time as their respective active / breeding seasons were sub optimal, however trees which required felling or limbing as part of estate works were inspected for bat roosts in accordance with Bat Conservation Trust (BCT 2016) guidelines. A mitigation plan to protect and minimise the impact to the badgers before during and after the event has been produced. The potential for nesting birds will be surveyed for in the active nesting season as well as Red Squirrel. Any trees that are to be removed will first be inspected for bats.

To continue to ensure any protected species are not going to be affected by the proposed festival, the site will be surveyed for birds and red squirrel as well as monitoring of the badger setts before, during and after the event. Minor changes to the event layout can be made as necessary to accommodate ecological constraints identified during surveys.

Species Protection Plans have been produced for species present, or potentially present within the site and can be found as appendices:

- Badger – Appendix 1
- Breeding birds – Appendix 2
- Bats – Appendix 3
- Red squirrel – Appendix 4

As only badgers have been confirmed, then the proposed mitigation plan as suggested should prevent any disturbance to the badgers before during and after the festival.

The event layout has some flexibility and micro siting is possible if further constraints are identified during survey work.

9. WATER ENVIRONMENT

There are no watercourses running through the festival site. Inspections of neighbouring watercourses will however take place throughout the event, including during the build and break periods, to ensure there are no breaches to the secure fencing or evidence of pollution occurring. **A Pollution Response Operational Plan** will detail procedures and mitigation to protect the water environment.

9.1 Protection from Spillages and Standing Water

During the build and break and the festival event diesel fuel will be used on site. The contractors responsible for handling diesel and other fuels will also be responsible for ensuring that they do not leach to ground or cause undue contamination to the soil.

9.2 Surface Water

Excessive rainfall over a lengthy period before and during the event could lead to areas of heavy water retention and localised flooding. For Health and Safety reasons, excessive surface water may have to be removed from the site. The process for removing water will be approved by SEPA
and further details will be provided in the Pollution Response Operational Plan. The following protective measures will be in place:

- Where oils and diesel fuel are used on site, and anywhere where transfer of waste water takes place, a system of spill protection and/or bunding will be in place to prevent any pollution from entering the ground. Spill kits will be utilised should there be any breaches.

- Crew catering and concessions will be advised that all cooking oils used by crew catering and concessions must be stored in secure containers at all times with waste oils collected in enclosed IPC containers to be removed and disposed of by according to regulations.

- Any waste water transfer will be strictly managed by the waste water contractors.

- Fuel bowsers which may be stored in the boneyard will be placed in a bunded area to prevent spillage.

- Spill traps will be used where fuel or waste water transfers take place.

- Spill kits will be held on site for use in emergency.

- Where surface water becomes a risk to the health and safety of customers, emergency procedures will be activated to remove excessive surface water either by pumping to a location designated before the event starts or removal via suction to a tanker and taken off site. These options would be considered only following a recommendation from the Health and Safety Manager and would be activated only where the levels of water were so excessive as to cause a potential hazard.

- Pumping could be considered but only where the distance to be pumped would be sufficient to take the excess water away from the hazard point to an area deemed safe

and acceptable in environmental terms. On no account would this be directly into the watercourses or drains on site.

- The second option of removal from site by tanker is advised where a tanker can access the area of localized flooding. It is important to ensure that a clean vehicle is used and not one which has transported wastewater unless it has been adequately cleaned. Excess water would be collected via suction hose and transported off site to a receptor point pre designated and again agreed with SEPA if required. The filtration requirements of such a site would be the same as with any location to accept pumped water; there would be adequate vegetation to filter sediments and the location would be capable of holding sufficient quantities of water without causing a new flood risk situation. Again, the pre agreed location would not be directly to a watercourse or drain.

Should this situation arise, the Health & Safety Manager will keep SEPA informed and record the actions carried out and the locations of any water receptors.

10. Historic Environment

An assessment has been has been made of the potential impacts of the festival on the historic environment of Panmure Estate. This includes designated assets and other historic environment records with no formal designation important to the cultural heritage of the Panmure and the surrounding area.

10.1 Site Description

Panmure Estate dates back to the 13th Century and include the remains of Panmure Castle. The Estate provided the setting for a 17th century country house for the Earl of Panmure. The house was considerably altered and remodelled in the 19th century, but eventually demolished in 1955 and only the stables remain.

The policies of the house are thought to have included a designed landscape, with avenues and pathways connecting a series of formal gardens, terraces and parkland. This has however been planted with forestry in more recent years and remaining land is in agricultural use.

The event site is located on the east side of the Estate on agricultural land between to forestry and the public road.

10.2 Listed Buildings

Within the redline event boundary the listed former Stables and Service Court have survived (Category B Listed and dated 1852) although they are currently redundant and derelict. The East Gate and Lodges (Category B Listed and dated 1852) are located at the main drive entrance on the B9128. Also within the site is Margaret's Mount which is centrally located on a raised artificial mound with a commemorative stone pedestal and carved stone urn date early 18th Century.

Elsewhere on the Estate are the West Gate Lodges (Category A. 1672) and Gardener's House (Category B. 1852). There are also listed monuments including a 50 ft high Commemorative Column (Category A. 1694); 2 x Gazebos, Corrieara Den (Category B and mid18th Century). Montague Bridge (Category B. 1854) and Footbridge (Category B. Mid C17th) over Monikie Burn.

10.3 Canmore Records

Other records of sites within the red line boundary held by Canmore include the site of Panmure House, which was located to the north west of the stable block and has been demolished. There is also the alleged site of a souterrain recorded here in 1855, but no evidence on the ground. There is a 'Knocking Stone', a rounded three sided stone mortar, next to Margaret's Mount. Outwith the site boundary are records of the footbridge over Monikie Burn, a folly and a plinth still standing to the north west of the Column.

Outwith the boundary are the remains of 13th century Panmure Castle and Panmure walled gardens to the south, and Den Cottage to the west.

10.4 Local Historic Environment Record

Local historic environment records suggest possible remains of earthworks which formed the designed landscape for Panmure House, including parks, gardens and terraces. The event arena site forms part of the site of a former deer park as depicted on the 1864 OS map.

10.5 Legislation

The historic environment is protected by Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Building and Conservation Areas)(Scotland) Act 1997. These have been amended by the Historic Environment (Amendment)(Scotland) Act 2011.

10.6 Potential Impact and Protective Measures

Both designated and undesignated assets have been identified within the proposed site. These have been identified from various sources and collated to give a good understanding of their importance in the setting. Site visits have also been undertaken of assets within the site to establish the need for mitigation.

This understanding of the history contributes to the understanding of its cultural heritage and importance of Panmure Estate within the local area. Jigsaw/FOH are also aware of the potential for further unrecorded archaeology given the long documented history of the Estate.

There are two listed buildings within the festival site boundary. The Stables and Service Court would not be accessible to the customers because the area would be within the back stage area. The building would be fenced to prevent access as the buildings are in a poor state of repair.

The East Gate entrance would be restricted to providing access for the performing artists arriving in by car or minibus to the backstage area. Protection will be provided to prevent accidental damage to the historic fabric of the gateway and lodges.

The Margaret's Mount and the Knocking Stone are located in 'The Mount' field which although within the site boundary, would not be used as part of the festival activities. The field would be fenced to prevent access. There would therefore be no adverse impact on the listed structure or stone and the area would not be fenced.

The temporary nature of the event means there would be minimal ground disturbance or penetrative works. The erection of tents is extremely unlikely to disturb any unrecorded archaeology given the limited area of disturbance from tent pegs.

Other buildings and structure are located to the west of the event site are sufficient distant not be affected directly or indirectly. There has been some concern raised about the potential for vandalism to the Commemorative Column and the need for it to be protected. We think the

Column is too far removed, both physical and visually, from the event site to be in any danger of vandalism or accidental damage. Fencing the area off would only serve to attract attention to the structure. The same applies to the folly and plinth, which are in excess of 500 metres from the north-west boundary of the festival site and surrounding by forestry plantation. Montague Bridge crosses a deep ravine and in the interests of health and safety, heras fencing would be installed either side.

12. List of Operational Plans

Operational plans on the subject matters discussed in this EMP will be prepared prior to the event and submitted to the Council for approval:

Sanitation and Waste Water
Waste Management and Litter
Drinking Water
Noise Management Plan
Pollution Response
Wet Weather

Portakabin Group

Delivering peace of mind

SANITATION PLAN – SUMMARY OVERVIEW

Our principal duty on site is to manage and maintain our facilities in a sanitary and hygienic manner. Waste is removed from each receptacle by vacuum tanker and transported either directly to a disposal point or to a suitable transfer location where it is bulked up into larger tankers for transportation to an appropriately licensed disposal point. Janitorial teams are on hand to attend to cleanliness and re-stocking of janitorial consumables throughout the duration that the public are on site. Service levels are discussed and agreed as part of our contractual negotiations and a management team will be on hand (usually living on site) throughout to ensure agreed service levels are achieved at all times.

Of course, proper management of sanitation facilities at outdoor events require many elements to be in place in many areas – well trained and professional staff are of course vital but there are many other legislative and practical elements that must also be in place, including but not limited to:

1. Correct documentation – Waste carriers Licence, Consent to Discharge, SEPA licencing, O-Licence, COSHH documentation etc. Portakabin Events undertake to have all of the required consents and licences in place and these will be exhibited as required.
2. A commitment to Health and Safety – Portakabin Ltd are a responsible employer with a strong commitment to Health and Safety in everything we do. We will exhibit our H & S documentation (included as part of our RAMS pack) and separately will supply a copy of our company safety policy
3. Quality People – People are at the heart of everything we do and we continually invest in training and development of our team. We are proud to have a very stable team with long service allowing skills and training to be retained and honed over many years. We will exhibit training records and competencies as required.
4. Management – Even the best people require proper management and we are able to exhibit a stable management team within Portakabin Events that spans about 25 years. As the largest supplier of sanitation to outdoor events in Scotland for that entire period, we have the skills, experience and ability to deal with each and every eventuality that could arise.

Sanitation Plan – Festival Of House 2016

Created by – Kevin Keenan 29/03/2016

The supply of sanitation –

The customer has given us a the capacity of the Arena as 15,000 people and with using the purple guide calculation we deem the following to meet guidelines (The toilets will be split into four separate banks)

- 119 x Plastic Chemical Toilets
- 5 x Accessible Chemical Toilets
- 25 x 4 Position Urinal Pods
- 40 x Sink Positions

Campsite which has a capacity of 7,000 once again using the purple guide for reference came to the following (The toilets will be split into two separate banks)

- 71 x Plastic Chemical Toilets
- 2 x Accessible Chemical Toilets
- 4 x 4 Position Urinal Pods
- 20 x Sink Positions

Glamping with a capacity of 500

- 1 x Male/Female Split Toilet Block (3 x Female WC's, 2 x Male WC's & 2 x Urinals) inc 4 x Sink Positions on 1 x 1000 Gallon Waste Tank
- 1 x 6 Bay Gas Shower Block on 1 x 1000 Gallon Waste Tank
- 1 x Accessible Toilet Trailer with Electronic Lift inc 1 x Sink Position with Fresh & Waste Water Tank Built In

Staff campsite with a capacity of 500

- 30 x Plastic Chemical Toilets
- 1 x Accessible Chemical Toilet
- 2 x 6 Bay Gas Shower Blocks each on 1 x 1000 Gallon Waste Tank
- 8 x Sink Positions

Artist Village will have

- 1 x Vacloo Toilet Block (3 x Female, 2 x Male & 2 x Urinals) inc 4 x Sink Positions with 2 x IBC's at the Back to Collect Waste
- 1 x Accessible Chemical Toilet

VIP area

- 2 x Male Toilet Blocks (2 x WCs, 10 x Urinals & 4 x Sink Positions in Each) each on 1 x 1000 Gallon Waste Tank
- 2 x Female Toilet Blocks (7 x WC's & 4 x Sink Positions in Each) each on 1 x 1000 Gallon Waste Tank
- 1 x Accessible Toilet Trailer with Electronic Lift inc 1 x Sink Position with Fresh & Waste Water Tank Built In

Campervan Parking (The tanks will be at opposite sides from each other)

- 2 x 800 Gallon Waste Tanks for Caravan Waste

*Please note that car parks & bus parks will require toilets to be positioned there also.

Janitorial –

We will have 10 x Janitorial Cleaners on Site starting at 6am and finishing at 6pm and another 5 x Janitorial Staff starting at 5pm & finishing at 12am. They will be responsible for maintaining the high standard of cleanliness that will be set for them within the toilets around the site, they will also re-stock consumables and report any issues to their manager, at the beginning of the day they will be cleaning the campsites & then moving on to the arena and when the arena opens they will take post at a bank of toilets with one or two maintaining the other areas.

We will have 1 member of the Janitorial team dedicated to sanitising the drinking water taps around the site with chlorine tablets.

Tankers –

We will have 2 x Rigid Tankers on site to empty & re-prime the toilets; they will start off at 6am on the campsites toilets and then move on to the arena with the janitorial staff, after all are clean again they will then go back to the start again. A separate water only tanker will fill all sinks.

Waste Transfer –

We will have 2 x Static Articulated Tanker Barrels on site at the waste transfer station; these will be positioned on Trackway. The rigid tankers will transfer the waste from themselves into the artic barrels, this will be done by highly trained personnel and overseen by a member of the Management team. This waste will then be taken to Hamilton to be disposed of at a registered disposal point by an articulated tanker, this tanker will then travel up and down from site until all waste is removed.

Spillages –

We will endeavour to eliminate any spillages but in the event that one does occur we have competent members of staff who are trained to deal with this, all vehicles also carry a spill kit. All transfer of waste will be on Trackway , this will avoid any possible seepage into the ground in the unlikely event that there is a spillage. The tanker will also be able to use vacuum to syphon up any spillages that may occur.

Management –

There will be numerous managers on site who all have a long standing relationship with each other and understand how events work. We will have one manager looking after the waste transfer operation, another looking after the kit (breakages/faults etc), another will be looking after the janitorial team to ensure they are continuously cleaning and re-stocking to our high standards. Finally myself and senior manager Jonathan Reid will be there to ensure that everything is running as smoothly as possible and make sure standards are kept high.

Waste –

We estimate a total of 300m3 of waste, with the shower water to be recycled on site for priming the chemical toilets. Any excess shower water will be transferred and disposed of in Hamilton also.

ENVIRONMENTAL POLICY STATEMENT OF INTENT			Portakabin Group Delivering peace of mind
Prepared by	Issue Date	Review Date	
M. Nicholson	January 2016	January 2017	Doc No: E-M002

SCOPE

This policy applies to all companies and operations within the Portakabin Group.

INTRODUCTION

At Portakabin we are committed to safeguarding our people and the environment in which we all live and work. We recognise that in order to sustain our business and have a positive impact in the areas that we operate we must always strive to be the best in class for environmental performance. We will always aim to positively influence others by leading the market with our innovation, integrity and service excellence.

Our vision is *"To be recognised as an organisation that is transparent and ethical in all our dealings, cares about the environment, and contributes to the prosperity and well-being of our people and the communities in which we operate."*

Portakabin will always ensure full compliance with our legal requirements and will adopt best practice methods where no legal requirement exists.

ENVIRONMENTAL OBJECTIVES

Portakabin recognises the importance of long term goals and we have worked together to look at areas of the business where we can improve environmental performance and make our operations sustainable, in order to ensure a secure future for the benefit of our people and the environment.

Our current 5 year strategic objectives are to:-

- Continue to improve our waste management processes across the group.
- Reduce our energy consumption year on year within all divisions.
- Minimise our carbon emissions associated with road, rail and air travel.
- Reduce our consumption of resources and seek out sustainable alternatives.
- Make environmental considerations a primary part of our design processes, and to ensure all aspects of our delivery are sensitive to their environment.

We are committed to working with our employees to achieve these goals through open communication and to embed a culture of sustainable working and travelling throughout the group.

REPORTING STRUCTURE

To ensure that the objectives of this policy are met, it will be reviewed annually by the Environmental Committee responsible directly to the Board of Directors.



Derek Carter
Chief Executive

PTK Group Environmental Management Strategic Aims

Statement of Intent – Scotland				Portakabin Group Delivering peace of mind
Owned by	Issue date	Last Reviewed	Next Review Date	
Health & Safety	January 2012	January 2016	January 2017	Policy No: HS-M002

The Portakabin Group recognises the fundamental importance of progressive Health and Safety Management to the success of our businesses and their operations.

Our commitment to Health & Safety is a key part of our mission and values and our vision is to ensure

- the prevention of injury and ill health and to promote the health & well being of all our employees
- our commitment to, and compliance, with all relevant health and safety, legislation and best practice
- continuous improvement by adhering to and reviewing our policies, procedures and safe systems of work on an annual basis and by setting objectives & targets
- that health and safety risks are assessed, quantified, recorded and communicated to the workforce to minimise the risk of injury
- all employees take ownership of health and safety and that it is always their first consideration whatever they are doing
- an "open door" policy at all levels with regard to reporting of any health and safety issues or concerns
- that we encourage Accident, Incident and Near Miss reporting and promote behavioural safety awareness
- employee involvement by effective communication, training and engagement in everything we do

This statement is a declaration of intent by the Directors to ensure we maintain a Healthy and Safe environment for all our employees, contractors and visitors and any individual who may be affected by our operations.

Derek Carter
Chief Executive

Paul Duncan
Managing Director

JLT Specialty Limited

St Botolph Building
138 Houndsditch
London EC3A 7AW
Telephone 020 7528 4000
Direct Line 020 7528 4604
Facsimile 020 7528 4500

16 December 2015

TO WHOM IT MAY CONCERN

Portakabin (Scotland) Limited

Professional Indemnity Insurance

This letter is to certify that the above mentioned insurance has been arranged for the period 01 January 2016 to 31 December 2016 Greenwich Mean Time, both dates inclusive:

Interest:	To indemnify the Insured for any sum which the Insured may become legally liable to pay arising from any claim or claims first made against the Insured during the period of insurance and for any loss cost or expense which is incurred by the Insured and first discovered during the period of insurance as a result of neglect or error or omission or negligence in the carrying out of professional activities and duties as defined within the policy
Insurer:	Lloyd's of London and other co-insurers
Policy Numbers:	B0901LB1525210000
Limit of Indemnity:	GBP 5,000,000 any one claim or series of claims arising from one single incident
Situation:	Worldwide excluding USA and Canada
Conditions:	Subject to the terms, conditions and retained co-insurance by the Insured all as set out in the Policy.

These statements have been made in good faith and are a resume of the insurance cover in force as at the date of this letter (which remains subject to the full terms and conditions of the policy issued by insurer(s)). Should the insurance cover be cancelled, assigned or changed in any way during the period of insurance, neither we, nor the insurer(s) accept any obligation to notify any recipient of this letter. Notwithstanding the issuance of this letter, we are and remain solely the agent of Shepherd Building Group Limited and/or Subsidiary and/or Associated Companies in this matter and owe no duties to any recipient of this letter.

Yours faithfully

For and on behalf of JLT Specialty Limited

Authorised Signatory

Lloyd's Broker. A member of the Jardine Lloyd Thompson Group
A company incorporated with liability limited by shares.
Registered Office: St Botolph Building ,138 Houndsditch, London EC3A 7AW. Registered in England No 1536540. Vat No. 244 2321 96
Authorised and regulated by the Financial Conduct Authority

CERTIFICATE OF REGISTRATION UNDER
THE CONTROL OF POLLUTION (AMENDMENT) ACT 1989
Regulation Authority

Name: SEPA - East Kilbride

Address: 5 Redwood Crescent
Peel Park
East Kilbride
G74 5PP

Tel: 01355 574200 **Fax:** 01355 574688 **Telex:**
E-mail:

The following information is herby certified by the above mentioned Regulation Authority to be information which at the date of this certificate is entered in the register which they maintain under regulation 3 of the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991:

REGISTRATION NUMBER: SWE/017843 Carrier

Name(s) of Registered Carrier: Paton Plant Ltd

Business Name (if any): Paton Plant Ltd

Address of registered carrier's principal place of business: Whistleberry Road
Hamilton
ML3 0EJ

Tel: 01698 713320 **Fax:** 01698 713388 **Telex:**

E-mail:

Date of Registration: 10/04/1992

Date of Expiry of Registration*: 11/04/2016

Date of last amendment (if any) made to the carrier's entry in the register: 02/04/2013

Signature of authorised officer of the regulation authority:

NOTES
You can check whether there has been any change in the information contained in this certificate by contacting the regulation authority detailed above.

*Registration will expire on this date unless-
(a) it is revoked before expiry;
(b) The carrier requests the removal of his name from the register at an earlier time
(c) an application for renewal is made within the six months ending on the expiry date and the application is still outstanding, or is the subject of an appeal on that date;
(d) in the case of a registered partnership, if any of the partners ceases to be registered or if anyone who is not registered becomes a partner.

SEPA

Printed: 07/05/2013 at 12 13

Company Details

Application Ref: SWE/017843
Applicant Name: Paton Plant Ltd
Business Name: Paton Plant Ltd
Geographic Team: South Lanarkshire
Business Type: Builder - Construction

Status: Registered / Certificate Issued

Correspondence Address:

Whistleberry Road
Hamilton
ML3 0EJ

Business Address:

Whistleberry Road
Hamilton
ML3 0EJ

Phone: 01698 713320
Telex:
Fax: 01698 713388
E-mail:

Company Registration No: 45554

Company Registered Address:

Whistleberry Road
Hamilton
ML3 0EJ

Officer Name: George Finlayson **Position:** General Manager
Date of Birth: 29-JUL-52
Address: Whistleberry Road
Hamilton
ML3 0EJ

Application Received Date: 02/04/2013
Application Target Date: 10/06/2013
Registration/Certificate No: SWE/017843
Original Registration Date: 10/04/1992
Renewal Date: 07/05/2013
Expiry Date: 11/04/2016

Carrier

SEPA

Our Ref SWE/017843
Your Ref:

Mr G Finlayson
Paton Plant Ltd
Whistleberry Road
Hamilton
ML3 0EJ

07 May 2013

Dear Sir / Madam

CONTROL OF POLLUTION (AMENDMENT) ACT 1989
THE CONTROLLED WASTE (REGISTRATION OF CARRIERS AND SEIZURE OF VEHICLES) REGULATIONS 1991
THE WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011
REGISTRATION NO: SWE/017843

I refer to your application for renewal of your registration as Carrier of Controlled Waste.

I confirm that your renewal has been approved and enclose your Certificate of Registration. The expiry date of your registration is 11/04/2016.

If you have ordered copy cards these will be sent under separate cover shortly.

If you have not already ordered copy cards these are available to purchase at a cost of £5 each. These are in the form of a credit card size plastic card which contains all relevant details of your registration.

Certificates of Registration are valuable documents. Please ensure that their use is carefully controlled to avoid loss or damage.

Please inform SEPA if any of the details change as an amended certificate may need to be issued if the changes affect the information shown on the certificate.

Yours faithfully

Nicola Thomson

Enc.

David Sigsworth
James Curran

Redwood Crescent, Peel Park, East Kilbride G74 5PP
tel 01355 574200 Fax 01355 574688
www.sepa.org.uk

Viridor

Transforming waste

ADDITIONAL SERVICES

SECTION 1 - FURTHER SERVICES

Part A

CONTAINER TYPE | SIZE / VOLUME

DESCRIPTION OF WASTE | EWC Code

COLLECTION FREQUENCY

Number of Containers | Collection Days: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐ Total lifts per week/fortnight

FEES

Service price ..... per lift/per tonne ..... per lift/per tonne .....

Waste Management charge ..... per week / month / year Rental .....

Agreed weight limit per lift in Kgs ..... Additional charge above weight limit .....

Please take extra waste and/or recyclate and charge per lift / pro rata ☐ Special instructions .....

COMMENCEMENT DATE: ... / ... / ... | INITIAL TERM: .....

CONTAINER TYPE | SIZE / VOLUME

DESCRIPTION OF WASTE | EWC Code

COLLECTION FREQUENCY

Number of Containers | Collection Days: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐ Total lifts per week/fortnight

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Please take extra waste and/or recyclate and charge per lift / pro rata ☐ Special instructions .....

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Waste Management charge ..... per week / month / year Rental .....

Agreed weight limit per lift in Kgs ..... Additional charge above weight limit .....

Please take extra waste and/or recyclate and charge per lift / pro rata ☐ Special instructions .....

COMMENCEMENT DATE: ... / ... / ... | INITIAL TERM: .....

Viridor Transforming waste

CONTRACT NO

ACCOUNT NO

SERVICING DEPOT

SERVICE CONTRACT

Part A

SECTION 1 - Customer Details

CUSTOMER NAME (the Customer)	PARENT COMPANY (if applicable)

Sole Trader ☐ Partnership ☐ LLP ☐ Charity ☐ PLC ☐ Limited ☐ Reg. No: Other

Incorporation / Trading Year(s)	Nature of Business

SITE ADDRESS	INVOICING ADDRESS (if different from site address)

Customer Contact		Accounts Contact	
Tel / Mobile		Tel / Fax	
Email		Email	

SECTION 2 - Schedule

CONTAINERS TYPE		SIZE / VOLUME	
DESCRIPTION OF WASTE			EWC Code

COLLECTION FREQUENCY
Number of Containers ..... Collection Days: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐ Total lifts per week/fortnight

FEES

Service price ..... per lift/per tonne ..... per lift/per tonne ..... per lift/per tonne

Waste Management charge ..... per week / monthly / year Rental ..... per day / week / month

Agreed weight limit per lift is Kgs ..... Additional charge above weight limit ..... per tonne

Please take extra waste and/or recyclate and charge per lift / pro-rata ☐ Special instructions .....

COMMENCEMENT DATE:	INITIAL TERM:
..... / ..... /	

SECTION 3 - Payment Details

Invoicing frequency ..... arrears / advance Credit required £ ..... Direct Debit ☐

SECTION 4 - Authorisation (in block capitals)

Signed on behalf of Viridor	We agree to the terms set out in the Schedule(s) and Part B of this contract and accept the general terms and conditions.
Signature	Signature .....
Name	Name .....
Position	Position .....
Dated	Dated .....

COMPANY PROOF ☐ PRE-TREATMENT FORM ☐ RISK ASSESSMENT ☐ DUTY OF CARE ☐ ADDITIONAL SERVICES ☐

Viridor

Transforming waste

CONTRACT NO.

Pioneer House, European Office Park, Edgworth, BL7 0EF
T 0161 761 8758 F 0161 771 8614
Email ...@viridor.co.uk

ADDITIONAL SERVICES

SECTION 1 - FURTHER SERVICES

Part A

CONTAINER TYPE | SIZE / VOLUME

DESCRIPTION OF WASTE | EWC Code

COLLECTION FREQUENCY | Collection Days: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐

Number of Containers ..... | Total lifts per week / month / year

FEES:

Service price ..... per lift/per tonne ..... per lift/per tonne ..... per lift/per tonne

Waste Management charge ..... per week / month / year Rental ..... per day / week / month

Agreed weight limit per lift in kgs ..... Additional charge above weight limit ..... per lift/tonne

Please take extra waste and/or recyclate and charge per lift / pro-rata ☐ Special instructions .....

COMMENCEMENT DATE: ... / ... / ... | INITIAL TERM:

CONTAINER TYPE | SIZE / VOLUME

DESCRIPTION OF WASTE | EWC Code

COLLECTION FREQUENCY | Collection Days: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐

Number of Containers ..... | Total lifts per week / month / year

FEES:

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Agreed weight limit per lift in kgs ..... Additional charge above weight limit ..... per lift/tonne

Please take extra waste and/or recyclate and charge per lift / pro-rata ☐ Special instructions .....

COMMENCEMENT DATE: ... / ... / ... | INITIAL TERM:

CONTAINER TYPE | SIZE / VOLUME

DESCRIPTION OF WASTE | EWC Code

COLLECTION FREQUENCY | Collection Days: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐

Number of Containers ..... | Total lifts per week / month / year

FEES:

Service price ..... per lift/per tonne ..... per lift/per tonne ..... per lift/per tonne

Waste Management charge ..... per week / month / year Rental ..... per day / week / month

Agreed weight limit per lift in kgs ..... Additional charge above weight limit ..... per lift/tonne

Please take extra waste and/or recyclate and charge per lift / pro-rata ☐ Special instructions .....

COMMENCEMENT DATE: ... / ... / ... | INITIAL TERM:

Viridor

Transforming waste

Pioneer Ridge, Europe of Office Park, Eurocentral Mt Lothe
T: 0141 771 2664
Email: customerservices@viridorviridor.co.uk

CONTRACT NO.

ACCOUNT NO.

SERVICE NO DEPOT

SERVICE CONTRACT
Part A

SECTION 1 - Customer Details

CUSTOMER NAME (the Customer)	PARENT COMPANY (if applicable)

Sole Trader ☐ Partnership ☐ LLP ☐ Charity ☐ PLC ☐ Limited ☐ Reg. Nos/Cities .....

Incorporation / Trading Year(s)	Nature of Business:
SITE ADDRESS	INVOICING ADDRESS (if different from site address)

Customer Contact		Accounts Contact	
Tel / Mobile		Tel / Fax	
Email		Email	

SECTION 2 - Schedule

CONTAINERS TYPE		SIZE / VOLUME	
DESCRIPTION OF WASTE		EWC Code	

COLLECTION FREQUENCY

Number of Containers ..... Collection Days Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐ Total lifts per week/fortnight

FEES:

Service price ..... per lift/per tonne ..... per lift/per tonne ..... per lift/per tonne

Waste Management charge ..... per week / month / year Rental ..... per day / week / month

Agreed weight limit per lift in Kgs ..... Additional charge above weight limit ..... per lift/ton

Please take extra waste and/or recyclate and charge per lift / pro-rata ☐ Special instructions .....

COMMENCEMENT DATE:	INITIAL TERM
...../...../.....	

SECTION 3 - Payment Details

Invoicing frequency ..... arrears / advance Credit required £ ..... Direct Debit ☐

SECTION 4 - Authorisation (in block cap tels)

Signed on behalf of Viridor	I/we agree to the terms of this schedule(s) and confirm that I/we have read and accept the general terms and conditions
Signature	Signature .....
Name	Name .....
Position	Position .....
Dated	Dated .....

COMPANY PROOFS ☐ PRE-TREATMENT FORMS ☐ RISK ASSESSMENT ☐ DUTY OF CARE ☐ ADDITIONAL FORMS ☐

Panmure Estate Pollution Control

Initial Risk Assessment

There are two water courses in the vicinity of the site selected for Festival of House. Neither is at risk of direct impact from the event due to the distances involved, but the following assessment considers secondary risks and consequential impact.

	Monikie Burn Passing 300m to the south west of the main campsite, separated by cultivated fields and tree belt.		
	HAZARD	**RISK**	**MITIGATION**
1.	Effluent run-off from campsite to burn.	Negligible	Solid Steel-shield fencing to boundary of campsite.
2.	Wild camping activities	Negligible	Suspension of right to roam through formal application to Angus Council. External security patrols.
	Boath Burn Cutting the extreme north east corner of the arena field, it sits in a gully surrounded by a broadleaf tree-belt. A 30m Environmental Exclusion Zone to the south of the burn keeps the site boundaryclear of the crest of the slope, and avoids any risk of run-off into the water-course.		
	HAZARD	**RISK**	**MITIGATION**
3. 1 .	Contamination run-off from trackway perimeter road.	Low	Ensure fence-line is south of the crest of the slope, to ensure that the entire event is downhill of the Environmental Exclusion Zone.
4. 4	Effluent run-off from VIP camping.	Negligible	Boundary fence located south of crest of slope. VIP camping serviced with cabin style toilet and shower facilities. Solid steel-shield boundary to campsite.

FESTIVAL OF HOUSE

SPECIES PROTECTION PLANS APPENDICES

21.7 – BADGERS

21.8 – BATS

21.9 – BREEDING BIRDS

21.10 – RED SQUIRREL

21.11 – NESTING BIRDS

Document Control

Document Title/Version	Appendices 21.7 – 21.11
Documents Owner	Bell Ingram
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	Environmental Mgmt Plan V2.10

Species Protection Plan: Badger

"Festival of House," Panmure Estate

Introduction

Badger (*Meles meles*) is protected under The Protection of Badgers Act (1992) as amended by the Nature Conservation (Scotland) Act (2004) and the Wildlife and Natural Environment (Scotland) Act 2011. Under this Act it is illegal to intentionally or recklessly[1] damage a badger sett or cause a dog to enter a sett, to obstruct access to a sett and to disturb a badger while occupying a sett, or for any person to kill, injure or take a badger. It is also an offence to cruelly ill-treat a badger, to dig for or to snare a badger.

This legislation means that badgers are fully protected in Scotland, and that any planned activity, which may affect them, requires prior consultation with the appropriate statutory nature conservation organisation (SNH).The music festival has no licensable purpose within the legislation or licensing framework therefore any of the above activities would constitute a criminal offence.

This SPP is designed to provide the event organiser with an approved methodology for protecting badgers within, or adjacent to the festival site.

Background

- There are two active badger setts located within the original environmental impact assessment screening boundary
- The event layout has been altered for the protection of these badger setts and the closest sett now lies 160m to the West of the closest event activities with a dense woodland screen between the sett and the arena.
- Scottish Badgers have provided records which show that the local area surrounding Panmure Estate is occupied by a number of badger territories.
- There is no publicly available study into the relationship between badgers and music festivals, however there is anecdotal evidence from a similarly sized festival in North Lanarkshire which suggests that the two can co-exist without harming the badger population.
- The layout for the festival is flexible and changes can be made to accommodate ecological constraints.

Protection Plan

In order to protect the badgers present on or adjacent to the site, the following protection plan must be followed:

Surveys

1 Pre-construction surveys for badger will be carried out to update the existing survey data no sooner than two weeks prior to the commencement of the festival build period.

2 Pre-construction badger surveys to include minimum of 30 m beyond camping and car parking areas to 100m in areas of potential high noise.

3 The preconstruction surveys, undertaken by a suitably experienced ecologist, will identify whether the setts are active, inactive or defunct.

Active setts are defined by a number of characteristics such as:

- The presumption in Scotland is any suitable site that could be used for shelter in an active badger territory is considered an active sett unless proven otherwise, either through monitoring or a lack of supporting evidence;
- Tunnels having smoothly brushed sides;
- Obviously used paths to the entrance (characterised by a lack of vegetation);
- A lack of vegetation/leaves in the entrance;
- Footprints; and
- Sometimes snuffle holes, latrines and tree scratching in the immediate vicinity.

[1] *Reckless acts would include not having or disregarding a mitigation plan aimed at protecting Badgers resulting in killing, injury, and/or disturbance of any Badger or Badger resting place, or carrying out an activity which would result in an offence where the presence of badger was foreknown.*

Inactive setts are determined by a period of monitoring lasting at least 14 days, preferably carried out using motion activated cameras, but in areas where the use of cameras is inappropriate, it may be carried out using sand pads and sticks placed at entrances.

Defunct setts are characterised by a loss of the structural integrity of the tunnel entrance (such as when they have been trampled by cattle) and/or roots growing through the tunnel, and no other evidence of badger, (*i.e.* the hole could not be used for shelter by a badger in its current state).

General Issues

4 As the steel security barrier surrounding the event site will present a significant obstruction to the passage of badgers it is likely that during the proposed event they will lose a portion (approximately 0.44km² as proposed at the time of writing) of their normal foraging ground for the duration of the festival and part of the build and break periods, which will last a maximum of 28 days in total. This may have a negative effect on the badgers' ability to prepare for winter if the weather is dry and earthworm availability is reduced over the remaining territory.

5 Badger road deaths have been recorded on the B9128 north of Muirdrum. This is the main access road to Panmure. An increase in the volume of traffic on this road, especially if it occurs in the evening hours could lead to an increase in the risk of badger mortality on this road.

Mitigation

6 All site staff will be made aware of the presence of badger on site and the legal protection afforded them through a toolbox talk as part of the site induction. Site staff will not enter areas of woodland with badger setts without consulting the ecologist. Site staff will be encouraged to report sightings of badger along with a simple behaviour observation (running, walking, foraging and direction of travel) if seen during the event.

7 No event activities will take place within 100m of an active badger sett. Lighting will not be directed towards an active badger sett from any distance. Security patrols will be routed so that staff are not walking within 30m of an active badger sett unless public activity causes a risk of damage or disturbance to the sett.

8 Badger activity at the two setts closest to event activities will be monitored continuously for a period starting two weeks prior to the build and ending two weeks after the break of festival infrastructure using motion activated cameras. This information will be used to assess the success of the mitigation strategy and informing the planning of future events.

9 A reduction in the speed limit from 60 to 30 mph on the B9128 between Muirdrum and Panmure will give drivers more opportunity to safely take evasive action in the case of encountering a badger on the road. Signage to warn drivers of the presence of badgers or speed indication displays may also be effective.

10 The following methods will be employed during any construction works in order to protect commuting or foraging badgers:
- A temporary ramp to be placed in trenches over 0.5 m deep in order to allow a potentially trapped animals to exit the trench;
- Any open pipes should be capped to prevent animals gaining access;
- All excavations and pipe systems should be checked at the start of each working day;
- Lighting to be directed away from badger setts and woodland surrounding the site.

11 In order to mitigate the risk of reduced opportunity to forage on earthworms the field adjacent to the badger sett will be kept grazed short until the commencement of the build period and on dry days throughout the build, festival and break periods will be irrigated using a sprinkler to encourage earthworms to the surface and provide an area of high quality foraging.

12 There is a risk that the vegetation and organic layer of fields used for the event, camping and car parking will be degraded by compaction. If affected fields will be restored using a fertiliser with a high proportion of organic content which should increase the number of earthworms and therefore the value of the fields for badger foraging.

Enhancement

1 Panmure Estate already consists of a mosaic of habitats, with a mixture of grazing and arable fields, well covered commuting corridors formed by woodland belts and significant wooded areas providing cover for setts. An enhancement to the habitat which may benefit badgers will be the planting of fruit bearing tree species, for example cherry plum (*Prunuscerasifera*) or elder (*Carl Linnaeus*) which can assist badgers with gaining weight in preparation for winter.



Species Protection Plan: Bats

"Festival of House", Panmure Estate

Introduction

All bat species *(Chiroptera)* in Britain are European Protected Species (EPS), protected under Annex II and IV of EC Council Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora (the Habitats Directive). The Habitats Directive is transposed in Scottish law by the Conservation (Natural Habitats &c.) Regulations 1994, as amended by The Conservation (Natural Habitats &c.) Amendment (Scottish) Regulations 2007 and others. Bats are listed on Schedule 2 of the Habitats Regulations 1994.

The Conservation (Natural Habitats, &c.) Amendment (Scotland) Regulations 2007 enhanced this protection. As EPS, it is an offence to deliberately or recklessly[1] kill, injure or take (capture) bats, deliberately or recklessly disturb or harass bats, and damage, destroy or obstruct access to a breeding site or resting place of any bat.

This means that bats are fully protected in Scotland, and that any planned activity which may affect them must know the impact and whether a licence is required. Licences may be granted for, among other purposes, preserving public health or public safety or other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment.

An EPS Derogation Licence for bats from SNH should be obtained for the project under Regulation 44 (2e) of the Conservation (Natural Habitats, &c.) Regulations 1994 should any bat roosts be identified during the course of the works for the festival and are likely to be disturbed or destroyed. A licence is only achievable if one of the reasons above are met and it satisfies three tests under the legislation.

Situations where SNH are unlikely to grant approval for works are where bats are at risk of death or injury and where the third test of maintaining Favourable Conservation Status (FCS) may not be passed. This could include works which will see the loss of roosts of rarer species or species at the edge of their natural range.

[1] *Reckless acts would include not having or disregarding a mitigation plan aimed at protecting Bats resulting in killing, injury, and/or disturbance of any Bat or Bat Roost, or carrying out an activity which would result in an offence where the presence of Bats was foreknown.*



Protection Plan

In advance of or during festival works at any location where there is the potential for bats to be present, it is **essential** that this plan is followed.

Surveys

1. Surveys for bats are completed where suitable habitat for roosting bats is present and where it may be affected by the festival. This is to ensure the availability of up-to-date information on place of shelter locations.
2. A bat Survey has been carried out on all trees that have been identified for removal.
3. Surveys will extend to a minimum of 30 m beyond any tree to encompass potential for disturbance.
4. Surveys will be undertaken for all potential roosting features likely to be affected (*i.e.* trees). If evidence of roosting bats is encountered further survey may be required to confirm species, roost type and usage.

The findings of the surveys will be made available to the client as required and included on the Tool Box Talks for any site staff.

Review of works and impact assessment

5. The Ecologist will review whether festival works and activities are likely to affect bats and, if so, what mitigation options are available. A hierarchical approach to mitigation will be applied to any roost site that may be affected under the festival works, as detailed in the "General mitigation" section below.
6. The festival teams will be advised of existing / new constraints together with mitigation options by the ECoW.
7. Environmental Management Plans (EMP's), will be updated with new and amended information as it is produced, with changes communicated to appropriate staff as required.

General mitigation

8. This SPP is designed to provide the festival and Ecologist with an approved methodology for carrying out certain bat mitigation activities.
9. A suitably qualified and experienced bat ecologist will attend site on a regular basis throughout the construction period to ensure all environmental mitigation relevant to bats is delivered, and ensure compliance.
10. A hierarchical approach to mitigation of avoid / protect and disturb will be applied to any roost that may be affected by the festival works:
    - For roosts identified within 30 m of works, an initial protection zone of 30 m will be marked on the ground using blue rope to restrict work access. Site staff will be briefed of its purpose through a Toolbox Talk.
    - Works will be micro-sited where possible outwith the protection zone unless works are required closer and it can be demonstrated, through the submission of a Protected Species Risk Assessment (Appendix A) to a suitably qualified and experienced bat ecologist, that a smaller distance is sufficient to prevent damage / disturbance. Consideration of the type of works and local circumstances (*e.g.* levels of screening by vegetation or topography) will be included in the assessment.

The protection zone will be modified by the bat ecologist following the risk assessment in order to protect the roost and allow works to proceed.

11. Where individual trees have been identified that have features that have the potential to support bats, they will be given a category as per the BCT 2016 guidance. The guidance should be referred to when determining what the course of action is and whether a licensed bat surveyor is required prior to works.
12. An emergency procedure will be implemented by site workers if signs of bat (*e.g.* urine staining, droppings or animals) are encountered. All work within 30 m will cease and a suitably qualified bat worker will inspect the site and define mitigation (if required) in line with this SPP.
13. Maintenance Plans will be produced for bat sensitive areas (if identified) to ensure habitat management within the festival area is undertaken in accordance with appropriate best practice. These areas may be identified as being a group of trees that offer roosting as well as foraging and commuting potential.



14. An exceptional circumstance procedure will be implemented should mitigation options (as detailed below) not prove satisfactory in a particular case. In such a scenario, mitigation will be determined on a case specific basis, possibly under consultation with SNH. No festival Works would be undertaken until such a time that a satisfactory outcome (*i.e.* not detrimental to the FCS of bats) can be successfully achieved.

Disturbance or destruction of roosts (always under licence)

15. Destruction of roost sites will only be undertaken as a last resort and under licence (if granted) and may not be permitted, depending on the rarity of the roost type and species involved (see Species Matrix contained within this SPP).

16. If the proposed works could result in the disturbance of a bat roost, then this will be protected from potential damage by setting up a protection zone marked on the ground with blue rope, which is to be maintained until the works are finished and agreement with a suitably qualified bat ecologist.

17. If the proposed works could result in the destruction of a roost site a detailed mitigation plan will be required. This must be agreed with SNH and only completed under licence, if one can be granted.

18. Roosts will be destroyed at a time of year when bats are confirmed to be absent, or outwith the most sensitive season for that type of roost. No breeding roosts would be subject to any destruction within the breeding season (April – August inclusive for most species[2]). No hibernation roosts would be subject to any destruction within the hibernation season (November - March inclusive). The roost will then be destroyed using controlled methods, *either* by hand where possible, or appropriate machinery under the supervision of the ECoW.

19. Compensation for the loss of any roost will be on a like-for-like basis in type and number, as a minimum. However, due to lower uptakes for man-made roosts, it may be necessary to provide greater numbers in some cases, in agreement with SNH. This also may result in the roost location within the tree being saved and relocated to another mature tree adjacent or close to the roost site.

20. Where disturbance or destruction of a mating roost is required (August – October), consultation with SNH is required through the licensing process and all possible avenues explored to avoid this.

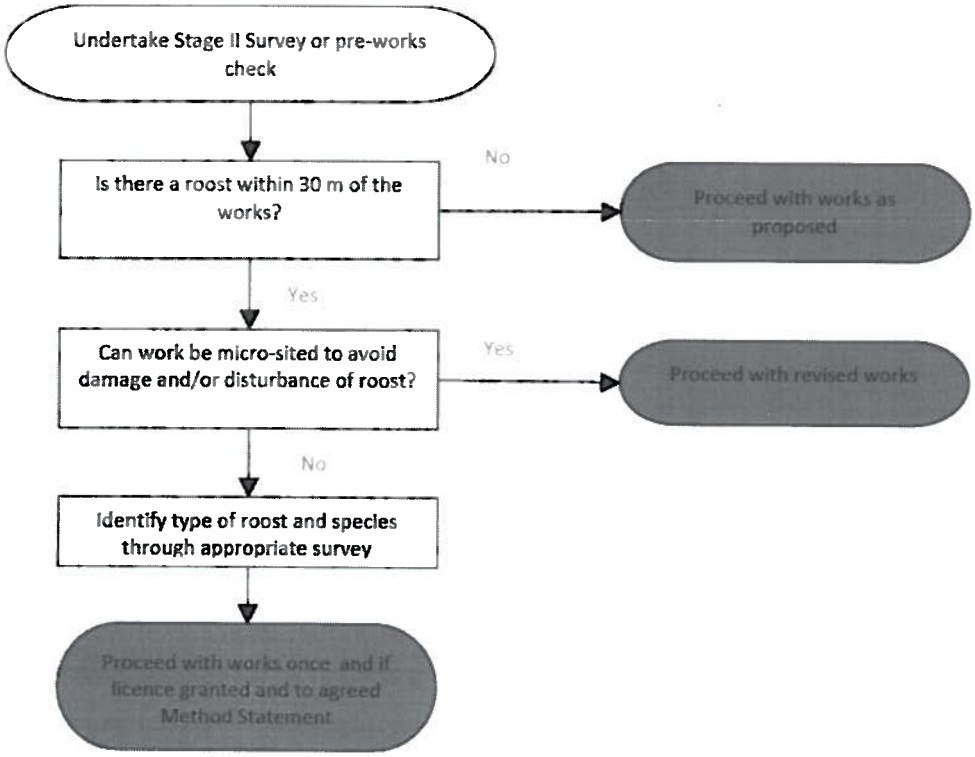
21. Any bat roost subject to disturbance under a bat licence will be monitored by the bat ecologist during and after festival works, as required.

22. A report will be sent to SNH detailing all disturbance and destruction works under any bat licence.

[2] *Brown Long-eared bats can breed to the end of September and all sensitive seasons are dependent on weather conditions.*

[redacted]

Bat Mitigation Decision Tree





Appendix A – Protected Species Risk Assessment

OHL Name		Location and NGR	
Species name and numbers			
Reason for working within 30m			
Alternative Options Considered and why not suitable			
Impact on bat species			
Method			
Mitigation			
Name of licensed bat ecologist		Names of Additional agents	



Species Protection Plan: Breeding Birds

"Festival of House", Panmure Estate

Introduction

The Wildlife and Countryside Act 1981 (WCA) provides protection all birds whilst nesting. There is also enhanced statutory protection to all breeding birds listed under Schedule 1. Recent and significant changes have been made to the protection of wild birds in Scotland by The Nature Conservation (Scotland) Act 2004.

It is an offence to intentionally or recklessly (reckless acts would include disregard of mitigation aimed at protecting Birds, resulting in killing, injury, and/or disturbance of any bird or bird resting place) disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird.
It is an offence to:

- kill or injure any wild bird;
- capture or keep [alive or dead] any wild bird;
- destroy or take the egg of any wild bird;
- sell or advertise for sale any wild bird or its eggs;
- destroy, damage, interfere with, take or obstruct the use of the nest of any wild bird while it is in use or being built.

In addition with specific reference to white-tailed eagle (Hallaeetus albicilla), which is included on Schedule 1A and A1 of the WCA (as amended) it is an offence to:

- Harass a white-tailed eagle at any time; and
- Damage a nest of a white-tailed eagle nests at any time.

Also with specific reference to capercaillie (Tetrao urogallus) it is an offence to:

- Disturb capercaillie at lekking sites.

Further advice is available on the SNH website (http://www.snh.gov.uk/protecting-scotlandsnature/protected-species/which-and-how/birds/).

This SPP for Breeding Birds includes mitigation to achieve the above aims.

Protection Plan

In advance of or during build or break at any location where there is the potential for birds to be present, it is **essential** that this plan is followed.

Surveys

1. Breeding bird surveys that will cover the festival site will be completed during the bird breeding season each year prior to commencement of the festival to ensure availability of up-to-date information.
2. Surveys will be carried out by suitably experienced ecologists / ornithologists using established methods, such as the BTO (British Trust for ornithology).

Review of works and impact assessment

3. The Ecologist will review festival works Method Statements to determine whether any works are likely to affect breeding and protected birds and, if so, what mitigation options are available. A hierarchical approach to mitigation will be applied to any occupied bird habitat that may be affected under the festival works, as detailed in the "General mitigation" section below.
4. Festival works and event teams will be advised of existing / new constraints together with mitigation options by the Ecologist.
5. The Environmental Management Plans (EMP's), will be updated with new and amended information as it is produced, with changes communicated to appropriate staff as required.



General mitigation

6. This SPP is designed to provide the festival and the ecologist with an approved methodology for protecting breeding birds.

7. The Ecologist will attend site on a regular basis throughout the proposed works to ensure all ecological mitigation relevant to protected birds is delivered.

8. A hierarchical approach to mitigation of discourage / avoid / risk assess will be applied to any breeding birds that may be affected under the fesitval works.

    - Prior to the start of the breeding season (initially defined as March – August inclusive), in open areas suitable for ground nesting birds, mitigation measures including placement of bird scarers and strimming may be used to discourage birds nesting. Other measures such as walking infront of machinery prior to cutting, rolling or digging to ensure a bird free line and monitoring the work area during works are possible options.

    - For specially protected species, appropriate protection zones (see table in Appendix A) will be established upon confirmation of nest building / breeding taking place. The maximum protection zone given in the table will be set up in the first instance and works will be restricted to outwith these zones. Appropriate zone distances will be determined by the ecologist.

    - Works can only start outwith protection zones during the breeding season subject to proximity checks and agreed with the ecologist.

    - During the breeding season the ecologist may carry out a Protected Species Risk Assessment (Appendix B) where works or access are required within the protection zone (up to the minimum figure given in Appendix A) to identify whether a disturbance is likely. Considerations will include the species involved, local topography, natural screening, type of works and existing levels of human activity, e.g. farming, forestry and habitation).

9. The protection zone may be further reduced if it can be demonstrated, that works will not cause a disturbance.

10. Monitoring will be undertaken by the Ecologist, where appropriate, to ensure no disturbance is caused.

11. No works will be allowed within the protection zone until the young have fully fledged as there is the potential for young birds to be running before flying (or as instructed by the Ecologist).

12. An emergency procedure will be implemented by site workers if breeding birds are encountered. All work within 50 m (non-scheduled species) or the appropriate protection distance will cease, and the Ecologist will inspect the site and define mitigation (if required) in line with this SPP.

13. An exceptional circumstance procedure will be implemented should mitigation options not prove satisfactory in a particular case. In such a scenario, mitigation will be determined on a case specific basis under consultation with SNH. No works would be undertaken within the protection zone until mitigation has been agreed.



Appendix A – Agreed Species Specific Disturbance Distances

Species	Protection Zone (m) (3,10,14)	Indicative Protection Zone dates	Notes
Black grouse	300 - 500	March – May (2)	Males lek mainly around dawn and dusk and therefore the presence of a lek would not necessarily represent a constraint in terms of disturbance during the day between the times of two hours after sunrise and two hours before sunset.
Barn owl	50 - 100	Mid Feb - June (1) (see notes)	The period of mid Feb-June has been given to emphasise the fact that Barn Owls can begin nesting earlier than many other species and if eggs were laid in mid to late March the young would have left the nest by the end of June, assuming an incubation period of 29-34 days and a fledging period of 60 days (4). Potentially however the nesting period can extend well beyond this, even into November (1). Shawyer (1998) gives the average laying date as 1 May in Britain but states that in young conifer plantations, clutches are often laid in late March or early April and that the whole breeding cycle from early courtship to independence of young lasts five and a half to six months, giving the incubation period for each egg as 30-31 days with the clutch taking 8-20 days to complete and the fledging period for each owlet as 67 days. Where barn owls are nesting in sites with a relatively high current level of human disturbance it may be possible to reduce the offset distance further.
Black-throated diver	500 - 750	April – Sept (see notes) (1)	This nesting season is slightly longer than that given in Currie and Elliott (1997) and includes the pre-egg-laying period when the birds arrive at the breeding lochs in April. Note that adults often remain at the lochs until September (some young may not fledge until September) and can arrive in March (2,4).
Capercaillie	500 – 750	March - August (1)	Capercaillie lekking takes place sporadically from January onwards increasing into late winter and peaking in spring. Eggs are laid usually from mid-April to early May and young fledge by mid June to late July (1,4)
Crested tit	50 - 100	April - mid July (3)	The nesting period for this species is variable, being affected by factors such as spring temperatures, altitude and incidence of second broods (although these are rare in Scotland). The period given allows for this variability but generally chicks will have fledged by early June (1, 2, 4, 6)
Common crossbill	100 - 150	Feb - May (3)	It should be noted that this represents a typical peak nesting period but that the species can effectively nest all year round depending on the abundance of cone crops.
Scottish crossbill	100 - 150	Feb - May (1), (3)	The breeding season can occasionally be later than this with eggs recorded into June which could mean young not leaving the nest until early August, assuming a late June laying date and an incubation and fledging period of 13 days and 21 days respectively (1). Typically however young would have fledged before the end of June (1 & 4).



Species	Protection Zone (m) (3,10,14)	Indicative Protection Zone dates	Notes
Golden Eagle	750 - 1000	March - August (1)	Golden eagles are present in their breeding territories all year round. Nest building takes place from autumn to late winter with mating occurring between January and April (mainly March). Egg laying is from early March to mid-April, with a commonest clutch size of two eggs and a laying interval between eggs of 3-5 days. Incubation lasts 41-45 days and the youn g spend about 70 days in the nest. The period of post fledging dependency lasts around four months (*i.e.* until October for early broods and December for late broods).
Goldeneye	200 - 300	April - July (2)	The young of goldeneye leave the nest soon after hatching (in May) and are taken to the water by the female. They can often be taken a considerable distance from the nest site to the rearing area by the female (1, 2, 4)
Goshawk	300 - 500	April-July (1), (3) (see notes)	This does not include the pre-egg-laying period with birds occupying their territories from March. Most young fledge in July and are independent at about 70 days (approximately one month after fledging) (1, 4).
Greenshank	300 - 400	April-July	Eggs are laid from late April to late May with the average around mid May in Scotland. Incubation period is around 24 days and chicks fledge at between 25 and 31 days old (7).
Golden Plover	300 - 400	April - July (1)	In Northern Scotland the first eggs are laid from mid-April but up to 2-3 weeks later at 900m. Incubation is 28-31 days and the fledging period is 25-33 days, the young being independent soon after (1).
Hen Harrier	500 - 750	All year round (1), (8) (see notes)	The species is not fully migratory in Scotland and birds can be seen on breeding grounds in almost any month, although generally the return is in March. The first egg is usually laid between late April and mid May but sometimes earlier. Early failures can see the replacement clutch not complete until mid-June. Incubation takes about 30 days for each egg (normal clutch size is 5 with 48 hour interval between laying) and chicks fledge at between 30 and 35 days old. This means that occasionally chicks may not fledge until August (8). Non-breeding roosts are important in pair formation and the 750m buffer should be maintained as a minimum 2 hours before and 2 hours after sunset and sunrise respectively to avoid disturbance.
Honey Buzzard	500 - 600	Mid May-Sept (1), (4)	Birds usually arrive on breeding grounds in mid- to late-May. Eggs are laid in June to July with incubation lasting up to 37 days and the fledging period 40-44 days, meaning young usually fledge in September. Young return to the nest for food until they are about 55 days old and become independent from 75-100 days (1, 4).
Kingfisher	50 - 100	April - July (1) (see notes)	The breeding season of kingfisher is prolonged by multiple broods (normally 1-2 in Britain). Incubation is 19-21 days and the fledging period 23-27 days with young independent within a few days (1)
Merlin	300 - 500	April - July (1)	Adults return to breeding sites in April (but sometimes earlier) with peak egg laying late May to early June in Scotland. Incubation is 28-32 days and fledging period 25-27 days, becoming independent two to four weeks later. This means young birds will often still be dependent on their parents for food in August (1, 10).



Species	Protection Zone (m) (3,10,14)	Indicative Protection Zone dates	Notes
Osprey	500 - 750	April - August (2)	Birds arrive at the nest site in late March/early April with eggs typically laid from mid April to mid May, although they can be laid in early April. Incubation takes five to six weeks (35-43 days) and fledging 50-55 days, young being dependent for a further 10-20 days at least. Early nesters would therefore fledge in July with later birds fledging in August with young possibly still being dependent in early September (1,11,12).
Peregrine	500 - 750	March - June (1) (2)	Return to breeding areas in March to early May. Eggs are laid from mid-March to May. Incubation is 29-32 days per egg (clutch size 3-4 with an interval of 2-3 days between laying but hatching nearly synchronous) and fledging period is 35-42 days with young being dependent for at least two months. Late nesters could therefore fledge in July and still be dependent on their parents for food into September whereas early nesters could have fledged young in May (1,10).
Red Kite	200 - 300	All year round (1) (2) (9) See notes	Most British birds return to their breeding sites in March and lay during the first three weeks of April (Scottish birds on average towards the end of this period) but there is considerable variation with laying possible between late March and early May. Incubation is 31-32 days and fledging period is around eight weeks. Newly fledged young are dependent on their parents for several weeks and remain close to the nest. This means that late attempts could see young fledged in early August and not become dependent until early September (9). For non-breeding roosts the 300m buffer should be maintained as a minimum 2 hours before and 2 hours after sunset and sunrise respectively to avoid disturbance.
Red-backed Shrike	150	May - mid July (1)	Post fledging dependence is long in this species with young being dependent on parents for about 40 days (1).
Red-throated Diver	500 - 750	Apr - Aug (1) (2)	Birds usually return to their breeding lochs in April with peak egg laying from late May to early June (occasionally later). Incubation lasts around 27 days and fledging occurs after 34-46 days meaning most young fledge in August but occasionally into September. Pre-fledging movement of chicks to other nearby lochs occasionally occurs (1,2,4)
Redwing	50 - 100	Late April - August (1) (2) (4)	This species has a long nesting season due to the fact that it commonly has two broods in a year. Eggs are laid from early May to mid July (occasionally earlier). Incubation is for 12-13 days and fledging takes around ten days with young dependent for a further two weeks. Young are usually fledged by early August (1, 4).
Short-eared owl	300 - 500	March - July (1) (2)	Eggs are laid from mid- to late-March to July with incubation taking 24-29 days and fledging 24-27 days with a period of post fledging dependence lasting several weeks. Late broods would therefore not fledge until August and early nesters could have chicks in the nest by mid-April (1,2).

Species	Protection Zone (m) (3,10,14)	Indicative Protection Zone dates	Notes
White-tailed Eagle	500 - 750	All year round (14) See notes	The Ruddock & Whitfield report indicates 500-750m buffer for the breeding season. Draft forestry guidance advocates 250m for most activities near roosts outwith the breeding season, although this is not fully finalised and agreed and it should be noted that roosts of immatures can be all year. For non-breeding roosts the buffer should be maintained as a minimum 2 hours before and 2 hours after sunset and sunrise respectively to avoid disturbance.

References:

(1) Birds of the Western Palaearctic Vols I-V, VII, VIII (1977-1994)
(2) Gilbert et al. (1998)
(3) Currie & Elliott (1997)
(4) Batten et al. (1990)
(5) Shawyer (1998)
(6) Perrins (1979)
(7) Nethersole-Thompson & Nethersole-Thompson (1979)
(8) Watson (1977)
(9) Carter (2001)
(10) Petty (1998)
(11) Dennis et al. (2004)
(12) Poole (1989)
(13) Watson (1997)
(14) Ruddock & Whitfield (2007)



Appendix B – Protected Species Risk Assessment

Field Number/name		Location and NGR	
Species name and numbers			
Reason for working within buffer zone			
Alternative Options Considered and why not suitable			
Impact on bird species			
Method			
Mitigation			
Name of ecologist		Names of Additional agents	



Species Protection Plan: Red Squirrel

"Festival of House" Panmure Estate

Introduction

Red squirrel is afforded full protection under Schedule 5 of the Wildlife and Countryside Act 1981, as amended, mostly recently by the Wildlife and Natural Environment (WANE) [Scotland] Act 2011. This makes it an offence to kill, injure or take a red squirrel or to intentionally or recklessly[1] damage, destroy or obstruct access to any place used for shelter or for breeding. Disturbance to this species in its place of shelter also constitutes an offence.

Red squirrels are fully protected in Scotland. The WANE Act permits derogation of disturbance and/or destruction of red squirrel places of shelter by SNH for development purposes, subject to the following:

a) That undertaking the conduct authorised by the licence will give rise to, or contribute towards the achievement of, a significant social, economic or environmental benefit; and
b) That there is no other satisfactory solution.

This SPP for Red Squirrel includes mitigation to achieve the above aims.

Protection Plan

In advance of festival works at any location where there is the potential for Red Squirrels to be present, the following protection plan must be followed:

Surveys

1. **Pre-construction surveys for red squirrel will be completed at an appropriate time of year and before festival works to ensure availability of up-to-date information on dreys and dens.**
2. **The pre-construction Red Squirrel survey will be along the edge of woodlands that are within the festival boundary.**
3. **Any potential dreys/dens found will be assessed by an Ecologist for their likely level of use by squirrel. The drey/den will be identified to permit easy identification. All dreys/dens found will be assumed to be red squirrel, unless definitive evidence exists that they are grey squirrel only.**
4. **The pre-works surveys will be carried out by a suitably experienced ecologist and will identify whether any active dreys or dens are likely to be affected by the works.**

Review of works and impact assessment

5. **The Ecologist will review whether construction activities are likely to affect Red Squirrel and, if so, what mitigation options are available. A hierarchical approach to mitigation will be applied to any drey/den that may be affected under the works, as detailed in the General Mitigation section below.**
6. **The works teams will be advised of existing / new constraints together with mitigation options by the Ecologist.**
7. **Environmental Management Plans (EMP's), will be updated with new and amended information as it is produced, with changes communicated to appropriate staff as required.**

General Mitigation

8. **This SPP is designed to provide the festival and Ecologist with an approved methodology for protecting Red Squirrel**
9. **The Ecologist will attend site on a regular basis throughout the works period to ensure all environmental mitigation relevant to Red Squirrel is delivered.**

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[1] *Reckless acts would include disregard of mitigation aimed at protecting Red Squirrels, resulting in killing, injury, and/or disturbance of any Red Squirrel or Red Squirrel resting place*



10 A hierarchical approach to mitigation of avoid / protect and disturb / destroy will be applied to any drey /den that may be affected under the works:

- For active dreys /dens identified within 1 tree (or 5m, whichever is the lesser) or 50m (within the breeding season – defined as December to July inclusive) of festival works, an initial protection zone of 1 tree, 5m or 50m respectively will be marked on the ground using blue rope (or blue tipped canes and signs) to restrict work access. Site staff will be briefed of its purpose through a Toolbox Talk.
- Works will be micro-sited, where possible outwith the protection zone, unless works are required to be closer and it can be demonstrated, through the submission of a Protected Species Risk Assessment (Appendix A), that a smaller distance is sufficient to prevent damage / disturbance. Consideration of the type of works and local circumstances (*e.g.* levels of screening by vegetation or topography) will be included in the assessment.
- The protection zone may be modified by Ecologist following the risk assessment in order to protect the dreys /dens and allow works to proceed.

11 An emergency procedure will be implemented by site workers if dreys are encountered. All work within 5m (non-breeding season) or 50m (breeding season) will cease, and the Ecologist will inspect the site and define mitigation (if required) in line with this SPP.

12 The Ecologist will maintain a watching brief during festival works, specifically to check for Red Squirrel places of shelter.

13 In the event of mitigation options not proving satisfactory in a particular case, further mitigation will be determined under consultation with SNH. No works would be undertaken within the protection zone until mitigation has been agreed.

Disturbance to Red Squirrel or destruction of places of shelter

14 If works are required within the protection zone which may cause **disturbance** of a non-breeding Red Squirrel drey/den, rather than damage, a mitigation plan and licence will be required. This will be agreed with SNH. The drey /den will not be destroyed, but protected from damage by the creation of a suitable protection zone with blue rope, which will be maintained, until the works are finished.

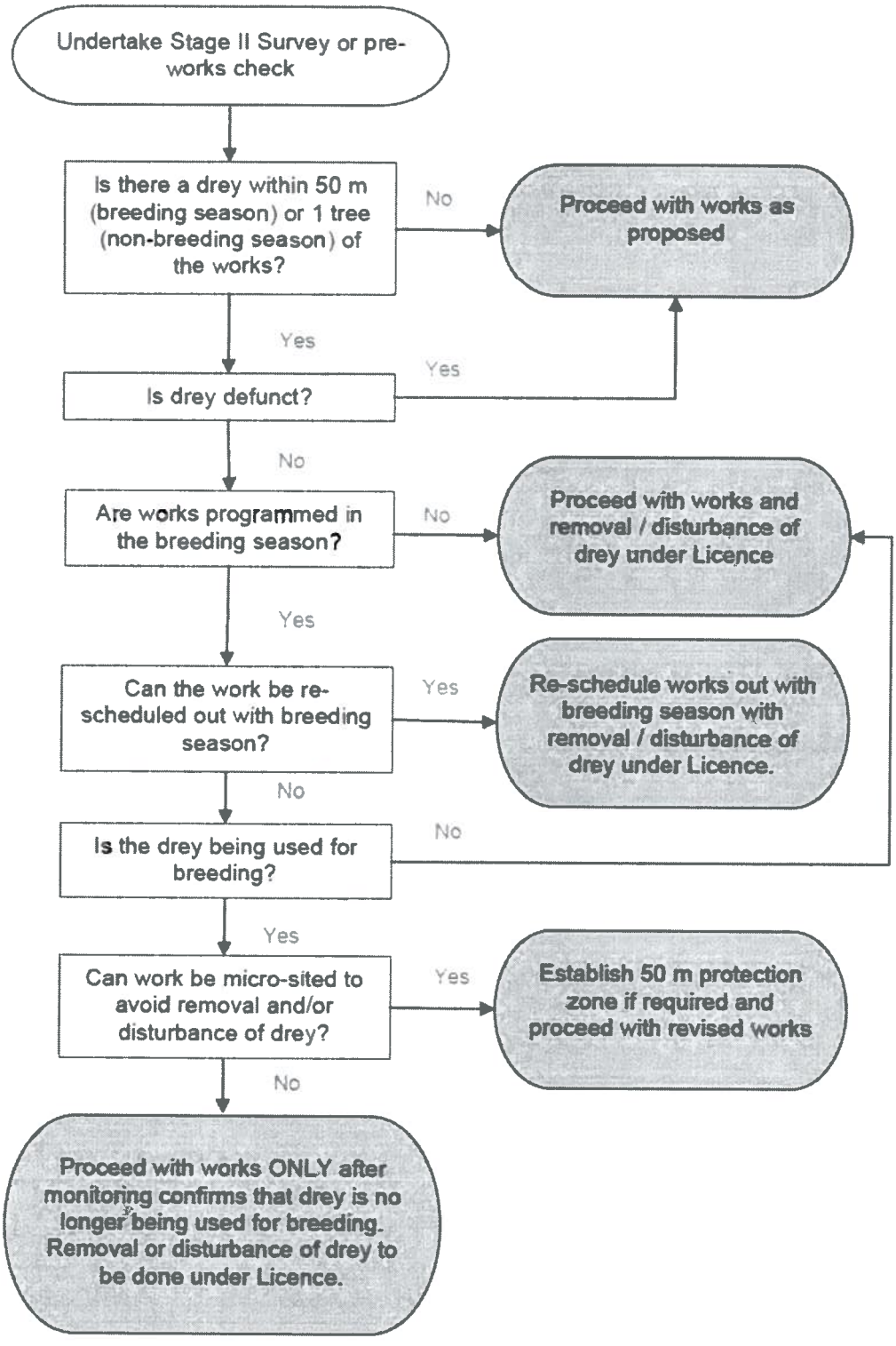
15 If festival works will require the **destruction** of a drey / den a detailed mitigation plan and licence will be prepared, if a licensable purpose is possible. This will be agreed with SNH and completed under the licence. Destruction of places of shelter will only be undertaken as a last resort. If it is a breeding site no works will be completed within 50m until monitoring shows breeding to have finished and the young are fully mobile.

16 A place of shelter would be considered to be no longer in use if the structure haw collapsed. All places of shelter considered to be defunct / abandoned will not be subject to restrictions in terms of disturbance or destruction.

17 Dreys/dens being used as breeding sites will not be destroyed and no works will be completed within 50m until the Ecologist has confirmed that dependent young are not present. This breeding period, when young may be present in dreys, is February to September inclusive. The young begin leaving the drey / den at 7 weeks and are weaned at 8 – 10 weeks old. On completion of breeding, the place of shelter will be destroyed in a controlled manner to ensure no injury or killing of animals.

[redacted]

Red Squirrel Mitigation Decision Tree





Appendix A: Red Squirrel Risk Assessment

OHL Name		Location and NGR	
Species name and numbers			
Reason for working within buffer zone			
Alternative Options Considered and why not suitable			
Impact on species			
Method			
Mitigation			
Name of ecologist		Names of Additional agents	

Wild surveys ltd

29 March 2016

Ms. Katie Lee
Bell Ingram Design Ltd.
Durn
Isla Road
Perth
PH2 7HF

Dear Katie,

RE: WS1691/16 Nesting bird check at Panmure Estate

A Wild Surveys Ornithologist attended the above site (National Grid Reference NO 54219 38777) on the 22 March 2016, and surveyed the area for nesting birds. We understand that the survey was required to inform vegetation clearance.

All wild birds in the UK are protected by the Wildlife and Countryside Act 1981 (WCA) (as amended in Scotland). A full summary of the legislation in relation to birds can be found appended to this letter.

Methods

The site visit consisted of a walkover survey of the area due to be cleared and the surrounding habitat by an experienced ornithologist. Maps for this were provided by the client, with particular areas highlighted for survey (Drawing number: L(EX)001). The survey was conducted between 0630 and 0730hrs. All bird species seen or heard, and all nests encountered were mapped using standard British Trust for Ornithology (BTO) survey codes and notation. An assessment of the potential for the habitat in the area to support breeding birds was also made.

Results

The habitat in the survey area is primarily plantation mixed woodland, with an understorey of sycamore regeneration and rhododendron scrub. During the survey 17 species of bird were identified in the area. No nesting behaviour was observed. Most of the birds were identified from their song, suggesting that breeding territories do overlap within the area to be cleared. Table 1 below lists the bird species observed and their conservation designations in Scotland.

www.wildsurveys.co.uk

St James Business Centre Linwood Road Paisley PA3 3AT
Telephone 0141 887 2770 Mobile 07788 826 480 Fax 0871 503092

Table 1: Bird species identified during Breeding Bird Survey

Common Name	Scientific Name	Conservation Designations
Pheasant	*Phasianus colchicus*	
Buzzard	*Buteo buteo*	
Woodpigeon	*Columba palumbus*	
Jackdaw	*Corvus monedula*	
Carrion Crow	*Corvus corone*	
Goldcrest	*Regulus regulus*	
Great Tit	*Parus major*	
Coal Tit	*Periparus ater*	
Wren	*Troglodytes troglodytes*	
Blackbird	*Turdus merula*	
Fieldfare	*Turdus pilaris*	Red; Sch1.1
Song Thrush	*Turdus philomelos*	Red; SBL
Mistle Thrush	*Turdus viscivorus*	Red
Robin	*Erithacus rubecula*	SBL
House Sparrow	*Passer domesticus*	Red
Chaffinch	*Fringilla coelebs*	
Yellowhammer	*Emberiza citrinella*	Red

Key:

Red	Red listed on the UK Birds of Conservation Concern List
Sch1.1	Schedule 1 part 1 of the Wildlife and Countryside Act 1981 (as amended)
SBL	Scottish Biodiversity List species

Conclusions and Recommendations

Suitable habitat for nesting birds was found throughout the site. Rhododendron shrubs in particular are dense in places and may provide suitable nesting habitat for many of the species listed above.

Of the 17 species recorded, only Fieldfare is listed on Schedule 1 of the WCA 1981, and this is also Red-listed. This species is a winter visitor to Scotland, and therefore is unlikely to be breeding in the area. Song Thrush, Mistle Thrush, House Sparrow and Yellowhammer are all listed as Red in the UK Birds of Conservation Concern list. The bird assemblage recorded is typical of farmland environments.

Although no active nests were located, birds can begin nesting at any time and suitable habitat is found throughout the site for a number of species. It is recommended that operatives be vigilant to any nesting birds during the felling operations, and this includes birds that are building nests or

carrying nesting material. Should breeding birds be encountered works should stop and the advice of a suitably qualified ecologist sought before recommencing. A resurvey two weeks from the date of the last survey should take place if vegetation clearance works have not been completed in this time.

If you have any further queries about the results of this survey, please do not hesitate to contact me.

Yours sincerely,



Anthony Taylor MSc ACIEEM
Ornithologist
Wild Surveys Ltd

Appendix – Birds and the Law

All species of wild bird and their nests are protected under the Wildlife and Countryside Act 1981 (as amended in Scotland), which makes it illegal to intentionally or recklessly:

- kill, injure or take any wild bird;
- take, damage or destroy the nest of any wild bird while that nest is in use or being built;
- At any other time takes, damages, destroys or otherwise interferes with any nest habitually used by any wild bird included in Schedule A1;
- Obstructs or prevents any wild bird from using its nest; and
- take or destroy an egg of any wild bird

There are also further offences for birds listed on Schedule 1 of the Act which includes intentionally or recklessly:

- Disturbing any wild Schedule 1 bird while it is building a nest or is in, on or near a nest containing eggs or young; and
- Disturbing a dependent young of such a bird;
- Disturb any wild bird included in Schedule 1 which leks while it is doing so; and
- Harass any wild bird included in Schedule 1A.

Please note that any person who knowingly causes or permits one of the above acts shall also be guilty of an offence.

You should note that there is no licensable purpose of development for birds.

Should there be a risk of one of the above offences it is strongly advised that works are either micro-sited to avoid the nests or timed to avoid the nesting season (typically 1 March to 31 August), depending on the species and type of work.

If active nests are found:

The project ecologist should be contacted immediately for advice before proceeding with works. Advice from SNH may be required; the project ecologist should be able to determine this.

Festival of House – Litter Pick Draft Work Schedule

Tuesday 7 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	2	Distribute bins and walk round and clean of site	0700	1500	16
Supervisor	1	Same as above.	0700	1500	8

Wednesday 8 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Distribute bins and walk round and clean of site	0900	1700	32
Supervisor	1	Same as above.	0900	1700	8

Thursday 9 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Walk round and clean of site	0900	1700	32
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0900	1700	8

Friday 10 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	8	Clear main arena then walk round and clean of camp site	0600	1400	64
Supervisor	1	Same as above.	0700	1500	8
Waste Operative	4	Monitor bins. Walk round and litter pick main arena	1400	2200	32
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	1400	2200	8
Manager	1	Also assist with litter pick	0900	1700	8
Manager	1	Also assist with litter pick	1700	2200	5

Saturday 11 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	12	Clear main arena then walk round and clean of camp site	0600	1400	96
Supervisor	1	Same as above.	0600	1400	8
Waste Operative	4	Monitor bins. Walk round and litter pick main arena	1400	2200	32
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	1400	2200	8
Manager	1	Also assist with litter pick	0900	1700	8
Manager	1	Also assist with litter pick	1700	2200	5

Sunday 12 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	12	Clear main arena. Walk round and clean of site	0700	1500	96

Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8
Manager	1	Also assist with litter pick	0900	1200	3

Monday 13 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Clear camping site	0700	1500	48
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Tuesday 15 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Walk round and clean of site	0700	1500	48
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Wednesday 16 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Walk round and clean of site	0700	1500	48
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Monday 20 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	2	Clear camping site	0700	1500	16
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Monday 27 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	2	Final check and clean of site	0700	1500	16

Appendix 21.13, deleted, duplicate

CERTIFICATE OF REGISTRATION UNDER
THE CONTROL OF POLLUTION (AMENDMENT) ACT 1989
Regulation Authority

Name: SEPA - North Lanarkshire

Address: 6 Parklands Avenue
Eurocentral
Holytown
North Lanarkshire
ML1 4WQ

Tel: 01698 839000 **Fax:** 01698 738155 **Telex:**
E-mail: registry@sepa.org.uk

The following information is herby certified by the above mentioned Regulation Authority to be information which at the date of this certificate is entered in the register which they maintain under regulation 3 of the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991:

REGISTRATION NUMBER: SCO/044253 Carrier

Name(s) of Registered Carrier: Grant Henderson Transport Ltd

Business Name (if any): Grant Henderson Tankers

Address of registered carrier's principal place of business: Unit 6 Argyle Crescent
Hillhouse Industrial Estate
Hamilton
ML3 9BH

Tel: 01698284987 **Fax:** **Telex:**

E-mail: info@wemovesh.it

Date of Registration: 28/10/2003

Date of Expiry of Registration*: 27/10/2018

Date of last amendment (if any) made to the carrier's entry in the register: 07/10/2015

Signature of authorised officer of the regulation authority: C Macdonald

NOTES
You can check whether there has been any change in the information contained in this certificate by contacting the regulation authority detailed above.

*Registration will expire on this date unless-
(a) it is revoked before expiry;
(b) The carrier requests the removal of his name from the register at an earlier time;
(c) an application for renewal is made within the six months ending on the expiry date and the application is still outstanding, or is the subject of an appeal on that date;
(d) in the case of a registered partnership, if any of the partners ceases to be registered of if anyone who is not registered becomes a partner.

WCROR00001b

UNLOADING/LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLES ON SITE

Portakabin Events

General Arrangements:

This Method Statement and supporting Risk Assessment have been produced to comply with the Health & Safety at Work Act 1974 to provide a Safe System of Work for the installation and removal of Portakabin buildings and associated equipment. And PSE recommendations on Safe System of Work for the installation and removal

Client:	**Customer**	**Hire Division:**	Portakabin Events
Project:	**TBA**		
Site Address:	TBA	Address:	Whistleberry Road Hamilton Lanarkshire ML3 0EJ
Installation Date:		Portakabin Events Contact:	Ken Elliot
Site Contact:		Telephone:	07884261506
Contact No:		Email:	ken.elliot@portakabin.com
Portakabin Emergency Contact:	**Harry Erwin (Operations Manager)**	**Tel:**	**07831628233**
Haulage Contractor:	**TBA**	**Tel:**	**TBA**
Site Emergency Contact:	**TBA**	**Tel:**	**TBA**

Scope of Works:

Installation / Removal of Single Portable Plastic toilets.

Client Responsibilities;

It is the responsibility of our Client to ensure that our delivery vehicles can operate in a safe manner whilst on site.

1. Please ensure that adequate access and exit from the site is available, to allow our vehicle to operate without restriction. Ensure public and pedestrians are kept clear of the lifting area.
2. Ensure that all overhead height obstructions (under 16') are identified and removed prior to the arrival of our vehicle on site e.g. telephone cables, trees branches etc.
3. Ground conditions are such that our vehicle can access the site without the need to run on grass or soft ground. Drains, ducts and other underground services also pose a significant risk.

Please ensure all relevant safety information is provided to the driver prior to commencing the lifting operation.

UNLOADING/LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLES ON SITE

Portakabin Events

General Conditions:

All operating on behalf of Portakabin Ltd or its subsidiary companies must wear the following mandatory items of PPE;

a. Safety Gloves
b. Safety Hard Hat
c. Hi-visibility Jacket / Vest (Yellow Upper Body to B.S EN 471:2003)
d. Safety shoes/boots with 200 joule toecap and midsole
e. Eye protection Personal Protective Equipment at Work Regulations 1992
f. Ear defenders (EN 352-1: 2002 - Hearing protectors - Ear muffs)

Unloading of Portable Toilet Units from a Service/Support Vehicle on Site

1. On arrival at site, report to the customer or his agent to inform him Portakabin Event are now on site. Sign in if required, inform client you are about to deploy the single plastic chemical toilets to there per determined areas ask for permission to commence operations.
2. Position the vehicle as close to the off-loading area as possible to limit the amount of manual handling required. Ask the customer or site staff to guide you whilst you are manoeuvring your vehicle into position.
3. Ensure that there are no obstacles on the flatbed of the vehicle before proceeding to move the toilet unit onto the tail lift. Lower the tail lift to ground level.
4. Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE.
5. Never attempt to lift the toilet unit unaided.
6. If there is a mechanical aid on site, ask customer if it can be used. If not then follow procedures shown in Paton Plant Guidance note Paton Plant MHSP001 Manual Movement of Portable Toilets.

Loading of Portable Toilet Units onto a Service/Support Vehicle on Site

1. On arrival at site, speak with the customer or his agent to determine where the toilet is situated.
2. Position the vehicle as close as possible to the loading area to limit the amount of handling required. Ask the customer or site staff to guide you whilst you are manoeuvring into position.
7. If there is a mechanical aid on site, ask customer if it can be used. If not then follow procedures in Paton Plant Guidance note Paton Plant MHSP001 Manual Movement of Portable Toilets.
4. Never attempt to lift the toilet unit unaided.
5. Once the toilet unit has been positioned onto the tail lift of the vehicle, raise the tail lift to the appropriate level.
6. Position the toilet unit for travelling by filling the capacity of the vehicle from the headboard to rear (evenly).
7. Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE.
8. Secure the toilet units before moving off

Spillage Risk Assessment

There is a low to minimum risk when carrying out daily procedures servicing chemical toilets, but the Environment Agency take very seriously any effluent or chemical discharge anywhere other than at a recognized waste disposal site.

A prosecution may be brought against any company failing to comply with strict legislation regarding chemical and effluent contamination. A 'duty of care' exists with every carrier of chemicals and effluent products; it is therefore prudent to be well prepared in case of accidental spillage.

Always deal with accidental spillage immediately. For minor spillage within the toilet unit or on the vehicle, it may be possible to flush contaminants to foul sewer, using copious amounts of clean water. If necessary, first absorb any excess contamination by means of absorbent granules and remove from site in a plastic container for disposal at an approved site.

For all chemical and effluent spillage contaminating the ground, offending materials must be removed from site for secure disposal. It is prudent to carry a spillage kit on the vehicle, so that in the event of accidental spillage, the soil can be dealt with and removed from site.

The spillage kit should consist of absorbent pads, absorbent granules, and a pair of heavy duty PVC gloves for use in conjunction with chemicals, absorbent socks to contain the spillage and a heavy duty refuse bag to enable removal of offending material to facilitate correct disposal.

UNLOADING/LOADING OF PORTABLE TOILET UNI SERVICE/SUPPORT VEHICLES ON SITE

Portakabin Events

Site Specific Information
List any other factors that are specific to the site and provide resolution.

SITE ACCESS	CLEAR ACCESS		RESTRICTED WIDTH		N/A MTRS	RESTRICTED HEIGHT		N/A
	PARKED VEHICLES		SITE RESTRICTIONS					
ACCESS ROAD	HARD		SOFT		TRAFFIC MANAGEMENT REQUIRED			IF YES, SPECIFY
WORK AREA	HARD		SOFT		ATTENTION REQUIRED*			IF YES, SPECIFY
	UNDERGROUND SERVICES UNKNOWN AT TIME OF SITE VISIT			SPECIFY:				
GROUND CONDITIONS								
OVERHEAD OBSTRUCTION	BARE POWER CABLES		OTHER POWER CABLES			TELEPHONE CABLES		
	OVERHANGING TREES		OTHER – SPECIFY			MAX. HEADROOM		N/A
OTHER CONSIDERATIONS								

We confirm all necessary arrangements for the installation of the above toilet(s) and safety requirements have been identified.

Signed: Print	
Print Name:	
Date:	

Signed on Behalf of Haulier.	
Print Name:	
Date:	

UNLOADING/LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLES ON SITE

Location:		**System/Activity:**	**Delivery of Single Plastic Chemical Toilets on Flatbed Lorry**	**Assessment No:**	
Assessor(s):	**Kenneth Elliot**	**Date of Assessment:**		**Risk Assessment Rating**	H / M / L
Signature(s):		**Date Of works**			

INSTRUCTIONS FOR USE

1. Each hazard must be assessed and qualified for the likelihood of harm occurring and the severity of any injury or illness so caused. The numeric assessments are then multiplied to achieve a risk rating for each of the hazards identified.
2. Likelihood of Harm (L): Unlikely = 1; May happen = 2; Likely = 3, Very Likely = 4; Certain = 5
3. Severity of Harm (S): First Aid injury or illness = 1; Minor injury or illness = 2; 3-day injury or illness = 3; Major injury or illness = 4; Fatality, disabling injury, etc. = 5
4. With a Likelihood of Harm rating of 5 and an Initial Risk Rating of over 4 then controls should be implemented to reduce the degree of risk. A Post Control Risk Rating of 12 or over will result in an immediate cessation of work until the risk is reduced.
5. If operations are likely to affect pedestrians or the safe operation of a public transport, the control measures must reduce the likelihood of significant harm to the level that existed before our work commenced.

Risk Rating Matrix

Likelihood of Harm (L)							
	Certain	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	May Happen	2	2	4	6	8	10
	Unlikely	1	1	2	3	4	5
			1	2	3	4	5
			First Aid Injury or Illness	Minor Injury or Illness	3-day Injury or Illness	Major Injury or Illness	Fatality, disabling Injury, etc.
			Severity of Harm (S)				

Risk Rating Table

Score	Priority	Action
1-4	LOW	This represents a low risk although the control measures must be maintained
5-10	MEDIUM	Action required soon to control the risks. Interim measures may be necessary in the short term.
12-25	HIGH	Action required urgently to control the risks. Further resources may be needed

Hierarchy of Controls

1. Eliminate
2. Substitute
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment

Hazards with a potential to create harm					
☑ Adverse Weather	☐ Asbestos	☐ Confined spaces	☐ Contaminated ground	☐ Collapse of structures	☐ Deep excavations
☐ Demolition	☐ Dust	☐ Electricity	☑ Falls from height	☑ Falls on the level	☑ Fall of materials
☐ Fire/Explosion	☐ Flying particles	☐ Fumes/Gases	☐ Hand tools	☐ Heat/Cold	☑ Hazardous substances
☐ Infected material	☐ Lifting operations	☐ Lighting levels	☐ Lone working	☑ Manual handling	☑ Mobile plant/Vehicles
☐ Mobile scaffold towers	☑ Noise/Vibration	☐ Overhead services	☐ Power tools	☑ Soft ground	☑ Vehicles/plant overturning
☐ Work on/adjacent to water	☐ Underground services				

UNLOADING/LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLES ON SITE

Identified Hazards	Who is at risk?	What measures have already been implemented to reduce risk?	Initial Risk Rating			What additional measures will you need to take if Any?	Residual Risk Rating		
			L 1 - 5	S 1 - 5	L x S 1 - 25		L 1 - 5	S 1 - 5	L x S 1 - 25
Arriving on site Unaware of site regulations / conditions	Employee	Report to client and be made aware of site regulations including method statements, site induction and any site restrictions.	3	1	3				
The wearing of Personnel Protective Equipment	Employee	Hard hats, safety boots, gloves and hi-visibility clothing to be worn at all times.	3	2	6	Local toolbox talk prior to operation commencing to ensure all personnel have the correct PPE	3	1	3
Delivery of unit on vehicle, level ground conditions.	Employee Co- Worker	Ensure lorry is on suitable ground	3	2	6	Reposition lorry as needed to find level ground to work from	3	1	3
Injury from being struck by moving vehicle.	Co worker Public	Trained driver and operator. Ensure when reversing a banks man is used at all times	2	4	8	Local toolbox talk prior to operation commencing to nominate a banksman	2	2	4
Manual Handling	Employee Operator	Trained driver and operator in Manuel handling technique	3	3	9	Mechanical aid required	1	1	2

UNLOADING/LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLES ON SITE

Identified Hazards	Who is at risk?	What measures have already been implemented to reduce risk?	Initial Risk Rating			What additional measures will you need to take if Any?	Residual Risk Rating		
			L 1 - 5	S 1 - 5	L x S 1 - 25		L 1 - 5	S 1 - 5	L x S 1 - 25
Spillage of sewage	Employee Co worker General public	Trained Operators Spillage Kit training Instruction on handle waste	3	2	6				
Emptying Waste Tank and Servicing Unit Infection from sewage. Irritation from chemicals. Spillages of both of the above. Hazardous Waste (Hypodermic syringes, etc) Vacuum pump	Employee	Trained operator. Appropriate PPE worn at all times. Inoculation against serious disease. Instructed not to handle serious waste Hypodermic syringes. All spillages diluted and removed.	2	4	8	Local toolbox talk prior to operation commencing to ensure all personnel have the correct PPE Contact the site Manager to inform them of spillage and the need for special waste precautions to be taken	1	4	4
Falls on level	Employee	Employee to ensure there is no debris or items in and around his/ her work area that could cause slips trips or falls	2	3	6				
Noise / Vibration	Employee	Employee to wear the correct PPE	2	3	6	Local toolbox talk prior to operation commencing to ensure all personnel have the correct PPE	1	3	3

WET WEATHER PLAN 28(1).

Appendix B1

Document Control

Document Title/Version	Wet Weather Plan / V1.3
Documents Owner	Festival o House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.4	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

CONTENTS:

INTRODUCTION

RAINFALL MONITORING

WEATHER FORECASTING

SITE MANAGEMENT & SERVICES

PLANT AVAILABILITY

EVENT SITE GROUND CONDITIONS REPORTING

SITE RESOURCES

EVENT PRODUCTION

CAMPSITE MANAGEMENT

CONTINGENCY CAMPING

PRE EVENT

DURING EVENT

CROWD MANAGEMENT

EVENT CONTINGENCY PLAN

COMMUNICATIONS

INTERNAL EVENT COMMUNICATIONS

ON SITE PUBLIC MESSAGING

EXTERNAL PUBLIC MESSAGING

WELFARE

EVENT MEDICAL RESOURCE

PUBLIC TRANSPORT & PARKING

DISABLED FACILITIES

Introduction

Despite being a new event, Festival of House has undertaken constant monitoring of the festival site since October 2015. This has included a period of significant rainfall over the winter months, allowing planners the opportunity to ascertain areas of the site worst effected by rainfall and the likely adverse effects of heavy rain.

Over that time a number of infrastructure improvements have been undertaken to improve drainage and plan roads networks to provide some protection from the effects of adverse weather.

Site design and facilities, tents, stages etc being erected on site take account of site specific information relating to likely effects of heavy rainfall. The organisers, however, cannot be complacent in their management of such unpredictable conditions affecting the integrity of the event and to ensure the health safety and wellbeing of those attending the event.

This plan hopes to set out some of the factors already in place and others to consider, when dealing with wet weather at the Event.

A Severe Weather Table, which includes Wet Weather is appended to this Plan to assist in the decision making process in the lead up and during the event.

Rainfall Monitoring

Monitoring of conditions on site throughout the year is carried out by:

- Monthly visits to site.
- Discussion with local landowners.
- Information is gathered and the effect on the Event Site of any adverse weather experienced is ascertained. This monitoring is enhanced once work starts on site approximately 4 weeks prior to the event.

Weather Forecasting

Once on site, a Weather Warning surveillance service with the Met Office, which includes heavy rainfall (rain 4mm/hr and/or 30mm in 24 hours), is activated. The Met Office will telephone, fax and email a warning to the Health and Safety Manager if the trigger levels for heavy rainfall are expected at the Event Site location.

In addition, the Health and Safety Manager has a facility to talk to the Duty Met Office Forecaster with regard to the localised conditions being experienced on site during the event.

During the event, the Health and Safety Manager will immediately relay this information to the JOCC for dissemination to relevant Event Staff for action as required.

During the build and break phases, the site manager will be informed and disseminate information to relevant Event Staff.

Site Management & Services

Site Management commence activities on site prior to the Event itself and the Site Manager is responsible for the Pre Event Management of the Site and monitoring of potential effects from adverse weather.

During the Event, the Event Manager will coordinate any work requirements, actioned by the JOCC, resulting from adverse weather and collate information from contractors working on site to inform multi agency partners in the JOCC.

Particular attention will be paid to;

- Ground conditions in the campsite
- Ground conditions in the arena
- Water Supply - Status of water supplies on site, Continuation of supply, Possible Contamination issues.
- Toilets & Waste Disposal - Effects on servicing, waste disposal, access to units.
- Litter Disposal - Effects on litter collection plan.
- Electrical Supplies - Problems being experienced by contractors.
- Catering - Effects of adverse weather on Catering provisions for Crew, Artists and
- Public Concessions.

- Staging Contractor(s) - Effects on structures continued use and stability.
- Tent Contractor(s) - Effects on tents and marquees.
- Fencing Contractor(s) - Effects on fencing stability.
- Site Roads Network - deterioration in the internals roads network.

Plant Availability

As part of any contingency arrangement to deal with heavy rainfall additional plant and equipment may be required. This will be identified prior to the Event and arrangements made to have such plant and equipment on standby should it be required, this will include but not be limited to:

- Tractors
- Gulley Suckers
- Barrel Storage for water or mud slurry.
- Straw Choppers for the effective dispersal of straw

Event Site Ground Conditions Reporting

A system of identifying specific problem areas on site and actions to be taken to carry out any remedial works, will be in place within the Site Office. If any significant work is required the Site Manager will inform the JOCC and the information will be disseminated to the appropriate groups according to the Media and Communications plan (appendix 25)

Remedial works may include:

- Fencing off the affected area from the Public
- Diversion of the public away from the area.
- Addition of straw, wood chip, stone, bark or other suitable materials to the affected area.
- Digging of Sumps, especially if the top surface requires to be penetrated to allow the draining of water.
- Use of Gulley Suckers or pumps to remove the water from the area
- Use of Trakway or other temporary surface etc

Site Resources

It is essential that sufficient resources are available to operate an enhanced monitoring state and remedial work operation.

The Site Manager will ensure that there are sufficient Site Crew and Plant operators, including standby crew, and that they are managed in an effective and efficient way bearing in mind the additional workload that they will be subjected to.

Event Production

During the event the effects of any adverse weather will be monitored through feedback from the Event Production Manager.

This will include:

• Artist Updates - Effects on artists travelling to and from the Event.

• Transport Issues - Possible delays in transporting artists to the relevant stages on site.

• Effect on Artist running order - Delays to the individual stage programmes which will have a material effect on the Event.

• Artist performance - Rain on stage, instruments and equipment affected on stage,

• Production Infrastructure - Possible wet weather effects on the operation of dressing rooms, artist facilities. Stage areas suffering from rain penetration.

• Back Stage Areas - Functioning levels of the loading docks, stage docks and ramps, front of house areas.

• Sound/ Lights - Any detrimental effects on the sound or light systems at each stage.

• Video - Detrimental effects on the video screen systems at each stage.

• Special Effects - Any possible changes to effects planned due to adverse weather.

• Stage Crew - Crews able to function as planned.

Campsite Management

The Campsite Manager will have in place a system of monitoring all campsite areas to identify areas and tents that are affected by heavy rainfall. Staff within the Campsite Help Zones will inform the Campsite Manager of customer feedback and problem areas. This information can then be fed back to the Planning Meetings / JOCC meetings accordingly.

In the event of water ponding in areas where people are camped, appropriate messaging will be given through the available communications channels referred to in the Media and Communications Plan (appendix 25).

Contingency Camping

Dependent on the conditions being experienced at the time, camping arrangements may have to be changed to accommodate the public. Should any part of the campsite become waterlogged, security staff, under direction from the JOCC, will direct campers to the Contingency Camping as shown on the site map (appendix 6.2)

The Vine PR Company will ensure that current, accurate information is made available to customers via social media, event app and the event website.

Pre Event

If the condition of the Campsite deteriorates making some areas unusable for camping prior to members of the public entering the site, depending on the amount of space found to be unusable, the Contingency Camping areas detailed in the Site Plan(appendix 6.2) will be utilised from the outset.

Additional resources e.g. toilets, water supply, staffing etc required to activate the Contingency Camping will be put in place prior to occupation of the area.

Unusable areas will either be programmed for remedial works during the event by the Site Office or taken out of public use.

During Event

During the event, when campers are on site, consideration will be given to relocating

campers to:

• Lower density camped fields.

• Utilising Fire Lane space but maintaining access width for vehicles as necessary.

• Contingency Camping

If, during the event, the campsite becomes completely waterlogged and a decision is taken to halt the festival and evacuate the campsite, campers will be informed of this decision by security staff using methods outlined in the Emergency Procedures and Evacuation Plan (appendix 30) and the Media and Communications Plan (appendix 25).

Crowd Management

Enhanced monitoring of the following areas by the Event Crowd Management and Security Contractor will take place to identify potential problems from adverse weather:

• Main Access Gates Status

• Main People Flow routes through site

• Front of Stage

• Crowd Viewing Areas at all Stages and internal conditions of tented and enclosed structures.

• Individual Tented Venue Exits.

• Campsite Conditions and areas of ponding water.

Event Contingency Plan

The effect of adverse weather on the implementation of the Event Contingency Plan should a Major Incident be declared will be continuously monitored. The following will be considered;

• Rendezvous Point - Are the existing arrangements compromised?

• Site Access Routes - Are the routes identified in the Plan compromised?

• Site Emergency Exits - Are the emergency exits from the Event Site and Campsite operational? Are all emergency exits from tented or enclosed structures operational? Can alternative exits be formed if required?

• Rest Centres - Are the Centre's identified in the plan able to function if needed?

• Designated Hospitals - Are all Hospitals operational?

• Body Holding Facilities - Are there any changes to the capacity of identified tented structures on site? Are the resources and actions required to implement the Contingency Plan by the different named Agencies and Partners compromised?

Communications

It is essential that communications are enhanced during periods where adverse weather is affecting the running of the event. It is important to keep accurate records of meetings and decisions made and to distribute accurate information to Staff, Agencies and the Public.

The Event Manager will ensure that multi agency meetings are scheduled, recorded and that actions are progressed.

Communications messages may require to be agreed by different partners and the Vine PR Company will coordinate the work of the multi agency media staff and ensure that messages are transmitted appropriately as per the Media and Communications Plan (appendix25).

Adverse weather effects on the operation of the site communications using the Event radio network, telephone systems or internet will be monitored by the Site Manager.

Internal Event Communications

In the event of significant adverse weather conditions at the festival, the JOCC will be the central communications and meeting point for discussion and decision making.

The frequency of JOCC meetings may require to be increased and the Event Manager will ensure that accurate minutes will be recorded at all meetings.

The Event Health and Safety manager will ensure that weather forecasts and on site rainfall information is passed timeously to the JOCC.

Collation of any Site / Site Structures Conditions Reports and remedial works required will be carried out by the Site Manager and reported to the JOCC.

Depending on the messaging required, various Staff briefings may be used as a means of relaying accurate information. This will be coordinated by the Event Manager.

Information to the Artists and their staff as to what effect any adverse weather is having on the running of the Event will be undertaken through the Artist Liaison Manager.

On site Public Messaging

Accurate briefings on what actions are expected from members of the public attending the event will be given to:

- Event Stewards
- Police
- Welfare Team

Festival of House customers will be relayed current, accurate information, with the emphasis on public safety. The Vine PR Company will coordinate the multi agency messaging using the following means;

- Event website
- Social Media Media, dependent on the status of the Network on site.
- Visual messaging through the onsite Variable Messaging Signs and Stage Video Screens.
- Stage PA systems will be used as required to relay information during Artist changeovers.
- Broadcast Media.

As per the Media and Communications Plan (appendix 25).

Off Site Public Messaging

The Media and Communications Plan (appendix 25) contains information as to the communications strategy to public en route to the event or prior to the Event itself.

The Vine PR Company will be responsible for transmitting any additional messaging requirements as a result of adverse weather including:

- Public Transport advice on arrangements for transport to and from the Event.
- Possible delays or Artist Cancellations.
- Cancellation of the event

The Vine PR Company will also, as per the Media and Communications plan, coordinate the efforts of the multi agency media staff and utilise any means of communications held by the partners, as appropriate.

Welfare

Adverse weather will put additional pressure on welfare staff and resources. This will be monitored by the Event Manager and additional resources allocated accordingly.

Warm Up Facilities are detailed on the Site Map (appendix 6.5) and the Site Manger will be responsible for monitoring them to ensure they sufficient for demand and adequately equipped.

In the event of significant adverse weather, The Vine PR Company will ensure that messaging is carried on social media, event website and via security and welfare staff, regarding welfare provision for customers and where it may be found as per the Media and Communications plan (appendix 25) and the Welfare Plan (appendix 29).

Event Medical Resources

Any adverse effects of heavy rainfall on the ability of the onsite medical resources and facilities to operate effectively will be monitored. Status reports will be sought from the individual service providers by the Event Medical Manager, this will include:

- Scottish Ambulance
- St Andrews First Aid / British Red Cross
- Emergency Doctors / GP's
- Nursing Staff.

Public Transport & Parking

The ability to operate the car parks and bus areas safely is essential to the Event. The Transport Manager will monitor conditions within the car parks and the internal / external staff parking areas and feed back status reports to the JOCC. Works requiring action will be programmed by the Site Manager.

The status of the Bus Service operated at the Event will be monitored to ensure that members of the public are kept informed. It is crucial that, should the festival be cancelled during the Event, that the Bus Operators can cope

with the additional demands expected as a result of that decision. The Event Manager will be responsible for ensuring that current accurate information is shared with the Bus Operators.

Disabled Facilities

In addition to the continuous staffing of the area by security staff, the operation of the facilities provided for Disabled patrons attending the Event will be continuously monitored by the Event Manager. This will include:

- Disabled Campsite conditions and operation
- Disabled Car Parking
- Disabled access routes to and from the Disable Camping
- Access to Event

Works requiring action will be programmed by the Site Manager.

	Responsibility	Task	Comment
1	H&S Manager	Monthly Rainfall Data from Site	
2	H&S Manager	Monthly Visits / Local Landowner discussions	
3	H&S Manager	On Site Met Office Warning System	
4	H&S Manager	On Site Forecaster Contact	
5	Site Manager	Site Contractors Status Reports	
6	Site Manager	Water	
7	Site Manager	Toilets & Waste Disposal	
8	Site Manager	Litter	
9	Site Manager	Electrics	
10	Site Manager	Catering (Crew & Artist)	
11	Site Manager	Stage(s)	
12	Site Manager	Tents	
13	Site Manager	Marquees	
14	Site Manager	Fencing	
15	Site Manager	Internal Site Roads Condition	
16	Site Manager	Standby Plant Availability	
17	Site Manager	Ground Conditions Status Reports	
18	Site Manager	Resources	
19	Site Manager	Remedial Work Action List	
20	Production Manager	Artist Update	
21	Production	Artist performance affected?	

	Manager		
23	Production Manager	Artist Internal Transport	
24	Production Manager	Running Order	
25	Production Manager	Production Infrastructure	
26	Production Manager	Dressing Rooms	
27	Production Manager	Artists & Band Facilities	
28	Production Manager	Stage operations, stage water penetration	
29	Production Manager	Back Stage Operations - Docks, ramps, FOH	
30	Production Manager	Stage Crews	
31	Production Manager	Sound	
32	Production Manager	Lights	
33	Production Manager	Video	
34	Production Manager	Special Effects	
35	Campsite Manager	Campsite Status Report - Areas Affected	
36	Campsite Manager	Help Zone Manager Feedback	
37	Campsite Manager	Pre Event Contingency Arrangements	
38	Campsite Manager	During Event Contingency Arrangements	
39	Head of Security	Crowd Management Status	
40	Head of Security	Main Access Gates	
41	Head of Security	Main people flow routes	
42	Head of Security	Front of Main Stage	
43	Head of Security	Viewing Areas / Internal conditions of tents	
45	Police	Rendezvous Points	
46	Site Manager	Site Access Routes	
47	Site Manager	Site Emergency Exits	
48	Angus Council	Council Rest Centre	
49	Medical Manager	Designated Hospitals	

50	H&S Manager	Body Holding Facilities	
51	Event Manager	Festival of House	
52	Event Commander	Police Scotland	
53	Fire Manager	Scottish Fire and Rescue	
54	Medical Manager	Scottish Ambulance	
55	Council Manager	Angus Council	
56	Medical Manager	NHS	
57	Head of Security	Securigroup	
58	Event Manager	JOCC Meetings	
59	Event Manager	Event Planning Meeting Schedule	
60	Media Manager	Public Messaging Internal	
61	Media Manager	Public Messaging External	
62	Welfare Manager	Welfare Status	
63	Welfare Manager	Staff Resource	
64	Welfare Manager	Warm Up Facilities	
65	Event Manager	Contingency Facilities	
66	Medical Manager	Event Medical Resources	
67	Medical Manager	SAS	
68	Medical Manager	STAFA / Red Cross	
69	Medical Manager	Emergency Doctors / GP's Nurses	
70	Transport Manager	Car Park Status	
71	Transport Manager	Bus Operator Status	
72	Transport Manager	Internal Traffic Management	
73	Campsite Manager	Disabled Facilities	
74	Campsite Manager	Disabled Car Park	
75	Event Manager	Access to Event	

Wet Weather Actions Checklist

	WHAT TO DO IN WET WEATHER
NO SEVERE WEATHER	RAIN FALL ZERO
	NO IMPACT ON SERVICES OR EVENT INFRASTRUCTURE
	FORECAST INFORMATION GOOD
BE AWARE	RAIN FALL READINGS <5mm/hr, ,30mm/24hrs
	FORECAST FOR RAIN / RAIN FALLING
	LOCALISED FLOODING OF LOW LYING AREAS SOME PONDING WATER & WATER ON ROADS
	MONITOR FORECAST
BE PREPARED	MET OFFICE HEAVY RAIN WEATHER WARNING RECEIVED (5mm/hr, 30mm /24hrs)
	SOME FLOODING IN LARGE TENTS
	MUD PONDING ON SITE BUT STILL ACCESSIBLE
	WELFARE CALLS FOR ASSISTANCE INCREASING / WELFARE TENTS FULL
	ARTIST TRANSPORT DIFFICULTIES
	EXITS AND MAIN ROUTES BECOMING DIFFICULT TO USE
	CAMPSITE MONITORED FOR AREAS WHERE TENTS COULD BE UNDER PONDING WATER
	ENHANCED MONITORING OF ALL AFFECTED AREAS
	WET WEATHER MEETINGS STARTED
TAKE ACTION	WIDESPREAD FLOODING
	EMERGENCY EXITS UNUSABLE / MAIN ACCESS ROUTES UNUSABLE
	FORECAST FOR CONTINUOUS HEAVY RAIN FOR SOME TIME
	A NUMBER OF LARGE TENTS CLOSED TO PUBLIC
	LOSS OF POWER SUPPLIES
	ROADS FLOODED & IMPASSIBLE IN AREA
	SERVICING OF SITE FACILITIES STOPPED
	WELFARE & MEDICAL FACILITIES OVERLOADED
	CANCELLATION OF EVENT

WIND MANAGEMENT PLAN 28(2).

Appendix 32

Document Control

Document Title/Version	Wind Management Plan / V1.2
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.4	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

CONTENTS:

Overview

Wind Monitoring

Structural Integrity

Communications

Pre Event Communications

Build and Break Communications

During Event Communications

Evacuation and Cordons

Actions

Overview

Festival of House recognises its responsibilities with regards to the safety of its staff, contractors and customers.

This document is intended to provide information relating to wind management planning and the processes in place to minimise injury or damage as a result of inclement weather. Festival of House will make every effort to ensure that all information contained in this document is correct and circulated amongst the relevant organisations and authorities on a regular basis.

The Vine PR Company, on behalf of Festival of House, will be responsible for coordinating the multi agency messaging in relation to wind Management and this plan should be read in conjunction with the media and communications plan (appendix 25).

Wind Monitoring

In order to react to any changes in wind conditions a system of monitoring and forecast requires to be in place before and during the event.

At Festival of House the following systems are in place for the event:

A Wind Warning system will be initiated with the Met Office. This commences when major structures are erected on site and finishes when the major structures are dismantled.

The Met Office monitors the site location for weather fronts which would bring high winds and communicates that information to the H&S Manager by email / fax / telephone.

Met Office trigger levels are for mean wind speeds 20m/s (39 knots) and greater and/or gusts 23m/s (45 knots) or greater.

A "Phone a Forecast" service will be established whereby more accurate local forecast can be obtained from the Met Office as conditions dictate. The Health and Safety Manager has access to this service.

Individual stage structures have their own anemometer on the structure to enable the Staging Company to monitor the wind levels at the location of the structure and activate any wind management procedures they may have on instruction from the JOCC.

The types of anemometer vary depending on the Staging Company.

Long range weather forecast information will monitored via various websites by the Health and safety Manager.

(3)

Structural Integrity

All major Structures forming part of the event are designed and built in accordance with various standards and design requirements including the Temporary Demountable Structures - Guidance on Procurement and Design (3rd Edition)

(TDS) issued by the IStructE. Section 8 of the Guide gives detailed guidance on the design requirements, monitoring parameters and management of structures in high winds.

At Festival of House the following procedures are followed:

At the procurement stage of the Event, large structures and large tents are required to submit their design information and calculations to ascertain the engineering capabilities of the structures relative to the site.

The site at Festival of House attaches a basic design wind speed of 23m/s but gusts may exceed this by a considerable margin (BS 6399 - Part 2).

From the engineering information the maximum operational wind speed and gust speed for that structure can be ascertained.

Due to the temporary nature of structures at the Event, in accordance with the TDS, structures at Festival of House are designed, where possible, to a maximum operational wind gust speed that is acceptable for the area, commonly 25m/s (56mph).

From information gathered at the procurement stage details of the wind limits of structures on site can be collated and resultant action levels (Level 1 (75% of operational maximum gust speed) and Level 2 (90% of operational maximum gust speed) determined to enable relative Management Plans to be initiated as required in accordance with TDS Guidance.

Individual Companies responsible for the management of large structures present at the Event are required to submit their Management Plans for dealing with high wind levels.

At Festival of House there are many smaller structures, small marquees, fencing, signs, and flags etc which do not attract the same degree of engineering examination. Where such engineering information exists account is taken of the wind parameters and action levels determined as above. Where it does not exist individual structures are assessed by the Site Management Team / H&S Manager.

In the absence of accompanying data, small marquees or tents - less than 12m (40 ft) span for pole tents / less than 9m span for framed marquees - the maximum operational gust speed shall be taken as:

(4)

Beaufort Range 5 (18m/s) when single guyed

Beaufort Range 7 (27m/s) when double guyed

Communications

Festival of House will communicate information to key groups in the lead up to, the build and break stages and during the festival. These groups are;

- Festival of House Customers and Staff
- Local Community
- General Public

There are three distinct periods in the Event which require a separate communications strategy for dealing with high winds:

- Pre event – prior to the build phase, where messaging will be focussed on Festival customers, the local community and the general public. Information will seek to warn and inform regarding public safety at the event.
- The build and break periods before and after the Event - at this time the Event site is managed by the Site Manager with minimal stewarding presence and activities relating to the build or dismantling of structures on site.
- During the Event itself when members of the public may be present - at this time there are increased stewarding resources, a central command and control - the JOCC, and large numbers of the public present.

Pre Event Communications

The Vine PR Company will coordinate the multi agency messaging pre event.

The information disseminated will include festival safety advice (equipment, suitable clothing and etc) in relation adverse weather conditions, festival welfare provision and weather related traffic information.

Messaging will be carried via commercial media outlets, the Festival of house website, social media, and via partner agency websites where appropriate.

Build and Break Communications

The Site Manager will communicate forecasts, or real time wind speeds, to Contractors on site. The Health and Safety Manager will communicate any Met Office warnings to the JOCC and Site Manager.

(5)

On site radios, e mail, telephony and staff briefings will be used to disseminate information.

It is important that the communication of information relative to high wind forecasts or high wind readings, on site, is disseminated to the relative personnel who can then act accordingly to make structures safe or manage people to safety.

On site contractors are responsible for communicating information to their employees on site and actioning such measures as is necessary.

The Site Manager will also communicate, via the JOCC, with the onsite Security Manager, should there be a need to secure the perimeter of the site and prevent further access.

The Health and Safety Manager will communicate information, via the JOCC, to the Site Manager who will monitor on site conditions and report back to the JOCC and any multi agency meetings.

During Event Communications

Staging Contractors will communicate on site wind monitoring information to the Health and Safety Manager who will gather information and update the JOCC.

On site monitoring from the Met Office forecasts will be communicated to the JOCC as required. Emergency services and Angus Emergency Planning forecast information will also be communicated via the JOCC as required.

On site radios, e mail, telephony and staff briefings will be used to disseminate information.

In the event of high winds becoming an issue, the Festival and site Managers will coordinate a multi agency meeting to determine what action should be taken.

Instruction from the JOCC may involve having to stop the event, or part of the event. In such circumstances the Emergency Procedures and Evacuation Plan (appendix 30) will be initiated. This may be site wide or location specific.

Should an evacuation or part evacuation be necessary, welfare arrangements (appendix 29) will be communicated to customers as per the Media and Communications Plan (appendix 25).

Evacuation and Cordons

In the event of high winds there may be a need to evacuate the site, a tent, stage area or area surrounding various structures.

Any Evacuation will be coordinated through the JOCC as per the Emergency Procedures and Evacuation Plan (appendix 30)

(b)

Individual tent / stage / structure evacuations will be coordinated through the JOCC, during the event, and by the Site Manager during the build and break. Security resources will evacuate persons to a safe distance (x 3 times the height of the structure as a base distance but incident dependent - see Site Plan) and maintain the cordon as required.

Actions

	ACTION TO BE TAKEN - WIND
NO SEVERE WEATHER	WIND SPEEDS BELOW 5 M/S
	NO IMPACT ON SERVICES OR EVENT INFRASTRUCTURE
	FORECAST INFORMATION GOOD
BE AWARE	WIND SPEEDS READING 5 - 10 M/S AND RISING
	MONITOR MET OFFICE WEBSITE & FORECAST
	MINOR ISSUES ON SERVICES OR EVENT INFRASTRUCTURE EXPERIENCED
	WEATHER FORECAST POSSIBLE HIGH WINDS
	RAISE ISSUE AT JOCC & EVENT MEETINGS
BE PREPARED	WIND SPEED 75% OF MAXIMUM LEVELS FOR INDIVIDUAL STRUCTURES
	ACTIVATE CONTRACTORS PROCEDURE FOR STANDBY
	CONTINUAL MONITORING OF ONSITE WIND SPEEDS & FORECAST INFORMATION
	MET OFFICE SEVERE WEATHER WARNING RECEIVED
	RISING REPORTS OF ISSUES & DISRUPTION ON SITE - FLYING DEBRIS, FENCE PANELS DOWN
	SPECIAL JOCC MEETING HELD TO DISCUSS PREPAREDNESS
	NOTIFY EVENT STAFF & STRUCTURE COMPANY CONTACTS ON SITE
	CONTACT MET OFFICE DIRECT
	REINFORCE FENCE LINES AS REQUIRED

	SITE ALERTS GIVEN FOR AWARENESS FOR FLYING DEBRIS
TAKE ACTION	WIND SPEED ABOVE 90% OF STRUCTURE MAXIMUM
	ACTIVATE CONTRACTORS PROCEDURE FOR EVACUATION OF STRUCTURE / STAGE
	NOTIFY STAGE MANAGERS TO EVACUATE TENTS / STAGE
	ANNOUNCEMENT TO AUDIENCE FROM STAGES / JOCC PA LINK
	ACTIVATE CORDONS AROUND DESIGNATED STRUCTURES / STAGES
	CONTACT MET OFFICE DIRECT FOR FORECAST UPDATE

FESTIVAL OF HOUSE

EVENT MANAGEMENT PLAN CONTENT NO 19.

WASTE MANAGEMENT PLAN +LITTER.

+ENVIRONMENTAL MANAGEMENT PLAN NO 12.

Document Control

Document Title/Version	Waste Management Plan / V3.0
Documents Owner	Angus Council
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1
Environmental Management Plan V2.10	Litter Pick Work Schedule Appendix 21.12

Angus Council

Waste Management Plan

2016 Festival of House

Panmure Estate, Angus

Version	Author	Reviewer	Date
Final	C Gaertner	G Dailly	14/04/16

Contents

1 Introduction 4

2 Roles and responsibilities 4

2.1 Key contacts and reporting 5

3 Operational plan for collection and transport of wastes offsite 5

3.1 Pre and post site build waste 5

3.2 During festival 5

3.2.1 Bins in the arena 5

3.2.2 Concessions waste 6

3.2.3 Bins on campsite 6

3.3 Centralised Waste Collection Point 7

3.4 Litter clearance 7

4 Clean Up phase 7

4.1.1 Litter clearance 7

4.1.2 Donation of tents 8

5 Waste prevention and recycling initiatives 8

6 End destinations of collected waste 8

6.1 DMR 8

6.2 General waste 8

6.3 Food 9

6.4 Glass 9

6.5 Cardboard 9

Appendix 1 - Provisional location of waste containers 10

Festival arena 10

Appendix 2 - Materials accepted in DMR containers 11

Waste Management Plan Festival of House

1 Introduction

Angus Council have been appointed to provide waste collection and disposal services at the Festival of House at Panmure Estate, Angus. It is expected that up to 15,000 visitors will be attending the festival taking place on 10th and 11th June 2016. The waste management plan states how pre and post site build waste and waste produced during the event will be managed. This report specifies the responsibilities of Angus Council as well as the event organiser.

2 Roles and responsibilities

Angus Council	Event organiser
Supply a waste management operational plan including proposed location of bins and main waste collection point on site	Meet with Angus Council to discuss and agree waste management plan. Confirm agreement with waste management plan.
Deliver the agreed number of wheeled bins to the site	Move the bins to the agreed locations across the official festival area, including the arena, campsites and parking spaces
Deliver skips to agreed main waste collection point	Set up the main waste collection point as agreed
Collect filled skips from main collection point when required	Place liners in 240 litre bins, monitor all bins during event and ensure sufficient emptying of bins carried out; remove filled bags and transport to skips or bin lorry at main collection point
Travel on site at agreed times to empty 1280 litre bins from agreed locations	Ensure access is provided for waste collection vehicle to come on site to empty 1280 litre bins from agreed locations
Ensure all recycling bins are labelled correctly	Educate and advise customers, concessions and contractors about correct use of bins and recycling on site
Uplift all bins at the end of the event	Move all bins provided by Angus Council to an agreed central location for uplift. Ensure bins are empty and ready for uplift
	Clearance of litter during and post event i.e. the organiser's responsibility to pick waste that has been left on ground
	Encourage festival visitors to use bins correctly and take all belongings with them when leaving the site

The event organiser has been informed that a visual inspection of all mixed recycling skips will be undertaken and if judged as having more than 5% "non-target" materials in the waste the event organiser will be charged at general waste disposal rate for the total weight of skip. The same will apply for any recycling bins.

The measurement of the contamination level will be done by an Angus Council employee making a visual observation and recording the level of contamination witnessed as required.

A list of the materials accepted in the mixed recycling skips and bins is provided in Appendix 2.

2.1 Key contacts and reporting

Angus Council will provide a full breakdown of waste collected from the event including weights, number of uplift and estimated recycling rate.

A full list of key Angus Council staff contacts will be issued to event organiser prior to the event, this will include phone numbers.

A Waste Awareness Officer from the Council will be available to attend the site to assist the event organiser in terms of education of visitors and concession operators from Thursday 9 to Saturday 11 June.

A suitably trained council employee would be present on site to operate any refuse collection vehicle delivered to site.

3 Operational plan for collection and transport of wastes offsite

3.1 Pre and post site build waste

The set up and breakdown of infrastructure such as stages will produce a mixture of waste. General waste (GW) as well as dry mixed recyclate (DMR) will be collected separately in clearly labelled skips. All bins will be clearly labelled to reduce contamination and any occurring card, plastic, paper and cans will be collected in the DMR containers.

If there is a significant amount of a single stream waste being generated e.g. timber or cardboard, then a separate skip just for this material can be provided.

3.2 During festival

3.2.1 Bins in the arena

An appropriate number of wheeled 1280 litre bins (as indicated in Appendix 1) will be positioned throughout the arena, located at specified areas accessible for collection vehicles, as marked in Appendix 1. These containers will be serviced daily between Thursday 9 June and Monday 13 June between 7am and 9am.

An appropriate number of wheeled 240 litre bins (as indicated in Appendix 1) will be positioned throughout the site. These bins are to be used with refuse bags which are to be collected by festival staff (rather than council) and brought to and disposed of at the main waste collection point.

A recycling point will be provided within the arena for the collection of DMR. This will be suitably sign posted. It is accepted that DMR bins distributed throughout the arena would inevitably become contaminated therefore the provision of central recycling point considered the best option.

3.2.2 Concessions waste

An appropriate number of 240 litre and 1280 litre bins will be provided for concession operators (as indicated in Appendix 1) and will be situated in the secure areas back of house where there is no public access. DMR as well as general waste bins will be provided. Bins will not be located in areas that inappropriately block access.

1280 litre bins will be serviced daily between Thursday 9 June and Monday 13 June between 7am and 9am. 240 litre bins are to be lined with refuse bags which are collected by festival staff and brought to and disposed of at the main waste collection point.

Festival staff will make the vendors aware of and provide support and advice on the use of the DMR bins. Angus Council will provide additional support with this task but will be the primary responsibility of the festival organiser.

A significant amount of cardboard will be generated by concession operators and they will be advised that they can flat pack cardboard and present next to bins. Festival staff will collect the flat packed cardboard and take to the DMR skip at the main collection point.

3.2.3 Bins on campsite

An appropriate number of 240 litre and 1280 litre bins GW bins will be located on the campsite as indicated in Appendix 1.

1280 litre bins will be serviced daily between Thursday 9 June and Monday 13 June between 7am and 9am. 240 litre bins are to be lined with refuse bags which are collected by festival staff and brought to and disposed of at the main waste collection point.

It is proposed to provide a recycling point on the campsite where DMR are bins are provided for use by campers. These DMR bins would be emptied by waste collection vehicles between 7am and 9am Friday to Monday. It is strongly recommended that the festival organiser hands out clear recycling bags at the campsite entrance to encourage recycling by campers. These bags could be dropped off at the recycling point (see Appendix 1).

3.3 Centralised Waste Collection Point

A main waste collection point (see Appendix 1) will be assigned for storage of skips and/or a staffed refuse collection vehicle where collected bags of waste will be taken. This will be accessible by service vehicles away from the public area and suitably cordoned off. There will be no waste stored on the ground, all waste will go straight into a skip or collection vehicle. The main collection point will be capable of storing 4 large roll on/off skips.

3.4 Litter clearance

It will be the responsibility of the festival organiser rather than Angus Council to carry out litter clearance at the event.

The Litter will be tackled at source via teams of litter pickers from festival staff both in the arena and the campsites, and also in the non-public areas such as Production and Artists area to prevent a build-up of materials.

Litter within the arena shall be cleared prior to opening to the public. The cleanliness of the arena before opening should be measured as Grade B (predominantly free of litter apart from a few small items) as defined by the Code of Practice on Litter and Refuse issued under section 89 of the Environmental Protection Act 1990.

To avoid waste food purchased from concessions being trodden into the ground, litter collection staff should be briefed in the need to prioritise the prompt collection of food waste littering.

4 Clean Up phase

4.1.1 Litter clearance

All litter and tents left behind on the site will be cleared by festival staff and brought to the main refuse collection point, where Angus Council staff will empty the skips or refuse vehicle.

If any hazardous waste should be found on site, it will be the responsibility of the event organiser to separately remove the waste at an additional cost for the event organiser.

Waste and Litter within the site boundary shall be cleared within 7 days after the end of the event. The cleanliness of the site should be measured as Grade A (no litter or refuse) as defined by the Code of Practice on Litter and Refuse issued under section 89 of the Environmental Protection Act 1990.

4.1.2 Donation of tents

A possibility to reduce clean up costs for the event organiser is a tent donation station where relatively clean tents can be donated to charity. It has to be considered that the weather will have an effect on the amount of tents being taken home. Rain will increase the amount of mud on tents and thus increase the likelihood of tents being left behind.

5 Waste prevention and recycling initiatives

In order to reduce the environmental impact of the festival a range of initiatives will be considered and investigated:

- Position dry mixed recyclate (DMR) bins at food vendors to reduce general waste at a major source of waste. It is anticipated that bottles, cups and cans are not contaminated with food waste and therefore targeted at source.
- Position DMR bins on the campsite. A study by *www.agreenerfestival.com* states that 81% of festival goers agreed or strongly agreed that if provided with separate bins they would separate their rubbish. It is expected that campers discard many bottles and cans; therefore it is suggested to target these materials on site.
- Organise donation of reusable tents to charity after the event.
- Concessions are advised to use recycling facilities for food waste as well as glass and cardboard. The provision of separate food waste containers for use by relevant food concessions will be investigated. Any food containers will be stored in the secure areas back of house where there is no public access.
- DMR bins can be positioned backstage to increase recycling rate.
- Provide festival goers with clear recycling bags at the entry of the campsite. These bags can be left at the recycling point and will be collected by staff.

6 End destinations of collected waste

6.1 DMR

Dry mixed recyclables would be transported to a bulking station in Arbroath and then delivered to a sorting facility in Shotton, Wales. The sorted materials are either recycled on site or sold to other UK based re-processors and made into new products.

6.2 General waste

All the general waste from purple bins will be delivered direct to Restenneth landfill site near Forfar, where energy is produced through methane capture.

6.3 Food

Any food waste collected would be transported to a bulking station in Arbroath and then delivered to an anaerobic digestion (AD) Plant at Glenfarg. The electricity generated is used on site or sold onto the National Grid.

6.4 Glass

Any glass collected in separate glass bins will be sent to a bulking station in Arbroath then sent to a re-processing facility in Alloa where it is recycled into new glass bottles, e.g. for the whisky industry.

6.5 Cardboard

Any cardboard collected separately is sent to a bulking station in Arbroath and then sent to a cardboard mill in the UK.

Appendix 1 - Provisional location of waste containers

A total of 25 x 1280 litre wheeled bins will be provided on site. Some of these will be marked as mixed recycling bins. A total of 62 x 240 litre bins will be provided and these will all be for general waste. Separate bins will be provided for the identified recycling points.

Key:

☆ Main waste collection point (Boneyard)

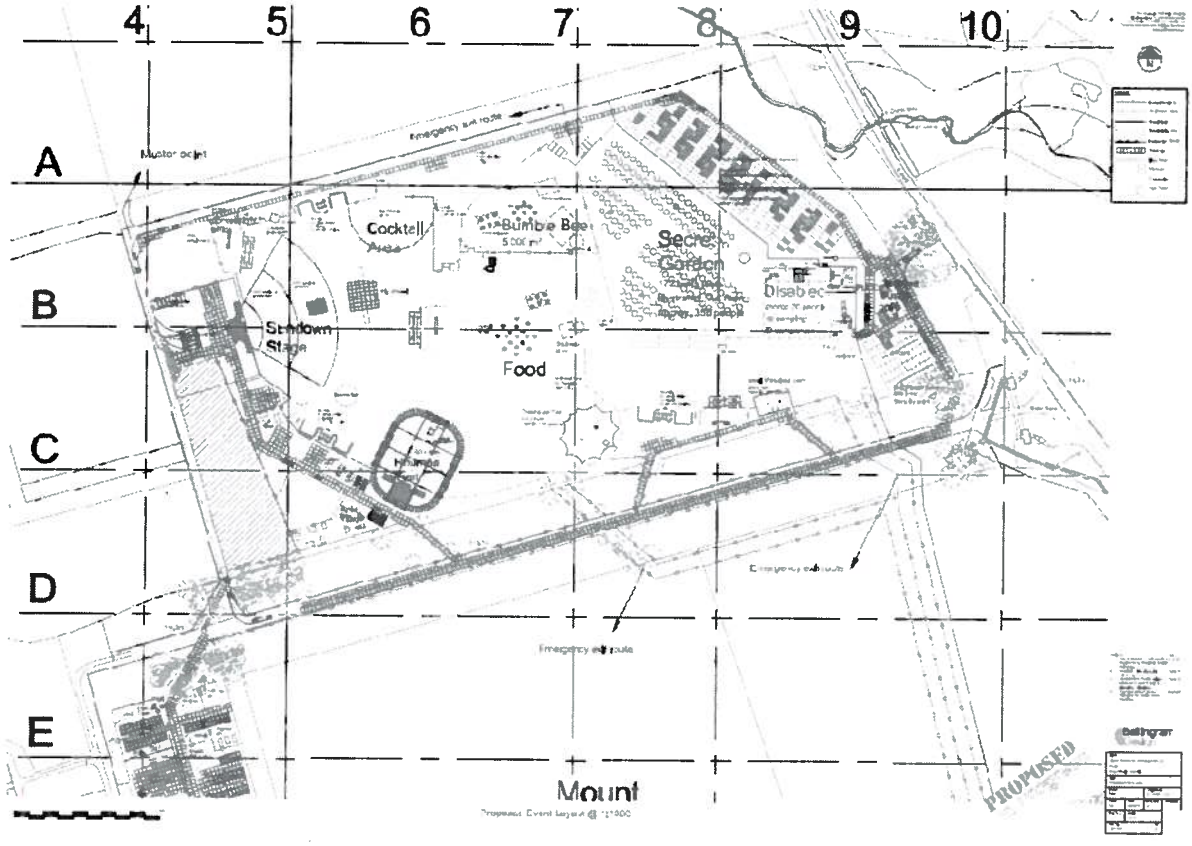
■ 1280 litre wheeled bins

● 240 litre wheeled bins

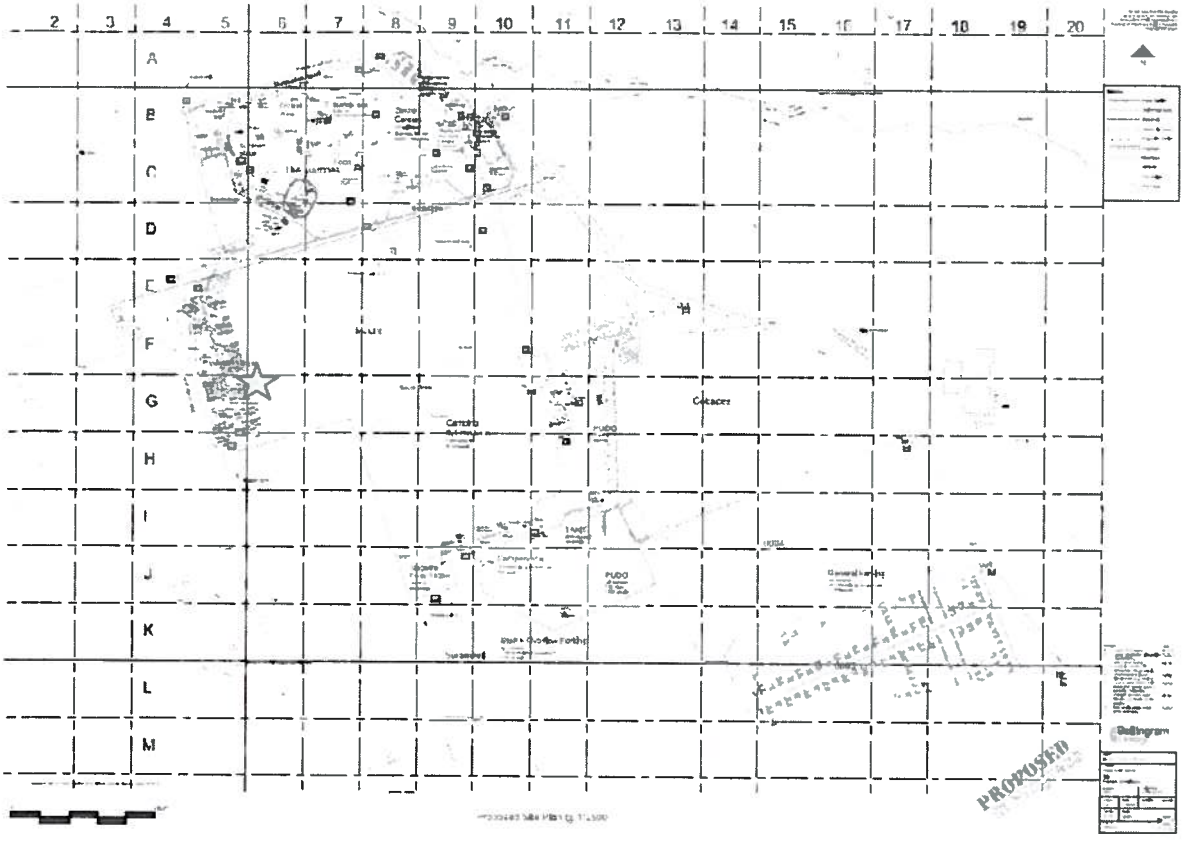
△ Recycling Point

Bin locations to be confirmed and plotted following a site meeting nearer date of event when location of all facilities finalised.

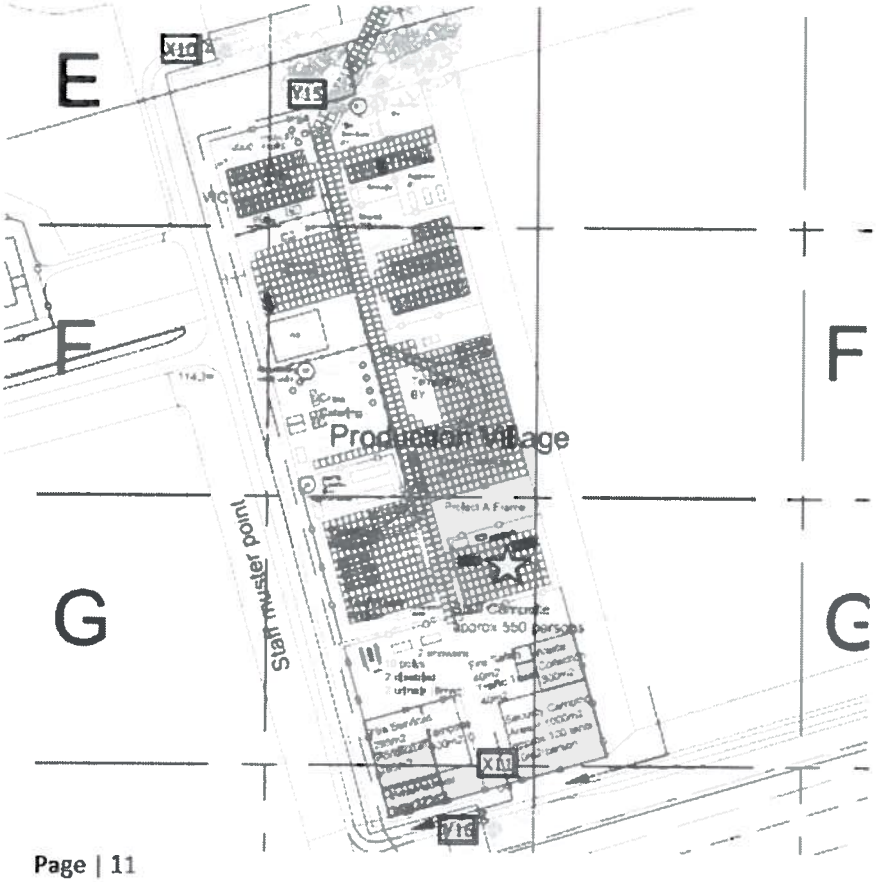
Festival arena



Site plan



Central waste collection point (boneyard)



Appendix 2 - Materials accepted in DMR containers

Paper

Yes please:	No Thanks:
✔Newspapers and magazines	✘ Food contaminated paper
✔Catalogues and brochures	✘ Pet used paper
✔Telephone Directories and Yellow Pages	✘ Metallic wrapping paper
✔Office grade paper and loose shredded paper	
✔Envelopes (with or without windows)	
✔Paper bags and wrapping paper	
✔Paper-backed books and posters	

Card (please flatten)

Yes please:	No Thanks:
✔Any type of clean card and cardboard	✘ Food contaminated card
✔Food and drinks cartons	✘ Paint covered card
✔Greetings cards	

Cans (please rinse out)

Yes please:	No thanks:
✔All food and drinks cans	✘ Buckets, oil or paint cans
✔Biscuit tins and aerosol cans (empty)	
✔Foil food trays	
✔Metal lids	

Plastics (please rinse out)

Yes please:	No thanks:
✔Plastic bottles (all types)	✘ Any plastic bags
✔Plastic bottletops	✘ Rigid plastics (buckets, pipes, toys, etc.)
✔All plastic food containers (e.g. yoghurt pots, clean food trays, ice cream or margarine tubs, fruit punnets etc.)	✘ Foam polystyrene packaging
	✘ Bubble wrap or cling film

Glass (please rinse out)

Yes please:	No thanks:
✔Bottles and jars (broken bottles and jars are acceptable)	✘ Window glass or mirrors
	✘ Pyrex, ceramics, tableware

Festival of House – Litter Pick Draft Work Schedule

Tuesday 7 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	2	Distribute bins and walk round and clean of site	0700	1500	16
Supervisor	1	Same as above.	0700	1500	8

Wednesday 8 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Distribute bins and walk round and clean of site	0900	1700	32
Supervisor	1	Same as above.	0900	1700	8

Thursday 9 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Walk round and clean of site	0900	1700	32
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0900	1700	8

Friday 10 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	8	Clear main arena then walk round and clean of camp site	0600	1400	64
Supervisor	1	Same as above.	0700	1500	8
Waste Operative	4	Monitor bins. Walk round and litter pick main arena	1400	2200	32
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	1400	2200	8
Manager	1	Also assist with litter pick	0900	1700	8
Manager	1	Also assist with litter pick	1700	2200	5

Saturday 11 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	12	Clear main arena then walk round and clean of camp site	0600	1400	96
Supervisor	1	Same as above.	0600	1400	8
Waste Operative	4	Monitor bins. Walk round and litter pick main arena	1400	2200	32
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	1400	2200	8
Manager	1	Also assist with litter pick	0900	1700	8
Manager	1	Also assist with litter pick	1700	2200	5

Sunday 12 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	12	Clear main arena. Walk round and clean of site	0700	1500	96

Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8
Manager	1	Also assist with litter pick	0900	1200	3

Monday 13 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Clear camping site	0700	1500	48
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Tuesday 15 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Walk round and clean of site	0700	1500	48
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Wednesday 16 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	6	Walk round and clean of site	0700	1500	48
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Monday 20 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	2	Clear camping site	0700	1500	16
Waste Operative	2	Two staff from above to check perimeter & water courses at times TBC during course of day			
Supervisor	1	Same as above.	0700	1500	8

Monday 27 June 2016

Role	Number	Description	Start time	Finish time	Total hours
Waste Operative	2	Final check and clean of site	0700	1500	16

FESTIVAL OF HOUSE

NOISE MANAGEMENT PLAN

Document Control

Document Title/Version	Noise Management Plan
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	
Environmental Management Plan V2.10	

Festival of House 2016

Noise Management Plan

KSG Acoustics Ltd.

Prepared for Festival of House

14 April 2016

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Festival of House 2016

Noise Impact Assessment

Introduction

KSG Acoustics has been appointed by Festival of House to carry out an assessment of the potential noise impacts associated with the inaugural event to be held on 10 and 11 June, 2016 at Panmuir Estate, Angus. This assessment considers methodology for monitoring levels of music noise on- and off-site during the event and the likelihood of compliance with the conditions of the Public Entertainment Licence (PEL). It also considers the potential effects of road traffic noise and noise from patrons on the closest identified sensitive dwellings.

Consultation with Angus Council (AC)

AC has been consulted with regard to its noise control requirements for the event.

It has confirmed that off-site music noise levels should not exceed 65dB(A) over a 15 minute period ($L_{Aeq,15min}$) throughout the event.

Extended consideration has been given to the control of low frequency noise from the event. It is our strong opinion that low frequency noise should not be controlled by condition and instead that a series of noise management controls should be applied to limit low frequency spill from the event in so far as is reasonably practicable. This is discussed in more detail later in this document and remains under discussion at the time of writing.

KSG Acoustics has agreed to liaise with AC prior to and throughout the event and to monitor on- and off-site noise levels with a view to compliance with the conditions of the Public Entertainment Licence (PEL) and other agreed noise management measures.

Event description

Festival of House will be held at Panmure Estate, nr Pitlivie Farm on Friday 10 and Saturday 11 June. The Main Arena will be operational between 1200 and 2300h both nights. Campers will be allowed access to the camping area from 1400h on Thursday 09 June and a small

area of the Main Arena will be open between 1700 and 2300h with some live music, albeit not utilising the Main Stage (Sundown Stage) or second stage (Rhumba Tent).

The arena will comprise the following areas:

- Sundown Stage: outdoor - capacity for 10,000 patrons;
- Rhumba Tent: covered tent – capacity for 4000 patrons;
- Cocktail area: Open fronted bar with local DJ;
- Bumble Bee: Covered seating area;
- Various bars / concessions.

The Sundown Stage and Rhumba Tent stage will point towards the east and north-east respectively.

The campsite will be located to the south with some luxury camping to the east (Secret Garden). While there will be no amplified music in the campsite after 2300h, other forms of campsite entertainment will be provided, the details of which are yet to be determined but may include silent cinema and 24 hour chill out area. There will be no significant sources of amplified music.

Surrounding area description

Panmure Estate and the surrounding area is characterised by predominantly agricultural and green-field use. The closest settlement is Muirdrum, approximately 2.5km to the southeast, however there are scattered dwellings around the proposed festival site, the closest of which are:

- Ashwood House to the north east;
- East Gate, The Lodge, Pitlivie Farm Cottages and Pitlivie Farm to the east;
- The Garden House to the south; and
- Den Cottage to the south west.

The Stable Block to the west is understood to be unoccupied.

The proposed festival site lies west of the B9128, which intersects with the A92 Arbroath Road to the south at Muirdrum. There are no significant introduced sources of

environmental noise and typical day and night time noise levels at locations around the festival site are likely to be relatively low.

Noise impact assessment – Music noise

Predictions of music noise levels affecting a representative selection of the closest identified properties have been undertaken. These calculations have been informed by technical information provided by the PA suppliers and sound engineers as well as the site layout provided by the organisers. Calculation of the propagation of music noise from stages has been undertaken based on our extensive experience of managing noise from similar events.

Predictions have been provided for each of the following locations:

- Ashwood House
- East Gate
- Pitlivie Farm Cottages
- The Garden House
- Den Cottage

It should be noted that the Landowner and family are resident at Pitlivie Farm and East Gate. Other residents at East Gate, The Lodge and Pitlivie Farm Cottages have indicated to the organisers that they have no objection to the event, including in terms of noise. These properties are therefore considered to be 'under the control' of the organisers. Residents at Ashwood House, The Garden House and Den Cottage have not reached such an agreement with the organisers to date.

The following assumptions have been made in considering the likely impacts of the event at the closest dwellings:

- The typical level at the front of house position at the Sunset Stage and the Rhumba Tent will be approximately 98dB $L_{Aeq,15min}$ during headline acts;
- The meteorological conditions have been assumed to be neutral.

These calculations are stringent and do not account either for soft ground absorption or the sound absorption provided by a crowd in front of the stage. They also make no correction for the temporary structures that will intervene between the source and receiver, such as

steel shield and temporary bar and concession tents, portakabins etc. All of these aspects will further reduce the levels of music noise received at the closest identified properties.

It should also be noted that meteorological conditions during the event may significantly affect the received noise levels at any particular location. Locations upwind of the festival site will benefit acoustically as a result. No correction has been made for the effects of meteorological conditions and feedback from real time monitoring during the event will therefore be important to proactively control levels off-site.

The following table presents the results of propagation calculations considered representative of cumulative $L_{Aeq,15min}$ levels at the closest dwellings during the event.

Dwelling	Predicted cumulative level ($L_{Aeq,15min}$) (dB)		
	Stage area 1	Stage area 2	Cumulative level
Ashwood House	63	59	65
East Gate	62	58	63
Pitlivie Farm Cottages	53	49	55
The Garden House	52	44	53
Den Cottage	55	41	55

The results of the calculations presented above show that the predicted cumulative music noise levels are unlikely to exceed the limit of 65dB $L_{Aeq,15min}$ proposed to be set in the PEL. Ashwood House is likely to receive the greatest levels of music noise from the event and, as such, will be a focus of real time monitoring during the event.

Measures intended to reduce the impact on the local community

The event organisers have already made strong positive steps towards reducing the impact on the local community including:

- Curtailing the event at 2300h, the cusp between day and night time hours;
- Liaising effectively with the Local Community to keep them informed of the plans;
- Ensuring that, where practicable, the audio suppliers are only using the most directional components to focus sound on the live areas and appropriate arrangements of subs to increase cancellation of bass spill, particularly behind the stages;

- Employing consultants to liaise between the Local Authority and sound engineers throughout the event to ensure that noise levels are managed and that any complaints are addressed timeously and effectively.

The following section details the controls which will be in place throughout the event to control off-site levels of music noise.

Control of music noise

A stringent noise control programme will be exercised throughout both the event and the preceding sound checks. The success of this programme relies on sound engineers, acoustic consultants and AC working closely together to ensure a satisfactory outcome.

The noise control procedures that will be adopted are as follows:

- Sound System Design

The sound systems used on the 2 stages will be set up in such a way as to minimise noise break-out from the live area. Specific measures include the use of highly directional loudspeaker components (where practicable), and appropriate selection of subs to maximise cancellation. During the sound propagation tests, checks will be carried out to ensure that the PA design is performing as expected.

Discussions with the Production Manager, Amber Creative and The Audio Group have confirmed that they are aware of the noise limits likely to be set as part of the PEL as well as concerns with respect to low frequency noise and that they will minimise noise break-out from the stages in so far as is reasonably practicable. They have also agreed to work with KSG Acoustics throughout the event to regulate off-site noise levels as necessary.

- Sound Propagation Tests

Sound propagation tests will be carried out during the sound checks (with specific time set aside to allow for this) to correlate the sound levels at each front of house area and cumulatively with those at the closest dwellings. A representative sound source will be played through the systems and simultaneous measurements taken at each front of house position and at off-site locations agreed in advance with AC. Maximum music noise levels

will then be confirmed at each front of house location in order to meet the relevant licensing condition off-site.

- Sound Monitoring and Control during the Event

An essential part of the control procedure is monitoring and controlling the sound levels throughout the event itself. Sound levels will be monitored both on- and off-site simultaneously. Where the off-site $L_{Aeq,15min}$ exceeds the PEL limit then the source will be identified and the relevant sound engineer advised to reduce or readjust the levels as required to ensure that the PEL conditions are met.

Should there be any dispute or resistance, the situation will be escalated to the Promoter to determine an appropriate course of action to rectify the situation. It is ultimately the responsibility of the Promoter as the licence holder to ensure that the conditions are met.

- Control of low frequency noise

Control of low frequency noise spill from the event is being prioritised in response to comments received from AC during consultation.

Low frequency sound is an integral component of dance music and, as such, significant levels must be maintained relative to the A-weighted level in the live areas, which will inevitably lead to audible bass beat off-site. However, all reasonably practicable steps are being taken in the PA design to ensure that unnecessary spill is limited.

The Sunset Stage system will consist of a point source flown system left and right of the stage with subs stacked along the front in an appropriate configuration. This arrangement will provide cancellation of low frequency spill behind the stage. The flown components will be tightly angled to contain music within the live area up to the front of house technical area. No delays are intended.

The Rhumba Tent system will be ground stacked left and right of the stage with small side hangs to provide additional coverage. Given that the tent dimensions are 60m by 40m, including backstage areas, the system will be tightly controlled to restrict coverage to the limited live area, with the front of house position close to the back wall of the tent.

Once *in situ* and during the propagation tests, the low frequencies from each stage can be trimmed as required where off-site locations seem to be unduly affected.

All these design aspects will combine to help contain sound in the live areas and reduce levels of intrusive low frequency noise further afield.

In their research paper *A study of low frequency sound from pop concerts* published in the Proceedings of the Institute of Acoustics Volume 15, Part 7 (1993), Griffiths, Staunton and Kamath concluded that *The 'A' weighted criterion can underestimate annoyance at greater distances from the venue (in excess of 2km) as the mid to high frequency energy is quickly attenuated with respect to low frequency and the expectation of people living some distance from the event being that the concert should be inaudible.*

Sound pressure levels in excess of 80dB in the 63Hz or the 125Hz octave bands recorded in excess of 2km from the concert, are likely to give rise to complaints of low frequency noise. Levels below 70dB are likely to be acceptable at this distance or further away.

It is therefore proposed to investigate levels of low frequency noise spill from the event at a radius of 2km and, where practicable, attempts will be made to measure the sound energy in the 63 and 125Hz octave bands. It should be noted, however that at greater distances from source, other more proximal sources of environmental noise may influence measurements (e.g. road traffic noise etc.) and, as such care should be taken in the interpretation of any such measurements.

Spectral off-site measurements will assess the efficacy of the control measures incorporated into the design. Any measured noise can be considered in relation to a target level of between 70 and 80dB as described by Griffiths, Staunton and Kamath. This information will help inform the design of future events at the Panmuir Estate venue.

- Communications

Mobile phone numbers for KSG Acoustics staff will be provided to AC and production staff in order that any concerns can be dealt with in a timely fashion. It is understood that AC Department of Environmental Health will directly address any complaints received from the local community but are requested to pass on details of the complaint to KSG Acoustics to afford the opportunity to address it appropriately. It should be noted that the appropriate

course of action may not always be to reduce levels of music noise at source. In some cases, providing information to the complainant with respect to noise monitoring and curfew times may suffice.

Potential noise sources during build and break

Minimising noise from build and break activities (ingress and egress of structural components from the site, constructing and deconstructing the stages and associated structures etc.) should be undertaken in accordance with Best Practicable Means, as described in the Control of Pollution Act 1974, in so far as is reasonably practicable.

Staff should be made aware of 'common sense' precautions they should take to minimise noise break-out from the site and reduce potential impacts at the closest dwellings. This might include:

- Refrain from shouting;
- Refrain from dropping scaffolding bars etc.;
- Use damping materials to line truck floors;
- Where possible, park trucks between operations and sensitive dwellings to act as acoustic barriers;
- Locate trucks as near as possible to operations to reduce transit time, and therefore noise levels;
- Trucks should be parked up with engines switched off, not idling.

Large laminated signs should be visible to remind staff of the importance of keeping noise levels to a minimum during build and break activities.

Traffic noise

AC has requested information with regard to traffic noise levels for ingress and egress of structural components as well as patrons before and after the event.

Traffic impacts associated with the event will be temporary and will be mitigated in so far as reasonably practicable by appropriate traffic management. The associated Traffic Management Plan (TMP) contains more information in this respect.

Structural components will be brought to the site gradually and during daytime hours only commencing in late May. The arena and associated areas will be built as components arrive over an approximately 2 week period, with stage construction planned during week commencing Monday 06 June 2016. More detail will become available as contractors are appointed in the coming weeks.

The majority of the break activities will occur in the week subsequent to the event, with structural elements being removed from the site during daytime hours only. Again, the details of the break sequence will be clarified closer to the event in consultation with individual contractors.

The campsite will be open from 1400h on Thursday 09 June with the majority of patrons expected to arrive between 1700 and 1900h. Day ticket holders are expected to arrive on Friday 10 and Saturday 11 June between 0800 to 1600h. There will be 3 main periods of egress, post-curfew on Friday 10 and Saturday 11 June and on Sunday 12 June from 0800h.

Although the final details of the traffic management plan are not yet known, approximate noise impact calculations have been undertaken on the estimated peak trip rates indicated in the TMP.

The TMP indicates maximum flows during ingress and egress of 400 vehicles per hour but it is anticipated this will not exceed 300 vehicles per hour in reality. It also provides an example of typical hourly flows associated with an event of similar size. Calculations have been undertaken in accordance with the methodology set out in the Calculation of Road Traffic Noise (CRTN) to predict likely noise levels at distances of 10, 20 and 50m from the nearside kerb during typical hourly periods. Additional calculations have been undertaken to indicate levels inside facing habitable rooms with windows partially open for ventilation.

The results of these calculations are presented below:

DAY	Time	Approximate vehicle movements per hour	EXTERNAL $L_{Aeq,1h}$ (dB)			INTERNAL (windows partially open) $L_{Aeq,1h}$ (dB)		
			10m	20m	50m	10m	20m	50m
Thursday	1400 to 1700h	100	55	53	49	40	38	34
	1700 to 1900h	400	61	59	55	46	44	40
	1900 to 2200h	100	55	53	49	40	38	34
Friday	0800 to 1600h	100	55	53	49	40	38	34

	1600 to 2000h	300	60	58	54	45	43	39
	2000 to 0000h	50	52	50	46	37	35	31
Saturday	0800 to 1600h	75	54	52	48	39	37	33

It should be noted that the ingress and egress route to the site takes patrons from the A92 through the settlement of Muirdrum. The closest dwellings in Muirdrum lie within approximately 160m of the A92 Arbroath Road and, as such, will already receive significant levels of road traffic noise from this source. The closest fixed Transport Scotland traffic counters on the A92 have been consulted to provide indicative daily road traffic flows along the A92 near the junction in Muirdrum. Applying the CRTN methodology and converting the resultant $L_{A10,18h}$ to representative day and night time levels indicates that road traffic noise levels typical to the closest dwellings to the Muirdrum junction are 60dB $L_{Aeq,16h}$ and 52dB $L_{Aeq,8h}$ respectively.

Although it is acknowledged that the festival traffic will differ from routine road traffic noise generated by typical traffic movements along the A92 in terms of speed and relative location, these high level calculations emphasise the context of the temporary impact in the sense that road traffic noise is already a dominant feature of the acoustic environment at this location.

It is inevitable that the closest dwellings to the Muirdrum junction will receive increased levels of road traffic noise during the peak ingress and egress periods associated with the festival, however these will be temporary impacts.

There are no practicable mitigation measures to ameliorate temporary changes in road traffic noise associated with an event such as this. Effective traffic management, as described in the TMP, will ensure that the duration of these temporary impacts is minimised in so far as is reasonably practicable.

Patron noise

AC has requested consideration of the effects of patron noise on the local community. Typically, prediction is not undertaken of this type of noise, nor are there any appropriate standards against which to assess the potential for adverse impact.

The TMP sets out the ingress and egress routes to and from the festival as well as the measures that will be in place to ensure that these periods are appropriately managed. This, together with the Festival of House security provision, will minimise the likelihood of patrons being in close proximity to local sensitive receptors.

During the event, music noise will be dominant and therefore the inevitable contribution from crowd noise will be cumulatively minimal, although cheering and applause etc may be audible at certain times and locations.

Post curfew, the security provision will also minimise the potential for any contact between patrons and the closest sensitive receptors and therefore the potential for adverse noise effects.

The campsites are located internally and there will be a 3m high continuous steel shield barrier around the majority of the event boundary. The closest dwellings to the campsite are Den Cottage and The Garden House – these properties are at a separation distance of at least 360m from the closest camping.

This significant separation distance, together with the intervening steel shield barrier and significant security provision will effectively minimise the effects of patron noise from the campsite affecting these properties. It is therefore considered that no addition mitigation measures are appropriate or necessary.

Conclusions

KSG Acoustics has carried out an assessment of the potential noise impacts associated with Festival of House to be held on Friday 10 and Saturday 11 June 2016 at Panmure Estate, Angus.

Cumulative music noise levels during the event are predicted to meet the expected PEL condition level of 65dB $L_{Aeq,15min}$, providing that sound levels at each of the stage areas are appropriately managed.

Focussed real time monitoring throughout the event will ensure that this is maintained.

The organisers are aware of particular concerns surrounding unnecessary spill of low frequency sound from the site and are committed to controlling this aspect, in so far as is

reasonably practicable within the parameters of the genre of the event. Noise levels will be controlled where possible through design and targeted measurements and observations will be made throughout the event to assess off-site levels with adjustments to the system outputs applied as required.

Meteorological conditions may affect sound propagation throughout the event. Simultaneous on- and off-site monitoring will help to adjust for this in so far as is reasonably practicable, however it is acknowledged that off-site levels may fluctuate.

A programme of noise control measures managed by KSG Acoustics has been proposed with a view to maintaining noise generated during the sound checks, event and load out within acceptable parameters.

FESTIVAL OF HOUSE

WATER SAFETY PLAN

~~APPENDIX~~

CONTENT EVENT MANAGEMENT PLAN NO 18.

+. ~~Appendix~~ 6.1 SITE PLAN.
APPENDIX. 21. ATTACHED.

Document Control

Document Title/Version	Water Safety Plan / V3.0
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Environmental Plan V2.10	Project Plan V1.1

Event Plumbing and Water Services

18 South Biggar Road,

Airdrie, ML6 9LZ

Water Safety Plan

Festival of House 2016

Event Plumbing & Water Services Ltd 2016

Event Water Safety Plan

1. Introduction & regulations

Distribution of water used for drinking, washing and for food production premises at a temporary event is considered to be a private distribution network and is regulated under the Private Water Supplies Regulations 2009. This includes the public mains water through a direct connection to the mains which supplies water to an Event Site.

This Water Safety Plan recognises a commitment to water quality and the associated standards (BS8551: British Standard for Temporary Water Supply), and outlines how water will be managed to ensure a safe, sufficient supply is maintained throughout the event, and effective safe reaction to any problems that may arise.

Temporary Event Water supplies will be installed following the guidance of BS8551, to ensure a wholesome supply of water is delivered demonstrating "due diligence" in complying with water regulations.

2. Description of water system

The water system at the event site is a private distributed system connected to the mains with meter and WRAS approved non-return valve and break tank in line with Scottish Water By laws. The size of the connection is 25mm and the pressure at connection is consistently IRO 3 bar.

The connection is picked up from the main supply in on the fence line in the Hire Services Boneyard and should be marked on the map as BT surrounded by a blue circle signifying a Break tank (as required by Scottish Water Bylaws)

The temporary water infrastructure comprises a number of 25mm additions which feed additional taps, shower units and standpipes

Water storage around 125,000 litres will be employed to ensure continuous supply to all areas of the event.

There will be a further 20,000 Litre water tank complete with high speed 2 inch pump located (separately) in water storage area adjacent to site catering for the use of Scottish Fire and Rescue only should the need arise. We have made contact with SFR to ensure compatibility of fittings etc. and have arranged a 'test fit' of equipment planned 1 week prior to show.

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3. Water infrastructure map

As per the customers plan, this is a live map and is regularly updated
The site map shows:

Permanent infrastructure – thick Blue line = 52mm

- Break Tank at point of connection to main - BT surrounded by a blue circle
- Isolation valves – 'V'
- Temporary pipe installed for the event (overground) – dotted blue lines
- Taps, Drinking water points & basins – FOH or BOH or Campsite Sink all with a W inside a Blue circle
- Additional temporary infrastructure – storage = 'WS' + 125,000(litres)

4. Infrastructure disinfection

The main supply to the site is provided to relevant standards by Scottish Water. Any permanent water system infrastructure within the site is managed on an annual basis by the landowner.

During sustained periods of non-use, the system should be decommissioned from the mains. At the beginning of the events season, the system shall be fully flushed with chlorine, and all extremities tested to potable standards. This process is repeated prior to each significant event on the site.

The temporary addition of water pipes for the event is managed to BS8551 standards, with each additional tributary and connection added disinfected before being made available for use.

All storage tanks or bladders shall be delivered cleaned and dry to the site

As a result of the likely volume of use, there is generally no opportunity for water to remain in shower heads or pipework for sufficient time, and at appropriate temperature (20-45C) for Legionella to proliferate. Thermostats shall be set to provide a water temperature above 45C

Feed to the system is from the mains supply into temporary holding tanks.

Once the temporary system is completed it is fully inspected, sterilised with a super-chlorinated solution and flushed. From then on a carefully monitored dosage of chlorine is added to the system to meet required standards. Water

Event Plumbing & Water Services Ltd 2016

quality sampling is carried out and assessed by an independent laboratory. Particular attention is paid to chlorine levels, coliform bacteria, E.coli, Enterococcus and cryptosporidium.

No connection is permitted to the system other than by the company (to ensure system integrity and prevent backwash from poorly made junctions). Warnings to this effect are circulated to event management, all traders and other users prior to the event.

General Disinfection procedure

- Warning notices are to be displayed at every outlet on the system and on all relevant control valves.
- Ensure that all site staff are aware of the procedure is to start

Mains Supply

- The entire mains and drinking water system is to be sterilised by injection. Whilst Sterilant is being injected all service outlets are to be checked until a level of 50ppm is reached. This operation is to be carried out without risk of contamination to the authority mains or where applicable to the existing system if new installation is involved.
- The entire system shall be left fully charged for a period of 1 hour with a reserve of not less than 50ppm. All cistern lids, tank covers etc. must be in position throughout this time. A test of the reserve should be carried out at the end of the time period to ensure 20ppm minimum. If reserve is less than 20ppm the procedure should be repeated. The entire system should be flushed to remove all chlorine.

Downstream Services

- All calorifiers and hot and cold down service outlets are to be run until a chlorine reserve of 50ppm is achieved and maintained.
- The entire system once established at 50ppm is to be left for 1 hour during which time the level of chlorine should be checked to ensure 20ppm minimum.
- Upon successful completion the entire system is to be flushed with fresh water until the chlorine reserve at all outlets is equal to that of the incoming water.
- All warning notices are then to be removed

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5. Sampling and monitoring

Sampling will be undertaken prior to the event and submitted to a lab for testing. We will carry out a test at the end of each line. The test will carry out a total viable count at 22 and 37 degrees Celsius and test for coliforms and E.coli. Results will be emailed from a UKAS lab and are normally returned in 72 hours. It is anticipated that the EHO will feedback any concerns directly to event management.

6. Proof of preparation and Proof of competency

Recent test results for the permanent infrastructure at the site shall be presented by the landowner on arrival to site for the build period of the festival. Event Plumbing and Water Services will carry out a water test well before the installation commences to prove the supply wholesome.

Once the majority of the temporary infrastructure is in place, Event Plumbing & Water Services will chlorinate and test the whole system, and provide preliminary test results prior to opening the event to the public. During this process, which takes place 72 hours before opening (to allow 48 hours for test results), the system is closed to users, and all access points are clearly labelled as not safe. All those present onsite are briefed to this effect, and signage is erected on all taps.

All plumbers for the Festival of House Event temporary Infrastructure are qualified to an engineering diploma level, as well as being recoded on the Engineering and Utility Skills Register as having attained the Distributed Operations Maintenance Strategy (DOMS) modules 01-12 and Glyn deStains has a separate water sampling certificate also. Both also have National Water Hygiene Certs.

The company are aware of the risks posed by Legionella bacterium and shall adopt the guidance set out in HSE publication L8 where applicable.

The limited duration of the installation and regularity of use means that there is little chance of microbial growth. The plastic construction of most units means they can be reliably disinfected prior to use. The incubation period of Legionella is typically 2-3 days, so any outbreak is possible to result in presentations at

Event Plumbing & Water Services Ltd 2016

onsite medical facilities. Clinical managers maintain records of all patient contacts and seek to identify any pattern of illness. Should Legionella be suspected this can be reported to public health authorities and investigated immediately.

7. Contingency plans

The company will be able to identify and respond to any water-related concerns or issues rapidly and effectively:

- A water technician available on site throughout the event to respond to issues if they arise,
- A stock of spare pipe, fittings and taps will be kept available throughout the event.
- There shall be an effective management structure in place via the JOCC to feed back issues immediately by two way radio to event management and develop an appropriate response, whether it be closure of elements of the system to public use, leaks which need to be fixed, and so on.

Possible scenarios:

(a) Water test results indicate water is unsafe:

(b) Water pressure insufficient in some areas of the site (e.g. caused by too much demand on the system in certain areas)

(c) Water supply/pressure not adequate compromising access to water across the site

8. Water Risk Assessment

Hazard	L	S	Risk	Controls	Residual Risk
Water borne disease e.g. Gastroenteritis,	h	m	h	Proper installation with correct fittings. System flushed and decontaminated.	Low

Event Plumbing & Water Services Ltd 2016

cholera, cryptosporidiosis				System tested and monitored throughout	
Legionella	m	h	h	Equipment delivered clean and dry. Water volume too high to support time for bacteria to breed. Shower heads cleaned before use. Boiler temperatures set to levels likely to kill bacteria	Low
Pressure drop in areas of the event	m	l	m	Advance calculation of likely capacity and demand of system. Pumps and storage used to maintain constant head	Low
Contamination of supply during build period	m	h	h	Supply from local mains with WRAS approve non return valve. Standardised/Correct fittings and tools used for making connections	Low
Mains pressure	m	m	m	Use of stored water onsite. Local main of sufficient size and managed by appropriate authority. Tanker supply contingency is possible	Low
Pipes broken during build / mass leak	m	m	m	All pipes located away from general traffic or routes where damage is likely. Pipes trenched or buried as necessary	Low
Contamination due to concessions connecting to supply	m	H	h	Concessions monitored to ensure they do not attempt to connect unauthorised pipes or equipment. Separate drinking supply to washing supply through design where possible	Low

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Appendix 21, Water Safety Plan

Event Plumbing & Water Services

18 South Biggar Road,

Airdrie

ML6 9LZ

Health and Safety Policy

And

Risk Assessment for 'The Festival of House 2016'

Introduction

Event Plumbing & Water Services ltd primarily provide water distribution and plumbing services for the event and entertainment industry.

Installations are designed to meet the specific needs of the client and will normally require connection to a mains or tanker supply and onward distribution to intermediate storage, standpipes, taps, showers and toilet units for use at temporary locations.

General Statement of Policy

The company will take all reasonable and practicable steps to positively control and ensure that our work practices and procedures are safe and without risk to either health or safety. They will also ensure that for each project or task, a full account of all health, safety and welfare implications, affecting staff, the general public and, any other persons are controlled and effective.

To that end the Company will:

- Comply with all duties placed on us by any relevant legislation, codes of practice or industry standards.
- Employ at all levels, a competent and trained workforce through appropriate recruitment, selection, performance assessment, training and, when necessary, re-training.
- Systematically identify hazards at the workplace and implement controls to minimise the risk to employees and any others affected by us.
- Provide an effective system of communication to encourage participation of high standards of health and safety management.
- Maintain high standards, procedures and work instructions, which are sufficient to avoid injury to staff and others. Provide properly engineered facilities, plant and equipment and maintain them in a safe condition.
- Ensure through a systematic approach, the integrity of all projects from conception to post commissioning.
- Only utilise operatives or sub-contractors who demonstrate a level of commitment to and comply with health, safety and welfare standards commensurate with the standards maintained by the Company.
- Through investigation, follow up and analysis of incident reports, will strive to eliminate incidents with the potential to result in injury to employees and others, damage to plant and equipment, and harm to the environment.
- Have in place systems to monitor the performance standards of the Company health and safety management system and provide for on-going improvements.

GENERAL ARRANGEMENTS

Working at Client Premises

All work is conducted at client premises by prior arrangement only. Client to ensure emergency procedures are communicated as appropriate. Clients shall provide such welfare facilities as are appropriate. Staff have personal mobile phone as a means of communication in case of emergency.

Driving at Work, Vehicles and Working Hours

The company recognises the Working Time Regulations 1998, and will do everything so far as is reasonably practicable to eliminate workplace stress and hazards associated with long work hours.

Project/Site Supervisors must ensure that work schedules and rotas allow for sufficient breaks and rest periods. Driving time to and from venues must be considered as work time. Staff may choose to work in excess of the average 48-hour week, but such an agreement must be made in advance and in writing.

Staff should not undertake duties if they feel their safety is compromised by fatigue or work-hours stress, and Project/Site Supervisors must remain mindful of the health and safety implications of workers judgement being compromised by excessive hours. Staff are advised not to drive when fatigued and should take regular breaks wherever possible on long journeys.

All loads on vehicles should be checked to ensure they are stable and secure before setting out.

It is recognised that many accidents on event sites occur in the vicinity of vehicles and plant. Staff are reminded that care should be taken and remain aware of vehicles that are moving in areas where they may be working. Hi-viz clothing will help to ensure that staff remain visible in areas of vehicle movements especially at night or where lighting levels are reduced.

Driving hours regulations for the operation of certain goods vehicles fitted with a tachograph must be followed and records maintained as appropriate.

Legislation is in place banning the use of mobile phones and similar equipment whilst driving. Staff should ensure that they do not use such equipment without appropriate hands-free devices. The company accepts no responsibility for any fines or legal action brought against individual staff.

Staff using personal vehicles for work purposes should ensure that they are insured for business purposes and are properly maintained including MOT certificate and road tax. The company will not be held liable for any legal action brought against individuals using their private vehicles

Electrical Safety

All electrical systems and appliances used by Event Plumbing & Water Services Ltd should comply with the provisions of the *Electricity at Work Regulations 1989*, and temporary supplies should be designed and installed in accordance with BS 7671:2008, IEE 17th Edition and BS 7909 and BS7430. In all cases it will be the responsibility of the client at event sites to provide a supply that meets these standards.

Equipment shall conform to BS EN 60439:1994 and BS 4363:1991, and shall be constructed to withstand damage from normal use, handling and transportation

Inspection and Maintenance

Event Plumbing & Water Services Ltd will carry out inspection and maintenance of all its electrical equipment (including office equipment) according to the requirements of the *Electricity at Work Regulations 1989* and pursuant to *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment.*

- Event Plumbing & Water Services Ltd staff will conduct a visual inspection of equipment prior to use on site including checking for loose connections, split or broken insulation and for signs of scorching or arcing. Any items showing such signs will be marked and returned to the warehouse for maintenance or repair.
- In addition to visual inspections, distribution equipment will also be tested for continuity & insulation
- Prior to use on site, or at least every twelve months every piece of equipment is inspected as above.
- All equipment is marked with a test and inspection sticker
- Any items failing such tests will be either discarded or marked clearly as faulty and returned to the warehouse for maintenance.

Cabling and Distribution

- All cables, plugs and socket connectors will be arranged to avoid any severe bends or trapping.
- All cables will be arranged so that they do not form trip hazards
- Where cables cross vehicle, pedestrian or other (eg livestock) traffic routes they must be protected so that they will not be damaged by or cause a hazard to those using the route.
- All circuits should be protected in accordance with BS 7671: 2008 IEE 17th Edition and BS7909: 2008
- All circuits should be protected against surges, overcurrent and earth faults.

Earthing

- Where appropriate metal structures such as grandstands, stages or seating rakes shall be bonded back to a common earth point. Earth bonding connections shall be clearly identified and marked "Do Not Remove". Arrangements for earthing structures should be put in place by the client and the Project/Site Supervisor will liaise with the electrical contractor to ensure that this is undertaken.

Fire

Fire safety can be broadly divided into two areas: the company premises, and event sites. The principal distinction between the two is that Event Plumbing & Water Services Ltd has control over the layout and operations conducted at the company premises and therefore is the principal duty-holder under the Reform Order. At event sites, the event organiser or Licensee shall assume overall responsibility for conducting fire risk assessment for the site.

Notwithstanding this, Event Plumbing & Water Services Ltd shall enact a policy to minimize fire risks arising from its operation, and seek to co-operate with event organisers on matters such as fuel storage, alarm and evacuation procedures etc.

Company Premises
The Event Plumbing & Water Services Ltd premises is located at 26 Linkwood Road, Airdrie.

So far as is practicable volatile fuels and highly flammable materials shall be avoided at premises. The use and storage of flammable materials such as paints and solvents will be minimised, and wherever practicable non-flammable preparations will be used. Such materials will be stored in a metal cabinet and marked "Warning: Highly Flammable. No Smoking"

Smoking will not be permitted in any part of the building or in proximity to any flammable materials or substances. No oxidising agents, pyrotechnics or similar materials will be used or stored on site.

Suitable fire extinguishers are provided and serviced annually by an external contractor.

At Events
On arrival at a venue it shall be the responsibility of the Project/Site Supervisor to ensure That Event Plumbing & Water Services Ltd staff and contractors are familiarised with fire procedures, evacuation routes, muster points and the location of Fire Points.

Event Plumbing & Water Services Ltd equipment must not be stacked or stored so as to obstruct exit doors, stairs or passageways, or vehicles parked in a manner to obstruct emergency vehicle access.

Any installation designed Event Plumbing & Water Services by Ltd shall be designed so that it does not present a fire risk or compromise the safety of the space into which it is installed.

The Event Organiser/Producer will normally provide suitable extinguishers at appropriate points.

First Aid

Event Plumbing & Water Services Ltd recognises its duty under the *Health and Safety (First Aid) Regulations 1981* to carry out an assessment of the requirements of employees whilst at work, and to ensure appropriate facilities are available to provide first aid in the workplace. When carrying out operations away from established premises (remote working), the same requirements apply.

The Project/Site Supervisor will ensure that Event Plumbing & Water Services Ltd workers are familiarised with any existing First Aid facility on site.

If the event or activity carries with it a particular risk to health, then a specific First Aid Risk Assessment should be conducted and recorded.

Freelance Workers

Event Plumbing & Water Services Ltd regularly engages freelance workers on a short-term or project basis. It is important that freelance workers fully understand their own obligations and those of Event Plumbing & Water Services Ltd.

All freelance workers will be required to conduct work in accordance with the health and safety policy and agreed safe working practices of Event Plumbing & Water Services Ltd and will sign an acknowlegement form as evidence of this agreement.

Freelance workers will be required to produce evidence of their own competence, training and insurance (where required) prior to being offered any contract. The company will maintain files at

head office holding copies of any training certificates and details of individual public/employers liability insurance policies

Notwithstanding the above, it is recognised that Event Plumbing & Water Services Ltd owes a duty of care to self-employed persons as well as to employees, and that freelance staff may be treated in the same manner as employees for health and safety purposes.

Hazardous Substances

It is the policy of Event Plumbing & Water Services Ltd to meet the requirements of the *Control Of Substances Hazardous to Health Regulations 2002,* (COSHH) and the *Chemicals (Hazard Information & Packaging for Supply) 2002* (CHIP 3). Substances commonly used by Event Plumbing & Water Services Ltd are:

- Cleaning materials
- Caustic substances used for disinfection

Where any freelancers or sub-contractors come into contact with any of the above they will be trained as to the potential hazards the substance presents and the appropriate precautions that should be taken. Where applicable the following data will be obtained:

- Manufacturers Safety Data Sheets
- Manufacturers/Suppliers' instructions for correct use

The Directors will regulate the use of all caustic substances requiring special care. They will ensure that staff are properly trained in their use and that appropriate PPE is available.

Details, in the form of material safety data sheets, are held in the offices for all the common substances used by the company and relevant information on any associated health risks or precautions communicated to personnel.

Manual Handling Operations

The nature of projects undertaken by Event Plumbing & Water Services Ltd means that manual handling operations cannot always be avoided and therefore are subject to the *Manual Handling Operations Regulations 1992.*

The regulations require the elimination of manual handling, wherever reasonably practicable, either through managerial arrangement to reduce the need for moving materials, or the use of mechanical aids. Project/Site Supervisors should make an assessment of the risks to workers of manual handling operations and should identify suitable measures to reduce the possibility of injury.

Manual handling of workplace equipment and material should only be undertaken by competent members of staff, who are familiar with the safe manoeuvre of equipment. Where deemed necessary by risk assessment, all such staff shall be instructed in appropriate manual handling techniques (from *Manual Handling ISBN 0 7176 0411X)*, including dynamic lifting, and will have the ability to recognise the hazards posed by such handling operations.

No employee shall undertake any manual handling operation unless fit, competent and confident to do so.

During all handling operations where there is a risk of injury, staff shall be issued with and wear appropriate PPE.

Noise

Noise is generally defined as "unwanted sound". Hazards associated with noise include:

- Environmentally it can cause a nuisance
- It can cause distraction and loss of concentration
- It can mask audible warning signals
- Exposure to high levels of noise can result in hearing damage including temporary or permanent loss of hearing and tinnitus

The company recognises the high levels of noise associated with many operational event sites including large sporting events, music concerts, festivals and film and television sets. It is the responsibility of all employees and sub-contractors to be aware of the risks associated with exposure to high levels of noise and to take appropriate steps to minimise their exposure. Possible steps would include:

- Moving to an area where there are reduced noise levels
- Limiting the time during which they are exposed to high noise levels
- Wearing appropriate ear plugs or ear defenders

Many work sites will give rise to noise levels in excess of the upper exposure limit action value of 85db. In such circumstances where it is not possible to avoid the exposure to such levels, staff will be provided, and required to use, appropriate hearing protection.

Personal Protective Equipment

Event Plumbing & Water Services Ltd recognises that PPE is not a substitute for preventative safety measures and It is the policy of the company to comply with the *Personal Protective Equipment Regulations 1992.* PPE provided by will be properly assessed before it is used and will display the relevant EN, British Standard, or CE mark of conformity. Workers will be trained in its appropriate use, maintenance and storage.

Employees have a duty to properly use any PPE issued for the duration of the time they are at risk. They must personally ensure it is correctly fitted, stored and cleaned, and must report any defects or maintenance required.

The Event Manager or client on site may require or provide additional PPE. Where this is the case, workers will adhere to any mandatory PPE areas or other safe working practices on site.

It is the responsibility of the Project/Site Supervisor to ensure that no employee carries out hazardous tasks or operations without the appropriate PPE. In particular they will ensure the following:

Safety Gloves

Basic riggers gloves, conforming to EN420, should be issued to all personnel carrying out manual handling or other operations where there is a minimal risk of hand injury or disease through dirty or unsanitary conditions. Rubber gloves or similar disposable gloves will be used when handling sanitised or decontaminated components or where sterile working is important

Safety Footwear

Will be worn by all employees carrying out manual handling tasks on site or in vehicles, and should conform to BS EN345.

Plant, Vehicles and Work Equipment

It is the policy of the company to comply with the regulations set out in the *Provision and Use of Work Equipment Regulations 1998*, notably the requirement that all plant and machinery will be safe and well maintained.

The Directors will ensure that all workshop equipment is safe and serviceable for use. Particular attention should be paid to the correct operation of guards, interlocks and safety devices.

Suitable information, instruction, training and supervision will be offered to all workers required to operate work equipment. Suitable PPE – such as eye protection will be available to any workers using this equipment.

If mechanical plant is made available at a venue e.g. a mechanised pallet truck, workplace staff should only use such equipment if its serviceability is guaranteed and if they are competent in its operation – or if sufficient information, instruction and supervision is given.

Vehicles

Event Plumbing & Water Services Ltd own and operate a small number vehicles, trailers and plant. All vehicles are fully maintained, insured, have MOT certificates (where applicable) and are only driven by licensed operators. Any self-employed or contracted staff utilising their own vehicles, must carry vehicle insurance, appropriate for Business use.

- Drivers are responsible for undertaking daily safety checks on their vehicles.
- Drivers delivering to sites should report to the site office and follow designated access routes.
- Reversing of trucks or vans should only be carried out with the aid of a banksman.
- Particular care must be taken when operating vehicles during public opening hours
- Vehicles should only be parked in designated areas and under no circumstances should be left obstructing emergency exits from buildings or structures, or impinging on emergency access routes.

Plant

Fork-lift trucks and other site plant equipment are commonly used on site. Where this is the case, Event Plumbing & Water Services Ltd workers will only use plant that they are qualified and competent to operate.

Reporting Incidents

An Accident/Incident Book will be available at every workplace. All accidents must be recorded in the book, no matter how trivial and reported to the Project/Site Supervisor. Any near misses or incidents that could have resulted in a serious accident should be investigated and recorded.

Directors will regularly review the contents of Accident/Incident logs with a view to identifying and eliminating hazardous occurrences.

Any accidents or incidents falling under the scope of *The Reporting of Injuries, Dangerous Diseases and Occurrences Regulations 1995* must be reported immediately to the appropriate enforcing authority. RIDDOR report forms are available online via

Smoking, Alcohol and Drugs

Smoking is not permitted in enclosed public spaces and many workplaces. Staff are required to be mindful of areas where smoking is not permitted. The company premises have been designated as smoke free and staff are required to smoke in approved external areas. On event sites the event managers should identify areas where smoking is not permitted and staff are required to comply with any such restrictions

Event Plumbing andWater Services Ltd has a zero tolerance to the use of alcohol, controlled drugs or illegal substances whilst at work as they may adversely affect performance and behaviour in a manner detrimental to safety. Anyone found to be suffering from over-indulgence where it is likely to affect their abilities to carry out their work safely and effectively may be subject to disciplinary action.

In is also noted that some prescription drugs and medications may also affect a person's ability to carry out their work effectively and care should be taken to consider this especially when involving complex machinery, plant or hazardous tools. Employees who need to use medication that may affect them in such a way should consult with the company directors in order that appropriate assistance or provision can be made

Training and Competence

It is the policy of the company, to ensure that all staff and freelance personnel are properly trained and competent for the tasks they are required to undertake and are familiar with the risks that may be encountered in the workplace.

Directors shall be responsible for identifying the training needs of staff and others, and shall ensure that either in-house training or externally sourced training courses are provided as required.

Staff are constantly assessed and monitored in the workplace by a senior member of staff until they are deemed competent to carry out a given task alone. Under no circumstances will staff be permitted to carry out potentially dangerous work (such as plant operation) unless competence and understanding has be established.

Waste Management

Event Plumbing and Water Services Ltd are committed to sustainable practises for disposal of all waste products and materials. The company will operate in compliance with all relevant environmental legislation and strive to use pollution prevention and environmental best practices in all activities. General waste recycling is undertaken as far as possible both at company premises and on event sites where such facilities exist.

It is further intended that the company will;

- Promote environmental awareness among employees and encourage them to work in an environmentally responsible manner
- Train, educate and inform employees about environmental issues that may affect their work
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and suitable
- Promote efficient use of materials and resources throughout company premises including water, electricity, raw materials and other resources, particularly those that are nonrenewable
- Share equipment and personnel transportation with other site contractors where logistics permit
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- Purchase and use environmentally responsible products accordingly
- Strive to continually improve environmental performance and reduce the social impact and damage of activities by periodically reviewing this environmental policy in light of current and planned future activities

Work Environment

Any site where Event Plumbing andWater Services Ltd staff or contractors are operating constitutes a place of work and must meet the requirements of the *Workplace (Health, Safety & Welfare) Regulations 1992*.

Sanitary and welfare provision
There are basic washing and sanitary facilities available at the company premises. On site the client or venue will ensure that sanitary and welfare facilities are provided.

General rules for maintaining a safe working environment:

- The workplace must be laid out and equipment installed in such a way as to avoid obstruction to any exits, gangways, stairways, lifts or escalators.
- The workplace should not present unnecessary slip, trip or fall hazards to workers, visitors or to any other users of the premises
- The workplace must be kept clean and free from litter & waste or spillage
- Adequate lighting must be provided for safe movement of public and workers
- Unauthorised persons shall not have access to any hazardous part of the workplace, such as electrical supply equipment, stage areas and so on
- Any cases, boxes or packing materials are stored safely and away from public areas

Work at Height

The company recognises the dangers posed to workers from working at height. It is not the policy of the company to allow workers or sub-contractors to operate where there is a risk of falling without specific Risk Assessment. Wherever possible work will be planned so operations are carried out at ground level and the need for operations at height minimised or eliminated.

Employees should remain vigilant of the hazard posed by stage or structure edges, platforms, ramps and other unprotected edges when working on or near such structures.

Hierarchy of Access

Access must be gained by use of the following methods in turn:

1. Fixed gantries & access ways
2. Temporary access platforms such as scaffolds
3. Mobile Elevating Work Platforms (MEWP)
4. Ladders, steps & trestles
5. Climbing with fall-restraint or arrest

Staff should check that any access equipment supplied has been checked for defects and is safe to use.

No member of staff will use any MEWP unless qualified and competent to do so and wearing the appropriate Personal Protective Equipment.

The company will not undertake any large scale climbing/rigging activities. Where climbing operations cannot be avoided this will be sub-contracted to a competent third party.

Work at height must NEVER be carried out alone or without express permission.

The erection of temporary 'goal post' type structures to allow water pipe to pass over hard roads at height will be carried out by the clients crew as required .

What are the hazards?	Who might be harmed and how?	Initial Risk Rating	What are you already doing?	Do you need to do anything else to control this risk?	Residual Risk Rating
Unfamiliarity with location and/or job	Staff potentially injured from site hazards such as vehicles or exposure to health hazards such as uncontrolled domestic pets	Med	Many locations are repeat visits where exiting hazards are known. Information gathered during preliminary phone calls will inform on some specific hazards and requirements for the location/job	Larger sites provide site inductions to identify specific site hazards Ensure briefing with client to fully gauge scale of work and identify existing hazards from the environment	Low
Manual Handling	Staff may become injured from handling heavy/bulky objects or sharp components	High	Staff experienced in safe handling techniques Trolleys, sack trucks and similar handling aids used where possible/necessary Arrangements made for deliveries as close as possible to point of use Most components are provided in smaller packages requiring further assembly in situ Cut ends of pipework to be filed or rasped before fitting		Low
Use of chemicals and hazardous substances	Staff may suffer adverse health effects from exposure to some chemicals and substances	High	Most substances provided with detailed precautions for use (MSDS/COSHH) and appropriate safe procedures followed Due caution to be taken at client premises to ensure that any asbestos containing materials are not disturbed. Operatives trained in asbestos awareness Appropriate PPE to be used where required Dust extraction on power tools to be considered	Confirm with client if asbestos present and precise locations Gloves and appropriate respiratory protection to be used when working with lead piping Ensure work areas well ventilated if using substances producing fumes	Low

What are the hazards?	Who might be harmed and how?	Initial Risk Rating	What are you already doing?	Do you need to do anything else to control this risk?	Residual Risk Rating
Working near vehicles	Staff may be hit by site transport, plant or other live traffic	Med	Use of personal vehicle to work areas as far as possible Wear HiViz when working adjacent to live traffic General awareness of site conditions	Client to provide site specific information on specific hazards	Low
Use of electrical supply	Staff may suffer shock or burns from contact with live conductors	High	Tools and equipment maintained and safe for normal use Visual inspection of any sockets, equipment or supplies to check for damage or other unsafe conditions Circuits isolated before use at main fuse box/consumer unit Many tools are battery powered presenting limited electrical risk Confirm power supply is safe for normal use prior to plugging in work equipment Use RCD where main circuit protection is unknown or not readily accessible Where connection of equipment for commissioning is required client to provide access to main switch and confirm circuits dead prior to connection of conductors Staff trained in minor electrical and electronics works	Circuits to be tested and confirmed as dead using personal meter	Low

What are the hazards?	Who might be harmed and how?	Initial Risk Rating	What are you already doing?	Do you need to do anything else to control this risk?	Residual Risk Rating
Use of tools/power tools	Staff may suffer injury from poorly maintained tools or from inappropriate use of tools	Med	Staff trained and experienced in use of all tools Tools to be fit for purpose and subject to regular maintenance Many tools are battery powered presenting limited electrical risk. RCD to be used on any mains powered equipment and trailing cables managed		Low
Slips and trips	Staff or clients may be injured if they trip over objects or slip on spillages.	Med	Work area kept tidy Extension leads used for power tools to be managed Buckets, hoses, drip trays and tanks used to dispose of or collect waste water from draining down systems Suitable work footwear used Floor hatches or voids to be signed or guarded where necessary	Consider additional temporary lighting Spillages cleaned up as soon as possible	Low
Fire	Staff may suffer from smoke inhalation or burns if working in premises without adequate precautions in place or from hot work activities	Med	Confirm fire safety procedures and available exit routes with clients during initial briefing Ensure that any hot works required have been undertaken without residual risk of smoldering embers Ensure all hot works conducted away from solvents or other flammable substances and materials	Confirm if hot works permit is required from client before undertaking Ensure fire extinguisher available for significant hot works	Low
Work at height	Staff at risk of injury from falls from ladders /access equipment or from falling objects	Med	Staff trained and experienced in safe use of equipment to access height Work at height is generally of short duration	Safe working areas to be created where work near others is required	Low

What are the hazards?	Who might be harmed and how?	Initial Risk Rating	What are you already doing?	Do you need to do anything else to control this risk?	Residual Risk Rating
Working with gas/LPG	Staff or clients may suffer injury from fire or explosion caused by faulty connection	High	All installations undertaken by qualified and GasSafe registered technician using approved fittings All installations to be tested for leaks and system integrity prior to handover to client	Test and inspect certification to be provided to client as necessary If the testing is not carried out, the appliance or installation must not be left connected to the gas supply. If it cannot be fully commissioned, the gas appliance must be disconnected from the supply and sealed with the appropriate fitting.	Low
Lone working	Staff may suffer injury when at or travelling to client sites	Med	Communication maintained with client whilst onsite and with main office whilst on the road Mobile phone to be fully charged and operational or access to other onsite means of communication		Low
Multi Contractor Environments	Staff or others may be injured as a result of poor coordination of work activities	Med	Ensure effective communication between all operatives on site, including other trades and site management.	Onsite briefings with main contractor where multiple sub-contractors operating	Low
Drain cleaning/clearance	Staff may be exposed to health hazards from bacteria or waste products	High	Ensure good personal hygiene washing hands before eating or smoking and that any cuts or injuries are protected from contamination Ensure working area well ventilated	Appropriate PPE to be used	Low
Confined Space Working	Staff may become trapped or succumb to fumes or lack of oxygen	Med	Generally No lone working except at clients premises with assistance provided from client as appropriate	Confirm permit to work for confined spaces and suitable procedures in place for rescue if necessary	Low
Working layout/ergonomic hazards/working posture	Individuals suffering ill health from poor workplace layout resulting in postural/ ergonomic issues such as pains and aches to joints, back, shoulders etc	Med	Ensure adequate rest breaks where working posture is cramped Working area assessed for hazards prior to entry		Low
Legionella or other pathogens	Individuals suffering ill health from exposure to pathogens inhaled via droplets from showerheads	Med	Shower units and storage tanks delivered clean and dry. Water system disinfected and flushed through Water volume used unlikely to support proliferation of legionella bacteria		

16

DRAFT V0.2

MEDICAL MANAGEMENT PLAN.
EVENT MANAGEMENT PLAN CONTROL NO 21.



Medical Management Plan

Festival Of House 2016 Draft Plan

British Red Cross

NHS SCOTLAND

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SCOTTISH AMBULANCE SERVICE

MEDICAL MANAGEMENT PLAN

CONTENTS

SECTION		PAGE
1	Introduction	3
2	The responsibilities of onsite medical staff	3
3	The service will provide	4
4	Health & Safety	4
5	Risk Assessment	5
6	Medical personnel	5
7	Nursing personnel	5
8	Senior Consultant	5
9	Senior Nursing Manager	6
10	Casualty documentation	6
11	Operational procedures	6
12	Medication & Discharge	6
13	Emergency Medication	6
14	Resuscitation equipment	6
15	Emergency Response bag	7
16	Emergency Transfer bag	7
17	Consumables	7
18	Clinical Waste	7
19	Patient triage, discharge referral	7
20	Medical reporting	7
21	Responsibilities	8
22	Media	9
23	Payment	9
24	Liability	9
25	Vigilance	9

Appendix A	Risk Assessment
Appendix B	Qualifications
Appendix C	Site medical record
Appendix D	Patient Triage, Discharge and referral
Appendix E	Major incident plan for all medical staff
Appendix F	Actions of NHS Tayside
Appendix G	Contingency Plans
Appendix H	VHF Flow Chart
Appendix I	Medical Management Plan Sign Off

Introduction

Festival Of House music Festival will take place for the first year at Panmure Estate, Angus from Thursday 9th June until Sunday 12th June.

Under the terms of the terms of the public entertainment licence application, it is proposed that the campsites will open at 12:00 on Thursday 9th June for up to 6,500 campers with entertainment operating from 17:00 to 23:00 in a small section of the main arena that night. On Friday 10th June and Saturday 11th June music entertainment will operate from 12:00 until 23:00. The event is a multi-stage outdoor music festival. There is a potential attendance of 15,000 to 20,000 people each day. Medical services will be in attendance from 11:00 hrs on Thursday 9th June until 1600 hrs on Sunday 12th June.

The Scottish Ambulance Service by agreement of all medical agencies and the event organisers, are responsible for the co-ordination of all on-site medical services for Festival Of House 2016.

The term "Medical Services" incorporates all medical, nursing, ambulance and voluntary aid agencies.

2. The Responsibilities of on-site medical services are:

- Provision of first aid and pre-hospital life saving treatment of casualties throughout the venue, including the campsite.
- Provision of an onsite hospital where enhanced levels of medical support can be provided, including patient assessment for hospital referral.
- Primary assessment and treatment by roving ambulance/first aid personnel.
- Assessment and treatment of all reported medical conditions on site.
- Resuscitation of seriously ill and injured casualties on site prior to transfer to hospital.
- Provision of a medical escort for seriously ill/injured casualties' en-route to hospital, if their condition requires skills/treatment which cannot be administered by Ambulance Paramedics.
- Provision of en-route treatment and transport to nominated NHS receiving hospitals, or other medical centres.
- Provision of site medical team(s) in the event of entrapment on site.
- The medical management of a Major Incident under the direction of the Scottish Ambulance Service. The on-site event commander will assume the role of MIO until the arrival of a designated MIO under the activation of the local NHS emergency plan.
- The on-site medical service aims to assess and treat casualties on site in order to minimise any increase in workload on the local NHS Emergency departments.
- Identification of patients presenting with certain illness syndromes as part of syndrome surveillance and liaison with Public Health as needed.

All medical services will be provided throughout the event, including night medical cover for the campsite.

The overall planning and provision for all medical services on-site is the responsibility of the Scottish Ambulance Service. This includes major incident management and planning.

This medical support plan will be subject to approval by the event organiser, Scottish Ambulance Service and Tayside NHS Board (NHS Tayside).

3. The Scottish Ambulance Service and Medical staff will provide:

- Ambulance Officers
- Ambulance Paramedics
- Ambulance Technicians
- Ambulance Care Assistants
- Emergency Medical Dispatch Centre Personnel
- Medical Incident Officer for initial management of a major incident until the local Medical Incident Officer arrives
- Operating procedures for event
- Site specific Casualty documentation
- Liaison with local hospitals, surrounding ambulance services and voluntary first aid societies
- Liaison with NHS Tayside including the duty Public Health doctor throughout the event
- Emergency medication
- Resuscitation equipment (in conjunction with the Scottish Ambulance Service)
- Emergency response bag
- Emergency transfer bag
- Paediatric emergency equipment
- Medical escort for transfer of seriously injured casualties to hospital
- Consumables
- Personal protective clothing and equipment for medical agencies
- Communications equipment and management for medical agencies on site.
- Medical report following event
- Medico legal reports for casualties treated during event
- Secure storage of controlled medication

4. Health & Safety

Arranging and running events counts as a "work activity" and is therefore subject to the Health & Safety at Work Act 1974 and to the various regulations made under it. Anyone who is directly responsible for the undertaking, whether or not they are employers, will have responsibilities for the health & safety of third parties affected by it, including ticket holders and if they are employers they will have responsibilities also for their employees.

Under health & safety legislation, an event organiser, concert promoter, licensee, specialist contractor and venue owner all have statutory responsibility to protect the health and safety of workers and others who may be affected by their work activity. Wherever possible hazards should be removed; if they cannot be removed, then they must be managed so that they do not present risks to the health & safety of workers and the ticket holders.

If planning, co-ordination and communications are poor, the chances of serious adverse events happening may be significantly increased. Therefore, event management should be based on

an agreed risk management strategy and should include an individualised risk assessment for each event.

Representatives of the local authority, together with police, fire and ambulance officers should through a co-ordinated approach advise Event Management on how to discharge this responsibility (planning for safety) and, in certain circumstances, may require measures to be taken in order to achieve reasonable safety standards. This does not, however, exonerate the Event Management from its responsibility for the safety of the public. The principles of The Event Safety Guide or "Purple Guide" will be applied at all times.

In order for the above principles to be carried out in a co-ordinated manner the Scottish Ambulance Service Senior Officer responsible for operations at Festival of House is a member of the Festival of House working groups along with key representatives from other key organisations.

5. Risk assessment

The Scottish Ambulance Service will conduct a risk assessment for the event. (Appendix A)

This risk assessment for Festival of House event will determine the medical, ambulance, nursing and voluntary aid arrangements throughout the event (Appendix B)

Nick Moore {designated Event Commander} will undertake medical planning for the event. This will be agreed in partnership with two key medical practitioners (Dr & Chg Nurse Practitioner TBC)

6. Medical personnel

Festival of House Organisers will contract suitably qualified Emergency Medicine doctors and General Practitioners in agreement with NHS Tayside.

At key times a Senior Consultant and Nurse Practitioner will be present (times TBC)

The Scottish Ambulance Service will require that all medical staff confirm their medical registration and qualifications prior to the event and that they have appropriate medical indemnity insurance for their work at the event.

7. Nursing personnel

Charge Nurse Practitioner.....will be the Senior Nurse on duty over key times during the event.

8. Senior Consultant

Dr .....will be the Senior Consultant on duty over key time during the course of the event.

9. Senior Nursing Manager

Chg Nurse ..... will be contracted to perform the role of Senior Nursing Manager for the event. Chg Nurse..... is responsible for the planning and provision of nursing services to Festival of House. She/he will be present on-site during key times of the event and will be responsible for the co-ordination of nursing services provided during the event.

10. Casualty documentation

The Scottish Ambulance Service will provide patient record documents for all casualties treated by Scottish Ambulance Service personnel and medical staff. Voluntary Services will provide their own documentation. As in previous years, the responsibility for their issue and collection will lie with the Scottish Ambulance Service. (Appendix E)

The Scottish Ambulance Service will retain these patient records for no less than five years. The Scottish Ambulance Service will complete a clinical audit of all patients treated at the event by the Scottish Ambulance Service personnel and this will be made available for the Licensing Authority 21 days post the event. Voluntary Services will also carry out the same actions in relation to patients attended by them.

11. Operating procedures

The Scottish Ambulance Service will provide a set of standard operating procedures to all medical staff. This details the responsibilities of contractors during the event and provides information regarding but not limited to health and safety, communications and equipment.

12. Medication for discharged patients

Site doctor will provide medication for common conditions for prescription to patients discharged following medical assessment. Site doctor will be responsible for prescription documentation and storage of medication.

13. Emergency Medication

The Scottish Ambulance Service will provide medication for use in resuscitation and medical emergencies.

Controlled analgesia will be kept in a locked cabinet as is legally required.

14. Resuscitation equipment

In conjunction with the Scottish Ambulance Service, equipment will be provided for the initial resuscitation and management of seriously ill/injured casualties throughout the event.

The Scottish Ambulance Service will provide an adequate supply of medical gases; defibrillators and other patient care equipment.

15. Emergency response bag

In the event of a casualty requiring emergency treatment out with the on-site hospital, e.g. entrapment, the medical team will respond with appropriate portable equipment including an emergency response bag.

16. Emergency transfer bag

At the discretion of the senior medical officer, a doctor may escort seriously ill patients to hospital.
Site doctor will provide suitable equipment and drugs for transfer.

17. Consumables

The Scottish Ambulance Service will provide disposable items used in the on-site hospital during the event.

18. Clinical Waste

Staff should note that the temporary storage and/or disposal of **all clinical waste generated at Festival Of House** will be the responsibility of the Scottish Ambulance Service. There is a large container dump at the on-site hospital for staff to put waste into. There are the usual containers in vehicles and medical packs.
All waste from first aid posts, medical packs/bags, vehicles and onsite hospital will be placed in this dump after each shift or when the usual containers are full.
The large container dumps will be delivered prior to the event by Ninewells Hospital (NWH) staff and will be removed on the Sunday after the event.

19. Patient Triage, Discharge and Referral

Patients will be triaged according to the Glasgow Crowd Triage System. In the event of a major incident the Scottish Cruciform Triage card will be used.
Guidelines for patient management and discharge are in Appendix F.

20. Medical Reporting

20.1. Medical report during event

An Ambulance Officer will provide the Event Safety Coordinator on site with a report detailing the number of presentations at each medical point TBC and the number of transfers off site to hospital in time for each JOCC meeting and will collate and provide the full report following the event. This document **will not** contain patient identifiable data and its dissemination will respect patient confidentiality and not be in breach of the Data Protection Act (1998).

20.2. Medical report following event

The Senior Ambulance Officer on site will provide the event organiser with a detailed medical report following the event. This document **will not** breach anything in terms of patient confidentiality.

The Senior Ambulance Officer will provide the Licensing Committee with a detailed medical report no later than twenty one days following the event. Data protection principles and legislation, and patient confidentiality will be respected as detailed above. This document will

also be provided to NHS Tayside. For legal reasons this report and other associated documentation will be available at a safe location for up to six years.

20.3. Medico legal reports

Site doctor will only provide medical reports for patients assessed and treated during the event if requested to do so by the appropriate legal procedures.

21. Responsibilities

21.1. Responsibilities of Scottish Ambulance Service

The overall co-ordination of health service resources on-site rests with the Senior Ambulance Officers.

The SAS will provide equipment, resources and transport for the treatment and transportation of patients within the site, as well as to predesignated NHS facilities.

21.2. Responsibilities of the Voluntary Aid Societies (Voluntary Services)

Voluntary Aid Society (VAS) staff play a vital role in patient care at the event, and their responsibilities for liaison with and co-ordination of the activities of their services lie with the Scottish Ambulance Service and the event organiser.

The VAS has its own integrated management structure that dovetails along with the medical and ambulance service.

Throughout the event VAS will establish one first aid posts within the main arena and one in the campsite area during the day. Mobile teams will also be made available. During the night there will be one first aid posts in the camp site, mobile teams and support at the onsite hospital if required.

In the event of a Major Incident the VAS personnel will work under the direction of the Scottish Ambulance Service in support of the emergency services and local authority. This will be co-ordinated by the AIO and MIO respectively.
When an incident has been declared VAS staff should report to the nearest first aid point and await instruction from the AIO/VAS Officers.

21.3. Responsibilities of event organiser

The event organiser's responsibilities will be as per the License Committee's instructions.

The event organiser will provide:

- An adequately sized on-site hospital and signage
- Adequately sized first aid posts X 2 and signage
- Safe adequate flooring for the hospital
- Adequate heating for the hospital and first aid posts
- Adequate power supply - hospital and first aid posts
- Cold water drinking tap- hospital and first aid posts

- Lighting inside and outside- hospital and first aid posts
- Partitioning for onsite hospital
- Toilet facilities including disabled - hospital and first aid posts
- Tables- hospital and first aid posts
- Chairs- hospital and first aid posts
- Security personnel for hospital tent at **all** times during the event
- "All Access" Security passes for all doctors, appropriate ambulance officers and nursing personnel
- Meals for **all** medical staff/nursing staff
- Designated parking spaces for medical ambulance officer
- Screening to allow patient examination/modesty
- Source of hot water for tea and coffee
- Access and vehicle passes will be delivered prior to the event SAS and First Aid

22. Media

In the event of a need to discuss health issues with the media, the Senior Ambulance Officer, and Senior Medical Officer and Consultant in Public Health Medicine will liaise and work together with Festival Of House media team, as part of the comms flow determined within the Media and Comms sub group, to determine the appropriate risk communication message.

No contracted health staff will speak to or give statements to the media other than one of the three individuals listed above and again, only in conjunction with Festival Of House media team. Media statements relating to the health of attendees at Festival Of House including issues around public health aspects will be discussed and agreed with the duty Consultant in Public Health Medicine (in conjunction with NHS Tayside Communications Manager), given their statutory role in undertaking risk assessment, risk management and risk communication for public health matters in Tayside.

23. Payment

The event organiser will pay 50% of the fee at least 21 days prior to the event and the remaining 50% no more than 21 days after the event.

24. Liability

The responsibility and liability for the assessment and treatment of patients during the event lies with the individual doctors and nurses contracted to provide this service by Festival of House.

The Scottish Ambulance Service is not responsible for the medical management of patients assessed and treated by contracted doctors and nurses. However the Scottish Ambulance Service is responsible for the wellbeing of all staff under their contract at the event.

25. VIGILANCE

All staff are aware of the ever increasing problems there are in security. We ask that all staff are vigilant when going about their duties. Any suspicious packages or person should be reported through the JOCC as soon as possible.

Appendix A – Risk Assessment

This risk assessment is according to the HSE Event Safety Guide (1999).

Item	Details	Score
Nature of event	Music festival	3
Venue	Includes overnight camping	5
Standing/ seated	Standing	3
Audience profile	predominantly young adults	3
Past history	First event, no data	3
Expected numbers	>20:000 per day	16
Expected queuing	Less than 4 hours	1
Time of event	Summer	2
Proximity to definitive care	More than 30 minutes by road	2
Profile of definitive care	Choice of A&E departments	2
Additional hazards	Carnival	1
Additional on site facilities	Suturing GP facilities Plastering Minor surgery	-2
Total		**39**

There will be a rota of approximately 8-12 Scottish Ambulance Service personnel from 11:00 hours Thursday until 16:00 hours Sunday to cover the event.

There will be a rota of approximately TBC members of St Andrews First Aid/British Red Cross on duty over the same period. TBC

Appendix B –

Nick Moore	**Designated Event Commander**
	Area Service Manager Scottish Ambulance Service
Skills	Operational Commander Police Scotland Trained Event Commander Event Support Manager T in the Park 2011,2012 2013 Event Commander T in the Park 2014 and 2015 Event Commander Rewind Concert Event Commander Ryder Cup Various other indoor/outdoor music festivals and concerts

Dr

Qualifications

Current Position

Resuscitation Skills

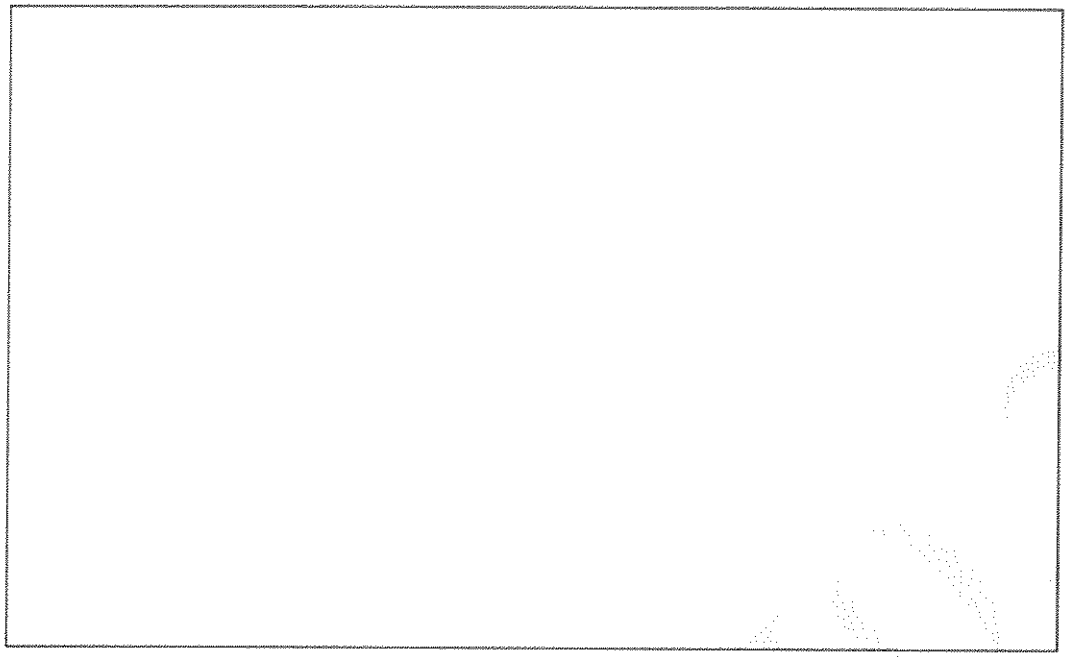
Appendix C

Festival of House Site Medical Record

Medical Attendance Record	Record Number
Name _____	D.O.B
Address _____	

Date	Thurs 9th	Fri 10th	Sat 11th	Sun 12th	
Time (24 hrs)	__ : __				
Seen in	Campsite	Hospital Tent	Ticket Holder	Non Ticket	Staff
Referred by	Self	Site team	Security/Police	SAS	First Aid	Other
Pre-Triage	1	2	3		
Door Triage	1	2	3		
Complaint Trauma	Fall/Trip	Assault	RTA	Burn	Laceration	Other
Non Trauma	Collapse/Faint	Asthma	Allergy/Hay Fever	Headache Migraine	D&V/Abdo Pain/Nausea	Drug or Alcohol Problem
	Dental	Eye	ENT	Cardiac	Lost Meds	Other

Seen By				Time						
Initial Recordings	HR	BP	RR	SaO2	GCS	E	M	V	Temp	BM



Time	HR	BP	RR	SaO2	GCS	E	M	V	Temp	BM

Once Only Drugs	Name	Dose	Time Given	Prescribed By	Dispensed By

Discharge Drugs	Name	Dose	Time Given	Prescribed By	Dispensed By

Notes Continued

Disposal

D/C to site	D/C home	Self D/C	NWH	PRI	Arb MIU	Other

Doctor/ENP _____ Print _____

Appendix D – Patient Triage, Discharge and Referral

1. First Aid and Triage

Casualties presenting to the first aid posts and the front pit tents will be triaged using the Glasgow Triage scoring system. Categories 1 and 2 should be immediately sent by ambulance to the onsite hospital. Patients in Category 3 can be assessed, and if further treatment is thought to be required sent to the hospital tent for further management.

Police, ambulance, production team and security can bring patients directly to the onsite hospital. Self-referrals with minor problems will also be seen if they present initially to the campsite medical centre to minimise cross-site medical traffic.

2. Documentation

A numbered casualty card will be provided for each patient. Scottish Ambulance Service staff at the onsite hospital reception will initiate the card, with basic patient details recorded. It is important to record if the patient is a member of staff or a member of the public. The patient will then be triaged using the Glasgow triage score and assigned to the appropriate area of the onsite hospital (red/yellow/green). The casualty card then stays with the patient. After assessment by medical/nursing staff the card is completed.

All patients must have a brief record of clinical complaint and action taken recorded. All drugs must be formally prescribed on the card and a member of medical staff must sign all cards.

It is vital that the original of all the cards is retained in the onsite hospital for medico-legal and audit purposes. The cards must not be given to the patient, sent to their GP or sent to hospital. Separate referral sheets will be available for these purposes. Completed casualty cards should be returned to the reception desk for filing.

Details of any event leading to an injury on site, including the event location, should be documented.

3. Patient Disposal

a) Patients may be discharged back to the site if their complaint is minor. GP information letters should be provided if required. If discharged back to the site/main arena or campsite, the patient should be passed to the care of the welfare team and coordinated through the JOCC.

b) Patients requiring further assessment, x-rays or admission should be referred to the designated off-site NHS facility.

c) If patients refuse assessment or treatment against medical advice, a self-discharge form should be signed by the patient and witnessed by a nurse or doctor. Details should be recorded in the notes. The JOCC should be contacted and welfare or security will accompany these people back on site as appropriate.

4. Drug Issue

All drug prescriptions in the hospital tent should be recorded on the casualty card.

Discharge drugs (e.g. analgesics, NHS aids antibiotics, antihistamines) will be issued from a small dispensing area in small quantities and from a limited formulary.

5. Layout of onsite hospital, 2016 TBC

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6. Referrals to Hospital

The local Hospitals to be utilised in connection with the event are:

Ninewells Hospital, Dundee (designated receiving hospital; capable of providing A&E services on a 24hour basis)

All patients who require further treatment at hospital should be sent to the appropriate Emergency Department with a letter detailing the reason for the referral and any treatment carried out on-site. The choice of transport mode and hospital will be made in conjunction with the duty ambulance personnel.

In general, minor injuries will be grouped and sent by PTS vehicle. More urgent patients will be sent by A&E vehicle (one of which must always be on standby at the hospital tent). If the patient is category 1 or if a nursing or medical escort is required, the Senior Medical Officer should be informed and will make this decision. All patients being acutely referred should be phoned into the duty consultant at Ninewells hospital before transfer. Medical staff are able to refer patients directly to NHS hospital specialty units or teams for admission. Medical staff will not arrange outpatient clinic visits on behalf of patients seen at Festival of House.

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7. Consultation with clinical services of NHS Tayside

Senior doctors will determine, in consultation with NHS Tayside, where patients requiring medical assessment and / or admission, should be directed. NWH will be the main receiving hospital.
Details are given above in section 6.

Senior doctors will determine, in consultation with NHS Tayside, where patients requiring medical assessment and / or admission should be directed where:

{A} a patient has significant injuries, or

{B} the Emergency Department at Ninewells Hospital has indicated that a temporary diversion of casualties is required, such as for excessive caseload reasons, or

{C} there are multiple injured casualties or one or more casualties with severe head injuries – in this case the casualty(ies) may be sent directly to Ninewells Hospital Dundee after stabilisation on site.

8. Communications with local hospitals

The Emergency Department of Ninewells Hospital can be contacted by Scottish Ambulance Service radio link.

Contact can also be made utilising the following telephone numbers:

Duty Emergency Consultant Ninewells Hospital

ED Consultant Mobile 07740937051

Telephone 01382 425744

Fax 01382 633993

Emergency department Perth Royal Infirmary

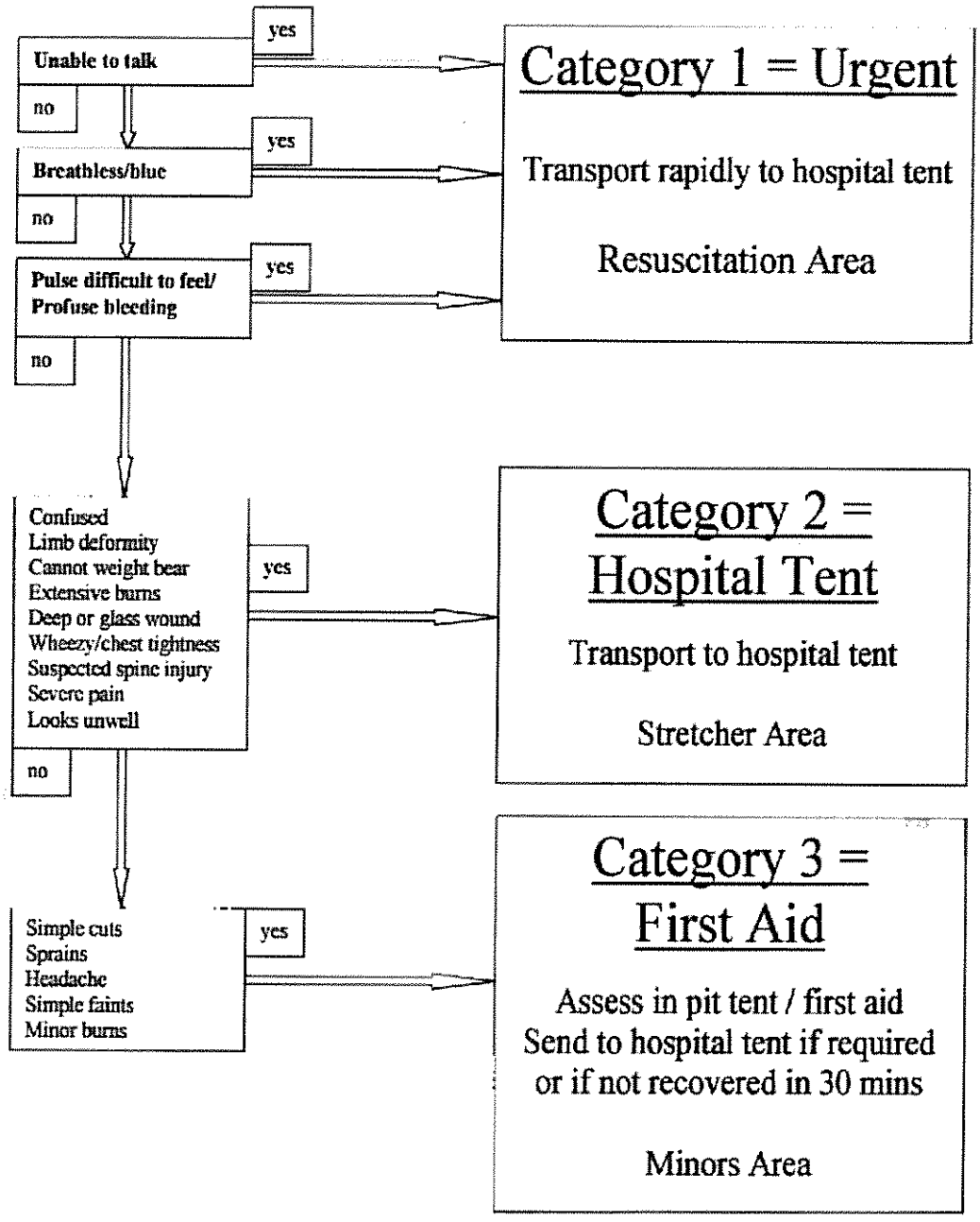
Telephone 01738 473838 or 01738 473843

Fax 01738 473536

All communication relating to the medical care of patients will be routed through on site Ambulance Control.

Appendix D

Triage Chart



Appendix E – Major Incident Plan for All Medical Staff

1. Definition

A Major Incident is one, which because of the numbers and severity of LIVE casualties it produces requires special arrangements to deal with it.

This plan relates only to incidents arising within the enclosed site area, including the campsite.

2. Key Positions

In the event of a major incident being declared, the following personnel will assume the following roles initially:

1. Medical Incident Officer: {MIO}	Senior Medical Officer
2. Casualty Clearing Station doctor:	Senior emergency medicine/anaesthetic doctor
3. Ambulance Incident Commander: {AIO}	Senior Ambulance Officer

3. Major Incident Management

Command & Control:

The Scottish Ambulance Service will be in overall command of all medical personnel on site at this event. This will include the Scottish Ambulance Service, VAS, Medics and Nursing Staff.

A doctor and senior ambulance officer trained in major incident management and support will be present on site throughout the event.

On arrival of the medical personnel identified in the local major incident plan, the locally designated doctor will assume the role of Medical Incident Officer (MIO)

3. Casualty Clearing Station

The onsite hospital will be utilised as the Casualty Clearing Station in the event of a serious incident. However, this may be subject to change at the discretion of the Doctor, MIO and AIC dependent on the site, nature and circumstance of the incident.

4. Minor Holding Area

This will be identified at the time, if required, as that which best suits the needs and circumstances of the incident.

In the event of a major incident the Doctor will assume the role of Medical Incident Officer (MIO) until the arrival of the locally designated MIO. The MIO will work in liaison with the AIO in the medical management of the Incident.

The AIO will delegate Incident positions to the Officers on duty at the event. Staff will be given details as to actions required on the declaration of a Major Incident.
These duties and actions will dovetail in with the Site-specific Multi agency Contingency Plan for Festival of House.

The Contingency Plan, Medical Management Plan and Operational Orders will be available in the onsite Ambulance Control based in the JOCC, Ambulance Control Centre (ACC) Edinburgh, all receiving hospitals, Airdesk and other users and agencies.

5. Safety

Protective clothing

The Scottish Ambulance Service will provide appropriate personal protective equipment for medical staff in compliance with the event license requirements and Ambulance Service protocols. The responsibility for the application of personal protective clothing and equipment however remains with the individual doctors and nurses contracted.
The Scottish Ambulance Service will also have Chemical Personal Protective Equipment (CPPE) suits available if the need for use arises.

6. Communications

Radio communications will be established by the Service's Radio Manager (RM) using Airwave hand held radios, Airwave is a proven system which enables interoperability between the emergency services, and tests will be carried out to ensure good coverage over the whole site. There will be an Airwave Radio communication within the on-site hospital and the campsite medical centre.

All communications will be through on site Ambulance Control {based within the JOCC}. They will be in direct contact with Edinburgh ACC and other ACCs throughout Scotland if necessary.

On arrival at site each operator should carry out a radio check with on site Ambulance Control **ECHO CONTROL.**

Staff should adhere to the following instructions for ensuring the communication system will work.

The Talk Group for use of the Airwave radios on site will be allocated by Edinburgh ACC prior to the event commencing.

To change Talk Group:

Press the Mode button dial in the allocated talk group number and press the Push to Talk Button (PTT).
Check the screen to ensure you have selected the correct allocated talk group. For further advice and guidance contact the On Site Ambulance Control.

Crews arriving will be briefed by an officer and given specific duties.
On leaving the site for a designated hospital you must inform Echo control

If a Major Incident occurs, staff will be under the management of the site Senior Ambulance Officer who will adopt the role of AIO

The talk group for use in the event of a Major Incident will still be allocated after discussion between the emergency services, it is likely to be Police Scotland ES1, 2, or 3.

7. Hazardous Material and Chemical / Biological / Radiological / Nuclear

In the event that an incident involving the deliberate or accidental release of HAZMAT/CBRN agents, the Event Commander, through discussions with the Scottish Ambulance Service duty Tactical Advisor for Scotland and Edinburgh ACC, will arrange for the deployment of appropriate resources.
There will at all times be a designated member of staff trained in dynamic risk assessment who will carry out this assessment prior to the deployment of the staff into the incident. This will be agreed in conjunction with other emergency service commanders.

.

The duty Consultant in Public Health Medicine (CPHM) for NHS Tayside will be one of the first to be alerted through normal major incident procedures.

The number for contact is: 01382 596976 in hours and 01382 660111 out of hours.

8. RENDEZVOUS POINT (R V P)TBC

Pitlivie Farm

9. Mobile Medical Team

In the event of an incident on site involving seriously ill/injured casualties, a mobile medical team will be dispatched from the onsite hospital under direction of the AIO and MIO. The composition of this team will depend on the nature of the incident and will be drawn from personnel on duty in the onsite hospital and will utilise the emergency response pack held in the onsite hospital. In the event of a protracted rescue involving multiple trapped casualties, assistance from the hospital medical team from Ninewells Hospital will be requested.

In the event of a major incident being declared the Scottish Ambulance Service will initiate their Major Incident procedures under the Civil Emergencies Major Incident Procedures.

10. Call-out Procedure

The incident can be declared by any of the emergency services. This will be notified to the Site Medical Incident Officer (MIO) by the ambulance service. The MIO along with the AIO will then proceed to the tactical control point to establish liaison.
The NHS Tayside Major Incident Plan will be activated by the ambulance service, and this includes notification of the local hospitals and local BASICS scheme.

The Casualty Clearing Officer and Senior Nurse at the onsite hospital will activate the call out of the on-site medical and nursing staff, prepare the hospital for the arrival of casualties, and await further instruction from the Site MIO.

11. Designated Hospitals

The Designated Receiving Hospital is Ninewells Hospital, Dundee.

The role of Perth Royal Infirmary in a Major Incident is to provide options for casualties who have minor injuries / 'the walking wounded' only.

All hospitals will be notified by Edinburgh ACC in the event of a Major Incident, and will be asked to assume their roles in accordance with the NHS Tayside Major Incident Plan.

These procedures will include the dispatch of a Site Medical Team and a MIO from Ninewells Hospital.

Casualties with specific types of injury could also, once stabilised on site, be transported directly to other hospitals as determined by the MIO in conjunction with the AIO

Ninewells Hospital provides a 24 hour service that can cater for a full range of patients including those with serious and complex injuries. Perth Royal Infirmary has a more limited potential role in relation to Festival of House as it is intended to cater for minor injuries only and does not have a full surgical service on weekends.

In the normal course of events (i.e. when there is no major incident declared), the on-site Senior Medical Officer on duty will make decisions about the transfer to hospital for assessment and/or treatment of a range of patients in conjunction with Senior Ambulance Officer on duty and the relevant duty Emergency Consultant, typically at Ninewells Hospital. The choice of transport mode will be made in conjunction with the duty ambulance personnel.

When there is no major incident declared, the principles agreed about the use of local hospitals are:

Ninewells Hospital will be the hospital that will receive patients when:

- A patient has a severe head injury
- There are multiple injured casualties
- The capacity of other hospitals is exceeded
- Perth Royal Infirmary will be accessed as described above for the care of patients requiring hospital admission that does not involve surgical intervention on a weekend
- A Patient has significant injuries including surgical problems

All patients who require further treatment at hospital should be sent to the appropriate Emergency Department with a letter detailing the reason for the referral and any treatment carried out on-site.

In general, minor injuries will be grouped and sent by PTS or A&E vehicle. More urgent patients will be sent by A&E vehicle (one of which must always be on standby at the hospital tent). If the patient is category 1 or if a nursing or medical escort is required, the Senior Medical Officer should be informed and will make this decision. If possible, the receiving hospital should also be notified by phone, particularly if the patient is category 1 or not fully conscious. Due to practical considerations, medical staff will not refer patients directly to NHS hospital specialty units or team for admission, and will not arrange outpatient clinic visits on behalf of patients seen at Festival of House 2016.

Ninewells Hospital is also the designated control hospital.

On declaration of a Major Incident, the receiving hospitals will be notified by Edinburgh ACC, and will be asked to assume their role in accordance with the NHS Tayside Major Incident Plan.

These procedures will include the dispatch of a site medical team and MIO from:

Ninewells Hospital.

Casualties with specific types of injury could also, once stabilised on site, be transported directly to other hospitals as determined by the MIO in conjunction with the AIO.

12. Functioning of the Casualty Clearing Station

Depending on the location of the incident, the MIO and AIO will determine the location of the Casualty Clearing Station (CCS), although this would normally be the onsite hospital. Irrespective of the site of the CCS all casualties will pass through the onsite hospital prior to being transported to a designated hospital.

All casualties will be triaged on arrival by the Casualty Clearing Station doctor (Emergency Medicine doctor or anaesthetist).

Resuscitation cases (P1 red) will have life-saving treatment and given evacuation priority.

Urgent cases (P2 yellow) will have treatment commenced or initiated, if resources allow and will be given second priority for evacuation.

Those classed as walking wounded (P3 green) would then be escorted to the minor injuries holding area where they will be cared for by first aid teams until re-triaged, documented and appropriate treatment given. They will be transported by non-emergency ambulance or other means to hospital for treatment or to a place of safety. These patients will not leave the site until the ambulance loading officer has been informed of their destination.

Both red and yellow patients should be held in casualty clearing and continually monitored and treated until appropriate transport to hospital is available.

Medical or nursing staff should not escort patients to hospital or respond to requests to leave the casualty clearing area without the knowledge of the MIO.

13. Major Incidents Occurring out with site

Incidents occurring near the site but not in the immediate vicinity (e.g. motorway) will be managed as per existing local arrangements for dealing with major incidents. Medical resources may be requested from the onsite hospital to act as a temporary resource pending the arrival of local input at the discretion of the Ambulance Event Commander.

14. ROLES OF THE SCOTTISH AMBULANCE SERVICE

Responsibilities in a Major Incident

a. Roles and Responsibilities of the Scottish Ambulance Service

- Save life and provide immediate care for patients at the scene of the incident and in transit to hospital.
- Alert Hospital Services and other relevant NHS agencies.
- Manage clinical decontamination for people affected by hazardous substances prior to their evacuation from the scene.
- Evacuate, where practicable, the injured from the scene in order of medical priority.
- Arrange and ensure the most appropriate transport for the injured to the receiving hospital(s).
- Supply patient care equipment to the scene of a major incident.
- Transport essential medical staff and their equipment to the scene.
- Alert the British Red Cross and St Andrew's Ambulance Association and co-ordinate their work in support of the SAS.
- Provide and maintain communications equipment for key medical staff and voluntary organisations at the scene.
- Restore the Service to normality*.
  * includes a requirement to maintain the continuity of mission critical activities.

b. Objectives for a combined response with other services

Each responding agency has specific roles and responsibilities. However, they all share the same generic objectives to:

- Protect human life, property and the environment.
- Minimise the harmful effects of the emergency.
- Promote a swift return to a normal life.
- Maintain normal services at an appropriate level.
- Provide mutual support and co-operation between responders.
- Support the local community and its part in recovery.
- Manage an effective and co-ordinated joint response.

c. Strategic intent – Joint Agency Gold Command

Irrespective of the particular individual responsibilities of organisations and agencies, the strategic priority is to ensure co-ordinated, effective, multi-agency activity to:

- Save, preserve and protect life.
- Inform and advise the public and maintain public confidence.
- Prevent, deter and detect crime.
- Assist an early return to a new normality.

d. Responsibilities of the other Emergency Services

Procedures and arrangements for the effective co-ordination at the scene of a major incident can be found in the Scottish Government document - Preparing Scotland.

15. THE RESPONSIBILITIES OF ON SITE MEDICAL STAFF ARE

- Provision of first aid and pre-hospital life saving treatment to and for casualties throughout the venue, including the campsite.
- Provision of enhanced levels of medical support including the assessment for hospital referral.
- Primary assessment and treatment by roving ambulance/first aid personnel.
- Assessment and treatment of all reported medical conditions on site.
- Resuscitation of seriously ill and injured casualties on site prior to transfer to hospital.
- Provision of a medical escort for seriously ill/injured casualties' en-route to hospital, if their condition requires skills/treatment, which cannot be administered by Ambulance Paramedics.
- Provision of en-route treatment and transport to nominated NHS receiving hospitals, or other medical centre's.
- Provision of site medical team(s) in the event of entrapment on site.
- Liaison and referral to Public Health and Environmental Health as part of syndrome surveillance activities throughout the event.
- The medical management of a Major Incident under the direction of the Scottish Ambulance Service. The on-site medical officer will assume the role of MIO until the arrival of a local designated MIO under the activation of the local NHS emergency plan.
- The on-site medical service aims to assess and treat casualties on site in order to minimise any impact on workload of local NHS Emergency Departments.

DURING A MAJOR INCIDENT ALL COMMUNICATIONS WILL BE THROUGH THE JOINT OPERATIONS CONTROL CENTRE JOCC

These links can be utilised both in the event of an emergency and for routine contact.

The Scottish Ambulance Service will initiate a communications test call between the two Tayside hospitals, using this communications link.

This will be carried out by the onsite Ambulance Control based in the JOCC. All communications at this event should go through this unit.

This unit is the focal point at which In the case of a Major Incident **all** medical personnel will report to for sign in, radio issue and for direction and orders.

There is provision of space for the Medical Incident Officer and the Ambulance Incident Commander to evaluate plans and decisions.

Draft

Appendix F Major Incident Plan Festival Of House 2016

Actions of NHS Tayside

IN AN EMERGENCY

In the event of a major incident occurring on the site the Scottish Ambulance Service through ACC will alert the Designated Receiving Hospital – Ninewells Hospital. Scottish Ambulance Service will also alert other hospitals that may potentially be chosen to receive patients if the designated receiving hospital is at capacity.

If necessary, Major Incident Procedures at the designated hospitals will be instigated and this will include preparation to receive the estimated number and type of casualties.

The Medical Incident Officer and site medical team will be alerted as part of the Major incident Procedures at Ninewells Hospital.

The Scottish Ambulance Service will make arrangements to transport the MIO and site medical team to the site of the incident if required. In practice this means that the Major Incident Officer and site medical team will be transported from Ninewells Hospital to the scene of the incident or to a location/map reference agreed by the Police and Ambulance Incident Officer on site.

The Medical Incident Officer in consultation with the AIO will oversee the triage and treatment of casualties and formulate a casualty evacuation plan including the choice of hospitals to receive casualties, which is likely to be limited to the four named hospitals in this plan but could include other hospitals as negotiated

The site medical team will triage, resuscitate, stabilise and treat casualties at the casualty clearing station and around the site prior to evacuation.

The Ambulance Incident Officer will co-ordinate all medical resources on site. In consultation with the MIC the AIO will decide on the location of the casualty clearing station.

The Medical Incident Officer will procure further medical assistance as required, will provide advice on the medical hazards associated with the site and will monitor the welfare of all personnel on site.

The Medical Incident Officer will, in conjunction with the Police, arrange for the certification of any dead persons prior to removal from site.

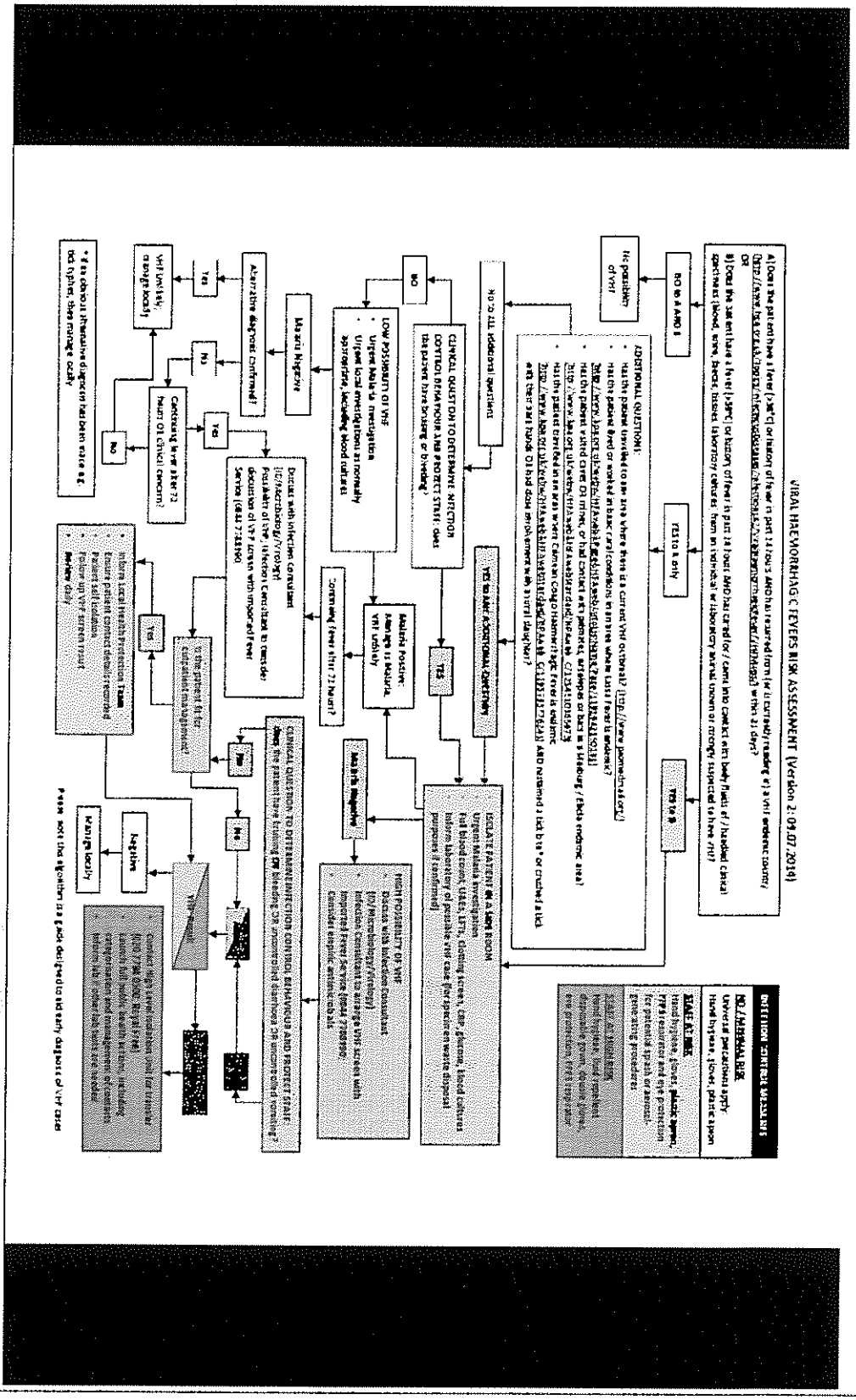
In the event that injury/illness is linked to the possibility of either a communicable disease or toxic hazard, or an environmental / chemical / radiological hazard, the duty Consultant in Public Health Medicine will be contacted for action and advice. Contact telephone 01382 596976 in hours, or via Ninewells Switchboard 01382 660111 out of hours.

Appendix G Festival of House Emergency Procedures

Plans TBC

Draft

Appendix H



Appendix I Medical Management Plan Sign Off

This management plan has been agreed by NHS Tayside and the Scottish Ambulance Service on behalf of the medical teams concerned with the medical management arrangements for Festival of House 2016.

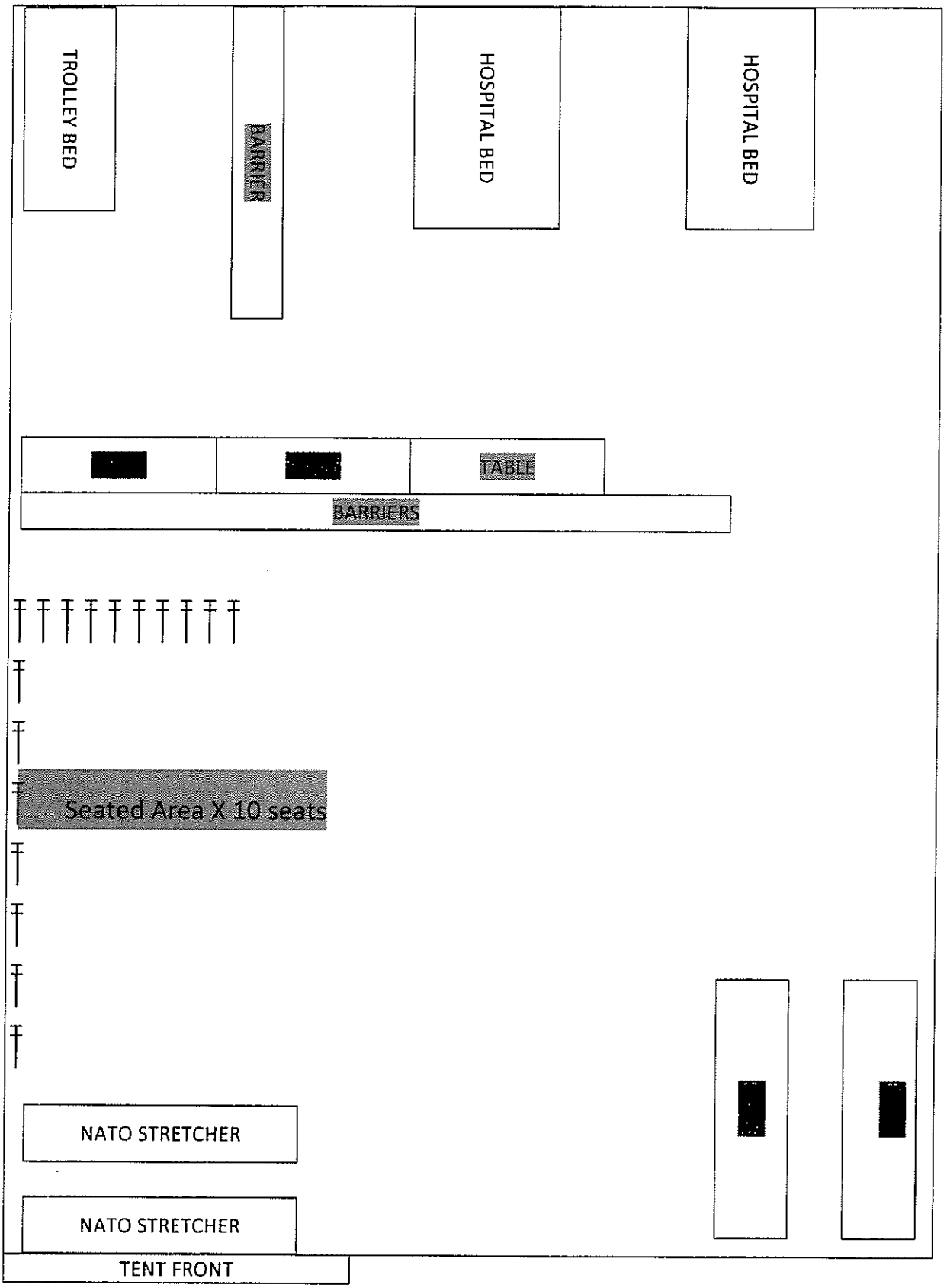
Mr Kenny Freeburn
Gold Commander (Scottish Ambulance Service) Signed:

Mr Nick Moore
Event Commander (Scottish Ambulance Service) Signed:

Ms Jackie Hyland
Consultant in Public Health Medicine (NHS Tayside) Signed:

Mr
Senior on site Medical Officer Signed:

Mr
Senior Emergency Department Consultant Ninewells Signed:


TROLLEY BED
BARRIER
HOSPITAL BED
HOSPITAL BED
TABLE
BARRIERS
Seated Area X 10 seats
NATO STRETCHER
NATO STRETCHER
TENT FRONT



Welfare Plan
Appendix 29

Document Control

Document Title/Version	Welfare Plan / V1.2
Documents Owner	Festival o House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.4	MAIRG v1.1

Contents

1. **Introduction**
2. **Operational Hours**
3. **Resources**
4. **Communications**
5. **Welfare Facilities**

Introduction

Providing information and welfare services at this event contributes to the health and safety and well-being of the audience and can act as an early warning system to detect any potential breakdown of services or facilities on site. The Welfare plan will be recognised as part of the wider event, health, safety and well being for this event. (see also Health and Safety Risk Assessment appendix 13)

Welfare services are provided for people who find themselves in difficulties. They aim to fill in gaps not provided by other specialist services, such as medical, police and stewards. Welfare services will be open throughout the festival where the audience is on site.

The staff providing the welfare service and support for vulnerable customers will come from a social care or youth work background. All staff have been checked via Disclosure Scotland/PVG scheme and will receive additional training and briefings prior to the event.

For Festival of House there will be a two Welfare tents to serve the campsite and arena for this adult dance event where the majority of the audience is expected to be aged 18-40 years.

Operational Hours

Thurs 9 June Staff will be on duty 1 hour before the publicised event times. Service will operate for 24 hrs in the campsite until 1pm on Sun 12 June.

Arena Welfare will operate 1 hour before and after public access times. Show days operational hours are 11am – 2am

Resources

The Welfare service will provide a team of 28 staff to cover the operational hours for the event.

This consists of:

- 2 x Welfare Managers (Day and night shift)
- 6 x Welfare supervisors
- 18 x Welfare Helpers
- 2 x Drugs Workers

Supervisors and Help Welfare staff will work six hour shifts with at least four staff on at all times. Welfare managers will fall under the direct line management of the Event manager (see event Management Command Structure appendix1).

Communications

Prior to the event, The Vine PR Company for Festival of House will ensure that information regarding the welfare provision, on site, is carried on;

- The Festival website
- Social Media
- Broadcast Media (advertising and interviews)
- Where applicable, partner agency websites

During the event, in addition to the above means, Festival of House will ensure that adequate signage is established to direct customers to welfare services. Additionally, Welfare staff will, when other duties permit, patrol the site promoting the service.

Welfare Facilities

Two welfare tents will be located within the campsite and arena as indicated on the site map, The welfare team will work closely with the medical team to look after vulnerable customers. The tent will be heated and floored. There will be a "crash" area provided within the tent and a small quiet space within the welfare tent where one to one support can be provided. Facilities for customers to call a friend or relative will be provided by the event organiser via a payphone or mobile phone, power for charging phones or mobility scooter will also be available and the facility to make hot beverages provided.

A commercial mobile phone charging facility may be available at the event, however, this is not confirmed.

The tent will be clearly signposted and its location will be provided to customers via information and event maps issued by the event organiser.

Both tents will be adjacent to first aid posts to allow an easier escalation of services if required.

They are situated; in the main arena attached to First Aid 2 and the sit will be hospital and, in the main campsite attached to First Aid 3 (see site plan appendix 6.5).

Each welfare will have a member of security staff allocated to it at all times. (see Crowd Management Plan appendix 33)

Radio and Telephone communications will be provided by the event organiser to liaise with the event management team and the JOCC. (see Media and Communications Plan appendix25)

The types of enquiries or services the welfare team will provide at this event include:

- **Information provision** – we will work closely with event promoter to assist with the distribution of event information. This includes stage running orders, or where to find meetings points etc.
- **Lost Property** – Work with the event organiser to handle lost property for customers attending the event
- **Message service** – we will provide a message service for customers.
- **Redirection** - Welfare are often the first point of call for anyone in need and spend a lot of time redirecting people to the right service be it police, ambulance, promoter, lost property or sometimes just the cash point!
- **Distressed persons** - Welfare support a wide range of distressed persons from victims of theft to relationship problems to people who are just lost. Sometimes practical help is provided, other times it is just a cup of tea and sympathy.
- **Communication** – payphone or access to a telephone is located in the welfare tent.
- **Transport off site**- in extreme cases Welfare can offer a transport service for those who wish to or must leave site, this can be facilitating travel or even providing free travel away from site.
- **Necessities** - the welfare tent are a main point of contact for some emergency provisions for customers, sun cream, condoms and earplugs are the main items but will hold a stock of other items such as ladies toiletries. Limited mobile phone chargers and charging point for

customers who really need to charge there phone, mobility scooters or medical battery packs.

- **Post medical care** - most medical issues are redirected to the event medical service however Welfare will work closely with the medical team particularly where they monitor ex patients who do not or no longer need direct medical supervision but just require observation.
- **'Crash' facilities** – there will be provision for a crash area linked to a first aid post 'crash' tent where customers may be required to rest or sleep. These individuals will be supervised by the welfare and first aid staff if required during their time with Welfare.
- **Serious Incident** - In the event of a serious incident or bereavement Welfare will provide assistance to the customer, friends or relatives where required. An arrangement with police and local authorities will be in place to involve Welfare staff, via the JOCC, if support is required.



HEALTH & SAFETY PLAN

Document Control

Document Title/Version	Health & Safety Plan
Documents Owner	
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

CONSTRUCTION PHASE

HEALTH & SAFETY PLAN

Produced by :	**Stan Brown** Principal Designer	
Authorised by :	**Ed Murdoch** Principal Contractor	
Authorised by :	**Craig Blyth** Director Festival of house	
Reviewed by :	**Paul Donaldson** Health and safety Consultant	

Summary Log & Document Control Status

Document Control Sheet

Date	Issue No	Revision / Event	Updated by	Signature of Site Manager
30 January 2016	Draft			
	1			
	2			
	3			
	4			
	5			
	6			

Summary Log

To be completed by the Site Manager/Engineers/Supervisors with a brief reference of events considered as significant to the project e.g. Accidents, Dangerous Occurrences, Near Misses, additional construction risk, changes in design, changes in labour/work rate, HSE inspectors visit etc.; referring as appropriate to where this event is further documented/actioned e.g. relevant section of this Plan identified file/correspondence file etc.

Entry No	Entered By	Details of Event	Cross Reference

Proprietary Information

This document is the property of Festival of House and must not be copied without written consent.

Table of Contents

1. Introduction

1.1 The Construction Phase Plan
1.2 Project Description
1.3 Methodology
1.4 Preconstruction hazards
1.5 Project Directory
1.6 Existing Records
1.7 Working Hours

2. Management of the Works

2.1 Management Structure and Responsibilities
2.2 Project Directory
2.3 Arrangements for Monitoring and Review of Health and Safety Performance
2.4 Health & Safety Goals
2.5 Regular Liaison between parties on site
2.6 Consultation with the Workforce
2.7 Exchange of Design information between clients, Designers, Principle designers and Contractors on Site
2.7.1 Handling Design, Changes throughout the Project
2.8 Selection and Control of Contractors
2.9 Exchange of Health & Safety Information between Principal Contractor and Contractors
2.10 Site Security
2.10.1 Fencing
2.11 Site Induction
2.12 On-Site Training
2.13 Welfare and First Aid
2.14 Reporting & Investigation of Accidents, Incidents, Near Misses And Dangerous Occurrences
2.15 Production and Approval of Risk Assessments and Systems Of Work
2.16 Permits
2.17 Site Rules
2.18 Site Disciplinary Policy
2.19 Drug and Alcohol and Fitness for Work Policies
2.20 Fire and Emergency Procedures Page 26

3. Arrangements for Controlling Significant Site Risks

3.1 Delivery and removal of materials and work equipment
3.2 Dealing with utility services

3.3 Adjacent land use
3.4 Stability of structures when undertaking work
3.5 Preventing falls
3.6 Control of lifting operations
3.7 Maintenance of plant & equipment
3.8 Excavations and stability of ground
3.9 Highway Inspection
3.10 Testing & commissioning
3.11 Arrangements for Dealing with Contaminated Land
3.12 Compressed Air and Gas
3.13 Falling objects.
3.14 Working with/near fragile materials
3.15 Manual Handling
3.16 COSHH
3.17 Use of Hazardous Substances and Arrangements for Health monitoring
3.18 Noise and Vibration
3.19 Safety Hazards

4. Health and Safety File

Appendix A Project Programme

Appendix B Traffic Management Plan

Appendix C Hazard Register

1 INTRODUCTION

1.1 The Construction Phase Plan (CPP)

This CPP outlines the Health and Safety arrangements and controls which will be implemented to comply with the requirements of the Company Health & Safety Policy and the Construction (Design and Management) Regulations 2015.

The CPP has been developed from the Pre-construction information and will be further developed as the Project progresses through the construction phase. Continued liaison with the design team will be held where necessary in regards to continued safety management procedures.

Persons working on or visiting the project will be made aware of relevant parts of this plan via Site induction or toolbox talks as relevant.

1.2 Project Description

The project is a Music Festival situated at Panmure Estate, Angus, Scotland

Address
Panmure Estate
Letham Grange
Arbroath
Angus
DD11 4RW

Key dates
Start on site date: May 2016
Completion date: June 2016
Duration in weeks: 4 weeks
F10 Notification:
F10 reference:

1.3 Scope of Works

Full construction methodology is managed by Red Peppers Events who are to build this site using sub-contractors. The basic installation method is set out here.

General Scope of Works	• Field survey/setting out. • Preliminary earth works, access tracks and compound set-up. • Delivery of road track and fencing • Bases for main stage tent • Erection of fencing • Setting up day and weekend carparks • Set up camping areas. • Set up Glamping and VIP areas • Set up infrastructure for festival goers • Installation of welfare facilities. • Set up and position concessions • Sound systems for acts. • Security installation/communications system. • Festival weekend. • Decommission and clear the site
Project Programme	Appendix A
Access and Traffic	The site will be accessed from the B9128 The access is a single lane private trackway. Please refer to The Traffic Management Plan for further details.
Temporary roads	Trackway and hardstanding laid in various areas
Erecting structures	Main stage and tents as well as associated accommodation
Fencing	Erecting steel shield and heras fencing

1.4 Pre-Construction Hazards

Festival of House are committed to early identification of hazards from residual hazards as existing before the build, to other hazards arising from the design at the location which cannot be designed out. We have updated our hazard register as part of our Risk Management process.

Please refer to APPENDIX C for the updated register, which will be linked to task specific risk assessments and method statements where required.

Protection of existing Environment

- In accordance with the planning permission certain protective measures are required.
- A site inspection by a specialist ecological firm will be undertaken with regard to any ecological interest e.g. evidence of badger setts and trails, before formal construction starts.
- Steel shield fencing will be erected around the main arena and access points. Herras fencing will enclose the camp site and weekend carpark. Day carparks are surrounded by existing fence lines.
- Materials will be stored in a secure compound and excavations will either be covered overnight or clearly marked with Barrier or Heras fencing.
- Site operatives will carry out a watching brief for evidence of ecology e.g. reptiles during the construction phase.
- A specialist road-cleaning contractor will be used to clean public access roads if there is significant mud build up on road

Entertainment License

Angus Council and associated partners will approve all terms of the license.

1.5 Project Directory

Client Project Manager	**Craig Blyth** Craigblyth15@gmail.com Mob: 07969 569804
Head of Construction	**Ed Murdoch** ed@redpepperevents.com Mob: 07764 203999
Contracts Manager	
Health & Safety Consultant	**Paul Donaldson** Paul@scrsolutions.co.uk Mob: 07730 535281
Principal Designer	**Stan Brown** Stan@scrsolutions.co.uk Mob 07713 481055
Site Manager	

1.6 Existing Records

The following list is indicative of existing records and plans relevant to health and safety on site.

- Utility Service Drawings (buried and overhead).
- Hazard register and plans
- Pre-construction information
- Emergency Response Plans
- Traffic Management Plan
- Risk Assessments and Method Statements
- Survey records

All records are held by Bell Ingram
Durn,
Isla Road'
Perth
PH2 7HF

1.7 Working Hours

- Monday to Friday 0700hrs to 2000hrs.
- All works will be conducted in association with planning restrictions and conditions.

2. MANAGEMENT OF THE WORKS

2.1 Management Structure

See Operations hierarchy flow-chart and management structure.

2.2 Responsibilities

2.2.1 Contracts Manager (????????)

- To ensure operations for the event are running in parallel to all other departments in the company.
- To approve project costing and project direction.
- Overall Project control during the construction phase.
- Day to day responsibility for Project progression in association with Operations Management.
- Liaise with the Head of Operations and Construction Manager
- Ensure adequate resources to execute the work safely and without risks to employees and others.
- Seek confirmation from designers that residual risks posed by the system design and construction are forwarded for inclusion in the known hazards in this CPP and Health and Safety File.

2.2.3 Site Manager (??????)

- Implementation of safety arrangements detailed in this CPP.
- Fulfilling the Principal Contractor obligations as described in the Construction Design
- Management Regulations 2015
- Ensure coordination and cooperation of contractors working on the project and with third parties.
- Ensure risk assessments and method statements are prepared for work activities including those prepared by contractors.
- Ensure that the risk assessments and method statements are reviewed for adequacy by the project management team to ensure all significant risks are identified and effectively controlled to minimise those risks.
- Briefing and issue of relevant work permits to authorised competent persons.
- Ensure that accidents, incidents, near misses and dangerous occurrences are brought to the attention of the Head of Construction, Client Project Manager and Safety Consultant.
- Undertake and record safety spot checks in accordance with Company procedures and to ensure site rules and safe methods of work are being applied.
- Ensure only authorised persons are allowed access onto site.
- Maintain the CPP keeping it under review to ensure it remains adequate throughout the duration of the construction phase.
- Ensure that relevant information is collected and forwarded to the Project team for inclusion in the project Health and Safety File.

- Ensure that those involved in work activities receive project and site induction and method statement briefing and the method statement is signed on to as part of the project setting to work process.
- Ensure all welfare facilities are in good working order and cleaned on a regular basis
- Oversee the logistics and timing of deliveries liaising with head office logistics manager.
- Manage H/R and administration on site.

2.2.5 Site Foreman (Temporary Works Co-ordinator) – ???????????

- Manage and maintain the site work schedule.
- Manage and co-ordinate temporary works liaising between Project Management team, contractors and sub-contractors.
- Ensuring all works on site are being carried out in accordance with H&S policy, CPP and necessary permits have been issued.
- Checking Temporary Work designs have mitigated all potential risks and that works are being carried out in accordance with specific RAMS.
- Manage the quality control process implemented by project management, liaising with Site Manager, supervisors, and contractors.
- To target improvement of the integrated site infrastructure.

2.2.6 Supervisor (Temporary Works Supervisor) - ?????

- Maintain a safe, secure, and healthy work environment by following and enforcing site rules and correct working practices.
- Analyses and collates production figures, reporting to the Site Foreman and Site Manager
- Maintains Quality Control in association with Site Manager and project management team.
- To oversee Temporary works on behalf of the Site Manager and Foreman (competent person)
- Create a clear communication channel from labourers to Foreman and Site Manager.

2.2.7 Designers and Principal Designer

- Ensure designs / design changes eliminate hazards so far as reasonably practicable and provide information on any remaining residual risks that may affect the health or safety of those that install, maintain, use or dismantle the design.
- Designers shall keep the Design Manager/Principal Designer informed on all aspects of design from inception to installation.
- Provide information requested for inclusion in the Health and Safety File.
- To ensure documents and issued drawings are controlled.

The Principal Designer listed in section 1.5 is required:

- To ensure the designers consider the Principles of prevention as detailed in the Construction, Design and Management. Regulations 2015.
- To plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase.
- To identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person affected by the project or involved in subsequent maintenance.

- To ensure design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession.
- To take into account the content of any construction phase plan and any health and safety file.
- To ensure that the Designers comply with their duties and responsibilities.

2.2.8 Contractors

- Cooperate with the Principal Contractor (PC) in planning and managing the work, including compliance with reasonable instructions and site rules.
- Provide details to the PC of any contractor they engage in connection with carrying out the work.
- Inform the PC of any problems with this CPP.
- Inform the PC of any accident, injury, incident, occupational diseases or dangerous occurrence.
- Provide information requested for inclusion in the Health and Safety File.
- Plan, manage and monitor own work and that of their workers.
- Check the competence of their appointees and workers.
- Train their employees.
- Provide relevant information to their workers.
- Comply with the specific requirements of Part 4 to the CDMR 2015.
- Ensure that adequate and suitable welfare facilities are provided.

2.3 Arrangements for Monitoring and Review of Health & Safety Performance

It is anticipated that monitoring shall be conducted weekly by the Health and Safety Manager and Site Manager, however this may be amended dependent upon the findings of monitoring. Where significant failings are identified monitoring frequency may be increased until the PC is satisfied that any failings are adequately addressed.

Contractors are required to undertake their own system of monitoring and recording. Details and findings of monitoring are to be forwarded to the site manager for inclusion in weekly meeting where applicable.

Records of all monitoring will be available within the Project Files for the duration of the project.

2.4 Health & Safety Goals

Festival of House are striving for zero accidents on site.

• The development of a just safety culture which is based on leadership and trust, shared best practice, learning and continual improvement.

• Everyone working on the project is expected to demonstrate a proactive and visible commitment to health, safety and environmental objectives especially management, Foreman and supervisory staff.

• Zero harm to people or the environment.

All organisations and individuals working on the project are required to commit to these objectives.

Objectives shall be reviewed at regular intervals to monitor progress and therefore also apply a continual improvement process.

2.5 Regular Liaison between Parties on Site

Project review meetings will be held weekly as described in section 2.3 above. It is at the Site Managers discretion which parties shall attend these meetings. It is anticipated that representatives from main contractors working on the project will be required to attend the meetings to ensure adequate liaison and cooperation between parties including review and dissemination of health and safety information between contractors.

2.6 Consultation with the Workforce

The Site Manager shall be the primary point of contact for discussing and taking views on Health & Safety from all persons working on site.

The Site Manager (or nominated deputy) and contractor representatives shall hold weekly meetings with contractor personnel which shall provide a vehicle for two way discussion on health and safety topics and feedback from site personnel. The meeting shall also include briefings / toolbox talks covering various topics including information on but not limited to:

- Upcoming work, related hazards / risks and methods of control.
- Changes to systems of work or work equipment.
- On-site training.
- Findings and recommendations from incident investigations.
- Adoption of best practice.
- Reminders of site rules.
- Industry safety bulletins of relevance.

2.7 Exchange of Design information between clients, designers, Principle designers And Contractors on Site

Project progress review meetings attended by relevant parties afford the opportunity to discuss design issues/exchange information relating to aspects of the project.

Installation Design Control procedure identifies the means by which designs are controlled and the distribution of said designs is controlled

Document & record Control identifies the requirement for document transmittal notes to be prepared to accompany distribution of design documents.

2.71 Handling design changes throughout the project

Contractor proposals for a change to any aspect of the designs issued to contractors are not permitted without authorisation from the Operations Management. All such proposals must be submitted to the Principal Designer so that any associated health and safety hazards can be identified and controlled.

2.8 Selection and Control of Contractors.

Sub-contractor selection and evaluation process prior to appointment.

The assessment process includes checks that main contractors operate similar procedures for the selection, assessment and appointment of competent subcontractors.

Contractor Safety Health Environment arrangements shall be approved for working on the project and controlled in accordance with Festival of House health and safety policy and CPP which requires contractors to provide relevant health and safety information to the Project Management prior to coming to site which shall include but not limited to:

• Risk assessments and method statements for the proposed work which shall be reviewed by the PC management team in accordance with the setting to work procedure prior to being authorised to undertake the work.
• Proof of competence for those undertaking the proposed work.
• Proof of maintenance and inspection for plant and equipment used to perform the work.
Proposals by appointed contractors to appoint other contractors to undertake work on the project must be notified to and agreed with theProject Management. Any substances they intend for use on the project to ensure that adequate risk assessments are undertaken prior to use of the substance(s).

2.9 Exchange of Health & Safety Information between Principal Contractor and Contractors
Under the requirements of section 2.8 above the PC shall provide contractors with information they may require to prepare risk assessments and method statements.
Contractors shall provide the information stipulated in section 2.8 to the PC.
The arrangements for weekly meetings described in section 2.5 (Regular Liaison between
Parties) above shall serve as a vehicle for the on-going exchange of information between PC and contractors and between contractors.

2.10 Site Security
During the construction phase, the security on sites is supplied by a contractor appointed by the PC.
• Coverage at main compound.
• Night non-working - roaming coverage of site perimeter with special attention to high risk and sensitive areas.
Individuals shall be logged into and out of site at the manned access/egress points by the Compound manager.
Access point security personnel shall be provided with details of the deliveries expected at the specific access point each day.
Where reasonable to do so plant items shall be returned to a main compound at the end of each shift and made secure. Where this is not reasonable staff/contractors shall make the plant secure by parking plant in a safe place and ensuring it is securely locked and cab guards are fitted where supplied.

2.10.1 Fencing
The main boundary shall be secured by a steel shield towards the end of construction.
Pre permanent fence installation Heras fence shall be used where necessary.
Double clipped Heras fencing shall be used to secure site compounds and storage compounds.
In areas which are deemed to be of high trespass risk (i.e. close to population centres) double clipped Heras fencing and signage shall be installed to provide an additional barrier to trespass.
All Heras fencing shall be adequately supported/braced and fixed to ensure that it remains stable and secure in adverse weather conditions.
Arrangements shall be detailed in contractor RAMS and agreed with the PC site management team prior to work commencing.

Fencing arrangements and the provision of security personnel shall be kept under review and amended if required where it is identified that unauthorised persons are gaining access to the site.

2.11 Site Induction

Staff, client staff and nominated contractors coming onto site shall receive a full site specific induction that provides an in-depth understanding of Festival of House H&S policy, site rules and site activities.
Infrequent and 'one-off' visitors to the site will be required to attend a visitors induction and must be accompanied by a member of the project team who has undergone a full site induction at all times while the visitor is on site. Regular visitors to the site will be required to attend a full site induction.
Any employees or contractors with insufficient knowledge of the English language will have a translator present during induction (Inc. non-frequent visitors).
Inductions will take place from 08:00 Monday to Friday.
Supplier personnel making deliveries to the site will be given a task specific site induction at the access point to the site.

2.12 On-Site Training

On-site training shall be provided by the Principal Contractor and main civil contractor (where applicable) to nominated individuals.

2.13 Welfare and First Aid Facilities

The main welfare provision for the site will be situated at the proposed main compound; first aid point will be in a clearly marked designated container unit.
The welfare facilities provided shall meet the requirements of schedule 2 of the CDMR 2015 and be sufficient to cater for approximately fifty operatives based on staggered rest breaks.
All personnel using the facilities are expected to respect the facilities and keep them in a clean condition. The Site Manager shall ensure that there are adequate arrangements for regular cleaning of the welfare facilities.
In addition, regularly maintained chemical toilets close to points of work shall be provided at a rate of one per seven persons. The following facilities shall be provided at each main compound:

- Toilet and wash hand basins with hot and cold running water 3 x toilets, 3 urinals and 3 x basins and 1 x ladies.
- Mess canteen room/area, microwave and kettle – 2 x 20ft
- A source of portable water
- First Aid boxes
- Suitable type and number of fire extinguishers
- A heated drying room 2 x 20ft
- Site Office 2 x 20ft

Under a shared welfare agreement as set out in the Health and Safety (First Aid) regulations
1981, contractors will be responsible for providing qualified First Aid staff and First Aid boxes.

First aid personnel including contact numbers are required to be identified in Construction Phase Health and Safety Plan document and posted on the walls of all welfare buildings
Posters are to be placed in welfare facilities giving details and contact numbers of first aid personnel.
First aid kits and eye wash provision shall be located in welfare facilities and carried in site vehicles.

2.14 The reporting and investigation of accidents, incidents, near misses and dangerous occurrences etc.
All site personnel are responsible for reporting any accidents/incidents or near misses, regardless as to severity or whether medical treatment is administered. The incident is to be reported to one of the people on the emergency contact list which is included in the RAMS document and on site notice boards. The PC management team member receiving a report shall inform the company HSE adviser and the Principal Designer, (Reporting of Accidents, Diseases, Dangerous Occurrences, Near Misses and Hazards).
Employing contractors shall be responsible for their employees and report direct to the Health
and Safety Executive any reportable accident, dangerous occurrence or occupational disease arising out of its working activities defined as reportable under RIDDOR 2013 and provide a copy of the report to the Site Manager and Health and Safety Manager. BSR will seek an adequate and satisfactory investigation into all reported accidents and incidents.

2.15 Production and approval of Risk Assessments – refer to Hazard register
Risk Assessments (RA) for planned work shall be prepared by project management in accordance with CDM 2015 regulations and the Management of Health and Safety at Work Regulations 1999.
Daily Risk Assessments/Situation Specific Assessments shall be undertaken by work team foreman prior to work commencing each day to take cognisance of localised conditions, including those changes related to inclement weather etc. The RA shall be kept under review as work progresses.
Assessments and method statements shall be reviewed where there is significant change, representative of a revised work practice, legislative change or change to environment in which works are undertaken or following an accident/incident/near miss. Amendments must be agreed with the PC site management team prior to work recommencing.
The company pointed Health and Safety manager will monitor on site activities through the construction manager combined with bi-weekly inspections to review on site safety. There will be specific attention paid to RAMS, to maintain that they cover all on-site working activities.

2.16 Permits
Permits shall be issued and administered by the Site Manager for the high risk activities listed below and shall form a part of the contractor safe method of work:
- Temporary Works permit.
- Permit to Work under Overhead Electricity Lines.
- Hot Works Permit.
- Cable jointing.
- Working at heights

- Working in confined spaces
- Electrical Isolation

2.17 Site Rules

Industry Competency Scheme Cards

Any Personnel operating machinery will present CPCS card or similar industry standard proof of competency at induction.
All persons directly operating or installing electrical apparatus and materials will present ECS card or similar industry proof of competency.

Access / Egress – refer to Traffic Management plan

Site personnel and delivery drivers may only use the authorised access/egress routes notified to them during the induction. (In association with traffic management plan).

PPE

Mandatory basic personal protective equipment to be worn by all persons when within the boundary of the construction site is as follows:

- Hard hat
- High-visibility polo-shirt/T shirt/vest/jacket
- Suitable work trousers
- Safety boots with adequate ankle support and mid sole and toe protection.
- Suitable cold / wet weather outerwear (jackets are to be high visibility).

Requirements for task specific PPE shall be described in risk assessments and method statements.

Housekeeping

- All site personnel are responsible for maintaining a tidy and organised work area to avoid creating slip or trip hazards.
- Pedestrian access ways/escape routes are to be kept clear of materials, tools or equipment.
- All general wastes are to be removed to waste skips at the end of each day.
- All recyclable materials are to be separated and placed in the designated skips for collection. See waste management plan.

All sub-contractors are responsible for clearing all their own waste into designated skips.

Operation of Plant / Vehicles

- Only trained and competent persons authorised by the Principal Contractor are permitted to operate plant.
- Where access into the working zone of plant is required the banksman and operator must be made aware of the intention and operators are required to make the plant safe (lower bucket to ground, apply hand/dead-man brake, switch off) before indicating that it is safe to approach. Personnel are not permitted to approach until the operator has indicated it is safe to do so.
- Competency cards are to be carried by operators when using plant items.
- Documented pre-use inspections are to be carried out on plant items by operators each morning prior to starting work. If a defect is identified which affects safe operation the plant item must not be used and must be quarantined pending repair.
- Vehicle/plant windows and mirrors are to be maintained in a clean state by operators so as not to affect visibility.

• Seat belts are to be worn at all times when operating plant or driving vehicles.
• Dumper operators shall not remain seated when the dumper is being loaded. Operators shall apply the handbrake, switch off the engine and dismount during loading operations.
• Drip trays are to be placed under the engine compartments of plant that is not used for long periods.
• The use of mobile telephones when operating plant/vehicles is prohibited.
• Banksman/marshals shall be used for all working excavators and reversing vehicles.
• Flashing beacons must be switched on when within the site boundary.
• The speed limit on the haul road is 10mph and 5mph in compound/site office areas.
• Where provided, one way systems must be used by all drivers and operators.
• Where wheel wash/cleaning facilities are provided they are to be used by all site vehicles and plant.

Work at Height
• Work at height shall be avoided where it is practicable to do so. Where it is not practicable to do so, loading of vehicles must be arranged so that access onto the rear of vehicles is not required to unload where suitable edge protection (handrails) are not fitted.
• Where work at height cannot be avoided it is prohibited unless there are adequate arrangements to prevent a fall.
• Where it is not possible to prevent a fall, measures must be provided to mitigate the distance and consequences of a fall including training in use of any equipment and rescue arrangements. Mitigation measures shall be described in RAMS for the task.

Plant & Vehicle Security
• Where plant / vehicles are left unattended they must be parked in a safe place, switched off, the key removed and left secure.
• All vehicles and plant must be left in a secure state at the end of each shift to prevent unauthorised use.
• Cab guards must be fitted where provided.
• Dumpers to be additionally secured by placing the excavator arm of excavators in the dumper bucket where possible.
• Where plant or equipment cannot be secured at the point of work it must be taken back to a secure area (i.e. site compound) at the end of the shift if practicable to do so.
• Vehicles may be subject to random searches by site security staff or a member of the Principal Contractor site management team.

Portable Electrical Equipment
• Wherever practicable electrical power supplies shall be 110volt centre tapped to earth.
• All site electrical equipment shall be suitable for the purpose for which it is supplied.
• All portable electrical equipment shall carry confirmation of in date portable appliance testing showing the next inspection due date.
• Users of portable electrical equipment are required to conduct visual inspections of equipment prior to using the equipment. Defective equipment must not be used; it shall be removed from service and placed in a defined quarantine area pending repair or replacement.

• Where electrical leads may be at risk of damage they shall be suitably protected (e.g. armoured type or use of cable mats).

Use of Portable Radios, Personal audio equipment and Mobile Telephones.
• The use of portable radios is at the discretion of the Site Manager and the use of mobile phones is restricted to authorised persons.
• Mobile telephones may only be used on site by team leaders/gangers and project supervisory / management staff for emergency calls and for receiving / giving work related instruction only.
• Site personnel may give the number of their supervisor, or other person on the site emergency contact list, to family members for use in emergency or urgent situations only.
• Site personnel may only use personal mobiles or radios at break times within welfare/office facilities.

Smoking Policy
• It is illegal to smoke in vehicles, plant and welfare units.
• Cigarettes are to be extinguished responsibly.

2.18 Site Disciplinary Policy
The Principal Contractor operates a red and yellow card disciplinary procedure for breaches of health, safety or environmental rules. Site management staff are authorised to issue red and yellow cards.
Normally, red card offences will result in instant removal of the individual from the project.
Examples of red card offences usually include:
• Knowingly putting yourself or others at risk of serious injury.
• Interfering with or misusing safety equipment such as machine guards, alarms, extinguishers etc.
• Horseplay or malicious behaviour which could lead to injury.
• Consuming, bringing onto site or being under the influence of alcohol or illegal drugs.
• Deliberately allowing the release of substances hazardous to the environment into the environment.

First Warning
An unsafe act, behaviour or condition will be discussed with the individual concerned and a yellow card will be issued with an instruction of the improvement required. The warning will be valid for a period of two weeks from the date of the incident. After the period of two weeks the warning will expire.
Where warnings are issued to contractor staff the contractor will be notified and will be expected to respond in writing confirming the action taken to prevent reoccurrence of the breach.

Second Warning
Should an individual receive a second warning within a two week period from the date of the first warning the person in question will be permanently removed from site.
Examples of offences at this level include:
• Working without valid permits or authorisations.
• Unsafe slinging methods.

• Failure to use authorised access routes.
• Placing hazardous waste in general waste skips.
• Failure to comply with method statements or site rules.
The above serves as guidance, each incidence shall be considered individually by the BSRL
Site Management Team and appropriate action taken where necessary.

2.19 Drug and Alcohol and Fitness for Work Policies
Festival of House operates a strict zero tolerance policy on drugs and alcohol at work.

Drugs & Alcohol
All persons carrying out work on the project may be subject to a random drug test which will identify the misuse of:
• Alcohol Amphetamines
• Benzodiazepines Cannabis
• Cocaine MDMA
• Ketamine Methadone
• Opiates Propoxyphene
Refusal to undergo a test shall be treated as a positive test and will result in permanent removal of the individual from the project.

Fitness for Work
All persons carrying out work on the project are required to have completed a fitness for work medical questionnaire prior to being granted access to the site. This will state the individual's declaration that he/she is fit for the work.
After an absence due to ill health of 7 days or more an employee is required to bring in a letter from his/her doctor stating they are fit to return to work.

2.20 Fire & Emergency Procedures
Fire and emergency response procedures are detailed in Emergency Response Plan which will be on display in all welfare units.
Emergency response shall be explained to site personnel during the induction presentation.
Those working in office environments are to be given inductions addressing office related SHE arrangements.
Local emergency response arrangements are required to be included in CPHSE folder.
Environmental emergency plan is to be included in the Co-ordinated Environmental Management plan.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS – refer to traffic management plan and hazard register

3.1 Delivery and Removal of Materials and Work Equipment
Authorised access and egress routes for site traffic and deliveries are described in the Traffic Management Plan supplied with this document in Appendix B. Both the Principle Contractor and Contractors are responsible for ensuring that the details of authorised access/egress routes are provided to suppliers making deliveries to the site when placing orders and for ensuring that suppliers comply with those instructions.

All deliveries and movement of vehicles on site will be met and reversed by a competent banksman where reversing is required.
Deliveries and removals will be managed to run with the progress of works so that storage is kept to a minimum and to reduce the number of vehicles unloading at any given time.
Demarcation of the work area on the highways and areas accessible to the public will be maintained in accordance with requirements detailed within the New Roads & Street works Act.
For deliveries of oversized/abnormal loads authorities will be given advance notifications of movements including proposed routes and expected delivery times.

3.2 Dealing with Utility Services – *Buried Services*
On receipt of Pre-Construction Information relative to positioning of underground/overhead services, checks are to be completed identifying the accuracy and completeness of records,
Festival of House will request more detail/clarification if required. Liaising with utility owners or local authorities is undertaken to negotiate the safest route where the proposed environment is particularly hazardous.
The Site Surveyor will consult landowners prior to entry. The consultation process will include enquiries as to the presence of buried services on the landowner's property which the landowner is aware of. Identified services shall be included in site records.
Trial holing and investigative digging will be undertaken as necessary.
All requisite checks will be undertaken prior to breaking ground, including: referencing utility (GIS) records to identify presence of buried utilities, undertaking a CAT scan of the area following the guidance laid down in HSG 47 Avoiding Danger from Underground Services.
Instruction on avoidance of danger will be cascaded by the delivery of the accompanying Method Statement, toolbox talks and specific risk assessment, making specific reference to the presence of any buried cables, pipes and drains.
Where buried utilities are identified the type depth and location shall be recorded and Project Management team notified.

Overhead Electricity Lines (OHL)
Utility owners have been consulted by the Principle contractor to determine if OHL crossing the site, or close to the site, could be de-energised, re-routed or buried.
Where this has not been feasible protection arrangements at the OHL locations shall comply with the recommendations detailed in GS6 'Avoidance of Danger from Overhead Electric Power Lines'.
Where work is undertaken under OHL involving plant which has the potential to encroach into safe working heights the work will be subject to a 'Permit to Work under OHL' which shall form part of the contractor safe method of work. – is this in accordance with HSE guidelines?
The permit shall be issued by the Site Manager.

3.3 Adjacent Land Use
The Site Surveyor shall liaise with both the Project Management and landowners to ensure that any pesticide treatment of crop fields adjacent to the easement route corridor is avoided where site personnel may be present and where the substances used may present a health hazard to site personnel.
The key environmental considerations regarding adjacent land use are as follows: -

• Potential impacts upon amphibians, birds, mammals, protected species and other species from effluent discharges and impacts as a result of activities during the construction phase.
• Disturbance of residents as a result of noise, dust and general nuisance generated during the construction phase
• Water and Land contamination
• Generation of waste.

3.4 Stability of Structures whilst Undertaking Work
Temporary Works Supervisor will be responsible for daily inspections of all structures and associated access equipment during the build process.
All Structures on site will be built to design in accordance with CDM regulations 2015.
Structures to be incorporated in temporary works will be left safe and stable when un-attended. When complete to be signed off by Principle contractor, Contractor, Project Management and Designer.

3.5 Preventing Falls
Festival of House operate a selection method in identifying the safest means of undertaking works, through adoption of a 'Hierarchy' of Control, as referenced within the Work at Height Regulations 2005.
The use of ladders will be eliminated where possible is favour of secured working platforms. Ladders are to be inspected at intervals recommended by the ladder manufacturer with confirmation of the inspection and next inspection due date affixed to the ladder.
Contractors shall be required to adequately address work at height hazards as part of the RAMS process to the satisfaction of the Principal Contractor management team.
Contractors bringing deliveries to site shall be required to give consideration to the hierarchy of control when planning the loading / unloading of deliveries.
Scaffold erection and inspection (every 7 days) to confirm integrity is maintained, to accommodate DNO construction works etc., shall be undertaken by a competent person or approved Subcontractor.

3.6 Control of Lifting Operations
Contractors are required to submit a Lifting plan and RAMS for all proposed lifting operations. The BSRL project management shall review RAMS to confirm that operations satisfy the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
Permits to lift shall be issued by the Principal Contractor for most lifting operations except
Telehandler. Telehandler RAMS shall define the range of load types that may be encountered including information on load weights.
Maintenance checks in accordance with manufacturer recommendations will be made daily with inspection certification collated by Project Manager.
Lifting operations are not permitted without authorisation from the Site Manager via issue of a valid Permit to Lift and authorised lifting RAMS.

3.7 Maintenance of Plant & Equipment
Contractors (Inc. PC) are responsible for ensuring that work equipment and plant is suitable for the purpose for which it is supplied, is maintained in a safe condition and

inspected at intervals recommended by manufacturer instructions and related guidance materials.
Where work equipment is hired the hiring contractor is responsible for establishing with the hire company which party is responsible for maintenance of the equipment and carrying out thorough examination where required.
Contractors must satisfy the Site Manager that work equipment to be brought onto site is adequately inspected where required and maintained in a safe condition.
Plant operators shall be required to carry out a documented pre-use inspection prior to starting work at the start of the shift. If defects are identified which affect safe operation of the plant it shall not be used and will be quarantined pending repair or replacement.

3.8 Excavation and Stability of Ground
Excavations fall under the parameters of Temporary Works.
The Site Manager shall maintain a schedule that shall be reviewed in the weekly progress meeting.
Excavations shall be in accordance with the requirements detailed within HSG 47 – Avoidance of damage to underground cables.
Trenches shall be excavated in line with set out easement coordinates and internal setting out measurements.
In circumstances where personnel are required to enter excavations they shall be inspected by a competent person (CP) at the beginning of the shift and before anyone enters the excavation.
Excavations shall also be inspected after any event likely to have affected its strength or stability, and after any material unintentionally falls or is dislodged. The CP shall determine if the excavation is safe for work to continue. If the CP is not satisfied he shall ensure that work is not allowed to continue and shall inform the Site Manager.
The Site Management team shall see any safety concerns rectified to the satisfaction of the CP prior to the continuation of work.
The CP shall prepare a weekly report of inspection which includes the information stated in schedule 3 to the Construction (Design and Management) Regulations 2015.

3.9 Highways Inspection
An inspection of the highways servicing the site should be undertaken with the Council Highways Officer (if possible), prior to work commencing on site, with further inspections at agreed intervals. A detailed photographic record will be produced of the existing condition of the verges, road surfaces at access points, passing places and junctions. Any damage that arises as a result of the development will be remedied.

3.10 Testing and Commissioning
A permit to test will be used and co-ordination with other principal contractor to ensure 'safety from the system'.

3.11 Arrangements for dealing with Contaminated Land – refer to waste management plan and hazard register

All staff and contractors are required to be vigilant with respect to ground conditions and the potential for contaminated ground particular near the ecological and archaeological watch areas
There are two key requirements in managing ground contamination:
• Do not cause it or spread it.
• Deal with it appropriately.

Key issues include
• Further contamination may be caused by handling or excavating contaminated ground.
• Disturbing unexpected archaeological finds, such as burial grounds, may pose a health risk to the workforce.

What to do if unexpected contamination is encountered
During boring, digging, excavating and similar operations, observe the uncovered ground and watch out for visual signs of contamination. The release of noxious fumes (petrol, oils, solvents, chemical residues) and smells may also indicate contamination (e.g. a smell of bad eggs may mean that hydrogen sulphide contamination is present).
If suspected contaminated ground is encountered the contractor is required to cease work, vacate the area and report the matter to the Site Manager

Checklist - visual signs
• Discoloured soil (e.g. chemical residues).
• Fibrous texture to the soil (e.g. asbestos).
• Presence of foreign objects (e.g. chemical/oil containers).
• Evidence of previous soil workings.
• Evidence of underground structures and tanks.
• Existence of waste pits.
• Made ground (i.e. artificial ground where ground level is raised by man's activities and not due to a natural cause).
• Old drain runs and contamination within buildings; tanks, flues etc.
• Topsoil adjacent to motorways can be contaminated by traffic emissions.

How to avoid further contamination
• Do not stockpile contaminated soil unless it cannot be avoided. If it is necessary, stockpile only on a hard standing area to prevent contamination of underlying ground. It may be necessary to cover over stockpile material, either to prevent windblown dust or to prevent ingress of rainwater.
• Control surface drainage from stockpiled area. Water draining from a stockpile may be contaminated and need controlled, off-site, disposal.
• Prevent the spread of contaminated dust.
• Be careful when handling, storing and using oils and chemicals. See relevant (COSHH documents).

3.12 Compressed Air and Gases
Contractors requiring the use of flammable gasses (earth band welding etc.) will provide specific risk assessments.
Hot works will not be undertaken without the issue of a 'hot works permit' by the Site Manager.

Certificates and Inspection tags shall be attached to all equipment demonstrating compliance with guidance identified within, British Compressed Gas Association Guidance Note 7.

3.13 Protection from falling objects
Contractors that require working at heights will address ways to prevent injury from falling objects in their RA and MS.
Hard hats must be worn at all times by all staff, contractors and visitors when on site. This will be addressed in site inductions and enforced by management staff.
During lifting operations exclusion zones will be implemented and enforced with a banksman and temporary works supervisor present.
All working platforms will be fitted with toe boards.

3.14 Working with/near fragile materials - refer to hazard register
Drivers loading, unloading and transporting fragile materials will be specifically briefed during induction as to Festival of House safe methods in association with manufacturer guidelines.
Handling of modules during panelling will follow manufacturing guidelines as will the storage of modules once removed from their original box.
Combiner boxes will be transported with clear visual indication of orientation. (This way up)

3.15 Manual Handling
Both Site Management and Contractors are required to address any manual handling hazards associated with their proposed works as part of the risk assessment process including appropriate mitigation measures and the provision of manual handling training where risks which cannot be avoided are identified.
Contractors may only undertake work when the content of RAMS satisfies the requirements of the management team.

3.16 Control of Substances Hazardous to Health (COSHH)
Any hazardous substances used on site will be subject to individual risk assessment with COSHH assessment laminated and attached.
Hazardous substances will be kept in a controlled environment with access limited to responsible persons.
Spill kits will be located next to the storage of Diesel and Petrol bowsers and containers

3.17 Use of Hazardous Substances and arrangements for Health Monitoring
Contractors are required to address any hazards due to the use of hazardous substances or hazardous substances produced by the work itself including appropriate mitigation measures and health surveillance where a need for surveillance is identified in accordance with regulation 11 of the Control of Substances Hazardous to Health Regulations 2002.
Contractors are required to provide risk assessment and associated manufacturer safety data sheets to the PC site management team as part of the RAMS approval process.
For materials supplied and used by contractors the COSHH assessments shall be produced and made available on site by the contractor as part of the team work pack.

Storage of hazardous substances shall be in accordance with HSE Guidance as well as Environment Agency Pollution Prevention Guidance.

3.18 Noise & Vibration

Health risks from noise or vibration shall be addressed by contractors as part of the RAMS process to the satisfaction of the PC site management team. Where a need for health surveillance is identified (in accordance with regulation 7 of the Control of Vibration at Work Regulations 2005 or regulation 9 of the Control of Noise at Work Regulations 2005) as part of risk assessment details are to be included in risk assessments. Risk assessment and method statements shall define how long vibrating equipment can be safely used each day.

Contractors are to implement best practice means to minimise noise in accordance with statutory regulations and local requirement, including any Section 60 Environmental Protection Act requirements. Where required, contractors will include within

Method Statements measures to mitigate noise emissions. The Site Manager will instruct the stoppage of any operations they deem excessively noisy.

Personal Protective Equipment, compliant with requirements of the Noise at Work Regulations 2005, will be issued to operatives, and where levels exceed Action level 2, monitoring will be undertaken to ensure PPE issued is used.

Contractors are to give consideration at the selection stage to ensure that equipment with low noise /vibration levels is selected. However, where this is not practical, then equipment specific assessments shall be produced. All plant and equipment is required to be subject to a Planned Preventive Maintenance Schedule to minimise excessive noise or vibration being generated from defective machinery.

3.19 Safety Hazards

3.19.1 Overhead Cables – insert specific details

Example - There is an existing 11kv overhead cable running across the site. On the 33kV lines a boundary will be fenced with Heras fencing to form a barrier between staff and power cables in conjunction with HSE GS6 regulations to ensure a safe barrier between the lines and the park. Along with Heras fencing being used as a visual aid as required for safe working clearance. Works under the 11kv power lines will be strictly monitored. The use of goal posts set to a standard height will be implemented. No works will be undertaken without a permit to work.

3.19.2 Underground Utilities

There is a sewage pipe located in the hedge line running between the two build sites. There is also a BT cable that runs within the same hedge line. These will be appropriately surveyed and located. These will be placed on a hazard plan and found in the main site office and also given to the contractors. Works around these services will be closely monitored and no works will start until permits have been issued to the relevant contractors

4. THE HEALTH AND SAFETY FILE

Following consultation between the Principle designer and Festival Of House, the scope, structure and format for the file will have to be agreed, and will be reflected in the completed documentation submitted by the Principle designer to the client prior to practicable completion of the project.

Arrangements will be made through the duration of the project for contractors and consultants to pass relevant information to Festival of House to assemble and provide to the Principle Designer as the work is completed.
This document will be handed to Festival of House during completion handover. It will be located at;

Festival of House



APPENDIX 13
RISK ASSESSMENTS (INCL. FIRE RA), H&S INFORMATION, METHOD STATEMENTS

Document Control

Document Title/Version	Appendix 13
Documents Owner	Bell Ingram
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	Environmental Mgmt Plan V2.10
Health & Safety Plan	Major Incident Contingency Plan V1.4
Emergency Procedures & Evacuation Plan V1.3	

Public Health

Guidance from Purple Guide

Area	Definition	Risk	Standard	Evidence provided
Toilets	Event staff	Spread of infection. Breach of Workplace (Health, Safety, and Welfare) Regulations 1992	Event organisers must provide suitable and sufficient sanitary and welfare facilities for workers at an event.	30 Number at various locations at the event. The toilets are Chemical toilets/polyjohns: Self-contained chemical flushing WC, some with hand sanitizer facilities. Each has integral containment tank and is easy to empty. 1 Number Urinal Urinals are Unit blocks of four position 'pee pod' urinals with integral containment tanks. Hand sanitiser is positioned on central posts in these units. 4 Number Hand wash facilities Hand washing: Stations will be positioned conveniently beside the toilet facilities within the arena and campsites. These are self-contained units with foot operated water and integrated hand soap and hand towel dispensers.
	Food handlers	Spread of infection. Breach of Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.	Separate facilities will have to be provided for food handlers (catering staff)	Food Handlers will have access to their own designated sanitation. Each concession on the outer edge of the arena will have its own toilet as described above and hand wash station as

(1)

				described above within its own area. Concessions within the main arena will have walk a short distance towards the outer edge to get to secure facilities. On top of this each concession will have their own hand washing facilities within their own shop/trailer.
	Audience	Spread of infection. Crowd disorder - Insufficient provision due to facilities out of order, inadequately maintained, lack of water, inappropriately sited away from sites of greatest demand.	For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity WC provision - 1 per 75 female 1 per 400 male Plus 1 urinal per 100 Code of practice BS 6465-1:2006+A1:2009	Arena 119 Toilets Urinals 100 positions Hand wash units 40 Note this is based on 15000 attending. In reality it is expected to be 10000-12000 so adequate provision.
	People with special needs	Spread of infection. Breach of Equality Act 2010		10 Toilets in various locations with integral hand washing provision.
	Campsite	Spread of infection. Crowd disorder - Insufficient provision due to facilities out of order – inadequately maintained, lack of water, inappropriately sited away from sites of greatest demand	For campsites at major events, swapping the emphasis from urinal to WCs for males 1 per 75 female 1 per 150 male Plus 1 urinal per 250 Code of practice BS 6465-1:2006+A1:2009	Main Campsite 71 Toilets Urinals 16 Hand wash units 18 Note this is based on 6000 campers
	Hand washing	Spread of infection. Lack of running water Inappropriate siting of facilities	1 per 2 toilets for females, 1 per 4 toilets for males, in mains connected toilet facilities. Single plastic toilet installations then hand-washing facilities should be provided normally in the ratio of 1 per 5 facilities (WCs & Urinals) with not less than 1 hand-washing facility per 10toilets provided. Lower height wash basins where wheelchair	The toilets are Chemical toilets/polyjohns: Self-contained chemical flushing WC, some with hand sanitizer facilities. Hand washing: Stations will be positioned conveniently beside the toilet facilities within the arena and

(2)

			users and/or a significant number of children are expected to attend the event. **Preference should always be given to providing warm-water hand-washing facilities and adequate supplies of suitable soap. This is the most effective means for cleaning hands. Antiseptic hand wipes or bactericidal soap/gel can be provided, however organisers should be aware that these wipes may only be effective when hands are not visibly contaminated (for example, by mud).** **Alcohol and other gels and wipes must not be used where there is a risk of contamination by E.Coli 0157- only thorough washing is appropriate.** Overnight camping -. supply shower facilities on site subject to the availability of an adequate supply of fresh water supply and sufficient water pressure, Site of hand washing facilities – near work areas and, next to the catering areas and car parks, adjacent to the first-aid areas, and to welfare and children's areas. Hand washing facilities should be located at a suitable distance from food handling areas.	campsites. These are self-contained units with foot operated water and integrated hand soap and hand towel dispensers. Numbers of each outlined above. Over 18 event, ie no children Shower facilities will be available within the campsite. Concessions will hand wash facilities at the rear of their stalls. Concessions in the main arena will have a short walk to separate toilets with their own hand wash facilities. This on top of their own integral hand washing facilities.
Water	Event site including campsite	Loss of/inadequate water provision (chemical or bacteriological contamination) Spread of infection Dehydration Breach of water regulations	Permissions from Scottish Water and/or responsible person for private supply, for abstraction of an adequate volume of water.	A constant, adequate and wholesome supply of drinking water will be made available to everyone throughout the event site, including within the campsites (main, disabled and glamping). The appointed

(3)

				contractor will prepare a Drinking Water Operational Plan to ensure the following standards and provision is implemented on the ground. This will be submitted to the Council for approval. Stored water tanks will be used for the event to provide a constant supply of drinking water. These will be replenished either by the existing mains water supply or by tankered water sourced from an agreed Scottish Water supply zone. All tanks will be secured from any attempt at vandalism and checked regularly to avoid malicious tampering. The water storage points and drinking water will be constructed and managed by the appointed contractor to minimise the risks of damage, contamination, deterioration and "ponding" of water.
			Adequate wholesome water supply for drinking, hand washing, cooking and washing dishes. Storage, chlorination and bacteriological testing must comply with UK standards.	The plumbing contractors will ensure compliance with BS8551. All plumbing and pipe work will be installed to prevent back-flow or contamination. Prior to use it will be disinfected 'in line' and the water thereafter bacteriologically tested for wholesomeness to ensure required drinking water quality standards. All stored water provision will be

(4)

				inspected independently by Scottish Water if required to ensure byelaw compliance.
			Suitable connections to prevent backflow or contamination of supply.	As above
			Plans should include details of risk assessment and for the provision of alternative supplies in the event of water contamination or loss of supply at any point on site.	Stored water tanks will be used for the event to provide a constant supply of drinking water. These will be replenished either by the existing mains water supply or by tankered water sourced from an agreed Scottish Water supply zone.
Waste	Sanitary/medical waste, including sanitary towels and tampons, at toilet facilities and throughout the site; Syringes, needles and bandages from First Aid posts and throughout the site; Nappies from changing rooms and throughout the site; Human waste products (vomit, urine and faeces) either at toilet facilities or deposited on site in or outside of receptacles;	Spread of infection http://www.hse.gov.uk/pubns/waste27.pdf	Workers should be specifically trained to pick the waste up (litter pickers), and/or empty the receptacles placed around the site or venue.	Litter will be tackled at source throughout the weekend via teams of litter pickers both in the arena and the campsites, and also in the non-public areas backstage. Full clearances will be undertaken each night at the close of the arena and the following mornings if required. There will be a suitable provision of waste receptacles in the arena and campsites in a bid to encourage people to bin their litter. Signage will be used to educate and encourage customers to use the bins provided.
			Staff must be provided with suitable and sufficient instructions, training and supervision to allow the work to be carried out safely.	Staff will be briefed on safe collection techniques and the use of appropriate PPE
			Employees should have suitable and sufficient protective clothing and equipment	Appropriate PPE will be provided for litter pickers etc
			Those handling waste need access to hot and cold-running water, soap and nail brushes to	Staff will have access to staff handwashing facilities as

(5).

			wash their hands and bodies if they become contaminated. Washing facilities must be available, particularly at the final waste-collection process, and in some circumstances showers will be necessary	defined above.
			Frequent inspection and emptying of waste receptacles.	Litter will be tackled at source throughout the weekend via teams of litter pickers both in the arena and the campsites, and also in the non-public areas backstage. Full clearances will be undertaken each night at the close of the arena and the following mornings if required.
Other PH issues	Pets	Spread of infection	Animals, and in particular dogs, should not be permitted on the site and advance publicity of this should be given	No pets allowed at event
	Signposting	Excessive pressure on a few facilities	Display the site plan prominently at entrances, information points, car parks, first-aid points, toilets, showers, drinking water points and in the event programme. Ensure that plans are large, clear, preferably in large print, waterproof, information points	Sanitary provision etc will be well sign posted and cartoon maps will be distributed and available on social media sites.
	Food – this is covered by LA regulations	Spread of infection or contamination of food	Separate hand-wash basins with hot water, liquid soap and drying facilities must be made available in all food preparation areas. The use of non-hand-operable taps is recommended, but if they are not available, taps should be turned off using a paper towel. Single-use towels or air driers are recommended for drying hands hygienically. Anti-bacterial hand gels are not an adequate replacement for thorough hand washing.	Each facility will have its own hand wash basin as well as the provision that is mentioned above. This will be outlined in contracts between concessions and FOH

Note – site (including campsite) fire, electrical safety (lighting), transport and other hazards should be considered under the respective event plans and are not dealt with under the PH section.

RISK ASSESSMENT

TOPIC : Risk Profile for Acts Saturday

REFERENCE : Festival of House

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	The Squirrel's Nut (Saturday) Gav Will Alan Livie Ross Jackson Paul Urquhart Derek McKusker Billy Morris Bill Boyd Kerin Mcewing	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 200-300 tops		June 2016	Festival of House
2	Tree House (Saturday) Main Ingredient Rendition Paradise Palms No Strings Attached All Good Majestik Let it Bleed	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 200-300 tops		June 2016	Festival of House

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3	Cocktail Bar (Saturday) Gesthaus Gav Will Chris Mann John Donaldson Alan Livie Rendition Grovement	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 300-400 tops		June 2016	Festival of House
4	Bumble Bee Hospitality (Saturday) Bombay Club Colin Cook No Strings Attached Musika Cubans John Pleased Wimmin	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 400-500 tops		June 2016	Festival of House
5	Small Town Woodland Tent (Saturday)	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 600-800 tops		June 2016	Festival of House

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
6	Rhumba's Naughty Wood Tent (Saturday) Alan Dobson Johnny Kennedy Finitribe Justin Robertson James Zabiela Dubfire Dixon	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 3-4000		June 2016	Festival of House
7	Sundown Stage (Saturday) Darren Davies Dollska Boxed In The Cuban Brothers Hernan Cataneo Erol Alkan Underworld	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size up to 10,000 • Crowd barrier at front of stage		June 2016	Festival of House

13-1 (3)

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date 12 April 2016

Review Date May 2016

13.1.4

RISK ASSESSMENT

TOPIC : Risk Profile for Acts Thursday/Friday

REFERENCE : Festival of House

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Thursday night acts Michael Kilkie Tom Simpson	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Up to 2000		June 2016	Festival of House
2	The Squirrel's Nut (Friday) Donna Love Spark FM Paul Montague Seanie Stewart Silky Radio Sidney Mikey Robertson Clyde Rouge	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 200-300 tops		June 2016	Festival of House

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3	Tree House (Friday) Trash Disco Dare Musika Thuture Taste State of Grace Hector's House	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 200-300 tops		June 2016	Festival of House
4	Cocktail Bar (Friday) Mike McDonald Nikki Flame Hannah Laing Danny Walsh Kev Green Billy Morris No Strings Attached	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 300-400 tops		June 2016	Festival of House
5	Bumble Bee Hospitality (Friday) Killed Kassette Donna Love Hector's House Jon Pleased Wimmin James Bradley Michael Kilkie	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 400-500 tops		June 2016	Festival of House

13.2 2

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
6	Small Town Woodland Tent (Friday) Raymond Jamieson North East Contour Ctrl Alt Defeat Hedway Phazed Book Club	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 600-800 tops		June 2016	Festival of House
7	Rhumba's Naughty Wood Tent (Friday) Nikki Flame Kev Green Tom Simpson Bicep Jasper James Dave Seamen Eats Everything Sahsa	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size 3-4000		June 2016	Festival of House
8	Sundown Stage (Friday) Alan Dobson Johnnie Common Graeme Park Hacienda Classical Route 49 Leftfield Danny Howard Rudimental	Crowd sways Surfing on crowd Inappropriate language Inciting disruption	L	• Stage manager in place to act as necessary. • All acts given instruction to behave appropriately • Crowd controls in place • Security in attendance • Profile of historical events provides no evidence of disruptive behaviour. • Crowd size up to 10,000 • Crowd barrier at front of stage		June 2016	Festival of House

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

13.2 3

Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible
483							

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date 12 April 2016

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Review Date May 2016

13.2.5.

RISK ASSESSMENT

TOPIC : Physical Risks Within Panmure Estate

REFERENCE : Festival of House 2016

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Entry to estate from west via unauthorised entry points	Unfamiliar with area leading to exposure site related risks	M	• Key entry points from the west of the estate will have security guards 24 hours a day during show days. • All festival goers will be directed to the authorised entries on the East side of estate. • Right to roam legislation will be suspended during festival weekend • High viz jackets for all security.		June 2016	Festival of House
2	Building site within estate	Various construction hazards	M	• Discussions with building contractor as to potential unauthorised people within the estate • Request contractor/property owner secure building materials and work equipment • Minimise access to building site • Removal of ladders from any scaffolds		June 2016	Contractor
3	Montague Bridge	Fall from bridge	M	• 24 hour security to be in attendance for event • Herras fencing in place to prevent access to parapets		June 2016	Festival of House & SecuriGroup

13.3 (1)

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
4	Woodland	Slips, trips and falls	M	• Key entry points from west to the estate will have security guards 24 hours a day during show days. • All festival goers will be directed to the authorised entries on the East side of estate. • Right to roam legislation will be suspended during festival weekend. • Information placed on Festival website identifying estate hazards.		June 2016	SecuriGroup
5	Gorge/ravine	Slips, trips and falls	M	• Key entry points to the west of the estate will security guards 24 hours a day during show days. • All festival goers will be directed to the authorised entries on the East side of estate. • Right to roam legislation will be suspended during festival weekend. • Information placed on Festival website identifying estate hazards.		June 2016	SecuriGroup
6	Unlit roads	Road traffic collisions	M	• All festival entry points lit with tower lights in poor light conditions/at night until car parks clear. • All festival goers will be directed to the authorised entries on the East side of estate. • Right to roam legislation will be suspended during festival weekend.		June 2016	Festival of House & SecuriGroup

13.3 (2)

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
7	Derelict buildings	Wide range of physical and biological hazards	M	• Key entry points from west to the estate will have security guards 24 hours a day during show days. • All entry points to the state will security guards 24 hours a day. • All festival goers will be directed to the authorised entries on the East side of estate. • Right to roam legislation will be revoked during festival weekend • Information placed on Festival website identifying estate hazards		June 2016	Festival of House

13.3 (3)

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
489							

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date 12 April 2016

Review Date May 2016

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RISK ASSESSMENT

TOPIC : Festival of House 2016

REFERENCE : Strategic Risk Assessment

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Event planning, consultation, delivery and completion.	Inadequate planning and consultation resulting in unsafe acts, unsafe conditions, injuries and damage to environment.	M	• Planning team chosen with experience of delivery of music festivals. • Extensive consultations with Angus Council, land owners, residents and all interested parties. • Strict adherence to planning protocols and conditions of entertainment license. • Careful considerations for all environmental and wildlife aspects. • Safe design and installation of infrastructure for event. • Close attention to completion of event and dismantling to minimise any effects on the environment.		June 2016	Festival of House
2	Access and egress to and from the event	Inadequate planning of traffic management resulting in queues, disruption and potential traffic incidents	M	• Engagement with experienced traffic management firm • Extensive consultations with Angus Council Roads Department, Police Service Scotland and local transport services.		June 2016	Alba Traffic Management

13.4.(1)

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
2 cont.				• Contingency plans for vehicle breakdowns and incidents. • Extensive communication of transport plan well in advance of event. • All patrons advised of traffic plan as part of ticket sales • Advanced traffic signs • Adequate capacity to get vehicles off the roads and into parking facilities.			
3	Design and construction of event infrastructure	Inadequate design, inexperienced contractors resulting in delays and onsite injuries and damage to structure	M	• Experienced design firm already engaged, many years of experience in music festival design. • Careful selection of contractors • Onsite inductions • All operations risk assessed and method statements approved • Onsite supervision during erection		April 2016	Bell and Ingram
4	Onsite management during event	Crowd dynamics, disorderly behaviour, unsafe acts, unsafe conditions and injuries	M	• Experienced security and events management firm engaged • Adequate trained staff deployed in all areas of event • Continuous monitoring of crowd dynamics and incident control • Police Service Scotland in attendance		April 2016	Securi Group

13.4.(2).

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
5	Campsite	Inadequate space, welfare facilities, fire and antisocial behaviour.	M	• Adequate area provided, pre erected tents and constant monitoring by security staff • No barbecues permitted constant monitoring by security staff. • Adequate provision and servicing of welfare facilities • Patrolling security staff and Police Service Scotland on site.		June 2016	Campsite Manager
6	Wildlife	Damage to natural habitat and disruption to breeding season	M	• Badger consultant engaged. • Consultation with RSPB re nesting • Liaison with game keeper • Sympathetic placement of structures and traffic routes. • Attention to clearing up to preserve natural habitat.		April 2016	Wildlife Consultants
7	Residents	Noise pollution, access/egress and general disruption.	M	• Compliance with entertainment licence for both noise level and timings. • Placement of main stage pointing away from local residents • Distance and natural forestry to attenuate sound • No requirement to access west area of estate. • Liaison with residents over access /egress and emergencies. • Dealing with issues prior and during event.		June 2016	Festival of House

13-4 (3)

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
8	Areas of special and scientific areas.	Damage and disruption to areas	L	• All areas to be identified and risk assessed prior to event. • Consideration for fencing off and regular inspection of areas. • Right to roam suspended during event. • Police Service of Scotland on site. • Careful liaison with residents.		June 2016	Festival of House
9	Toilets	In discriminant use Spread of infection	M	• Adequate toilets will be provided at various locations within the event site. • Regular servicing of toilets will take place. • Security to discourage inappropriate toileting		June 2016	Security and Campsites Managers
10	Fresh water provision	Insufficient supply Water contamination	M	• Adequate provision of water available for whole site • Water quality, chlorination and bacterial testing carried out. • Suitable connections to prevent backflow or contamination of supply • Alternative provision in event of contamination or loss of supply.		June 2016	Event Plumbing

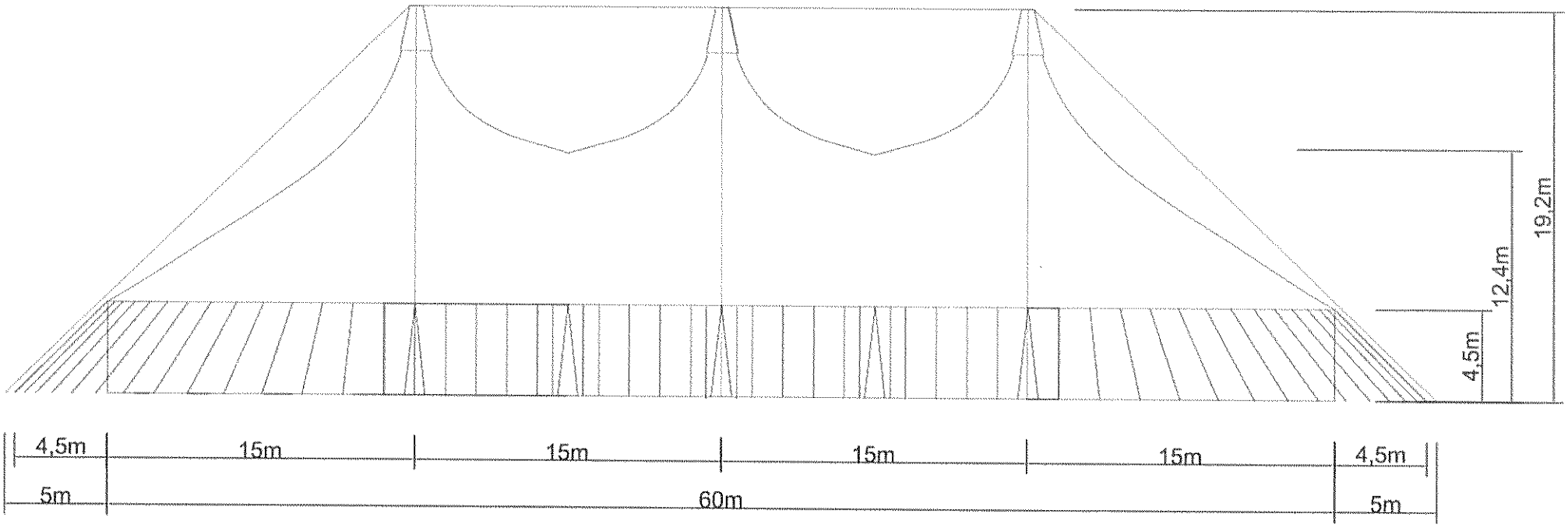
13-4 (4)

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
11	Handwashing	Spread of infection	M	• Self-contained hand washing units with soap and hand towels will be provided in adequate numbers 1 per 2 toilets for females and 1 per 4 toilets for males		June 2016	Event Plumbing
12	Waste	Spread of infection	M	• Adequate provision of suitable containers for toilet waste and general waste. • Regular removal and servicing of containers • Regular inspection for overfilling • Trained staff for picking up litter during and after the event		June 2016	Festival of House
13	Wild camping	Fire, rubbish, disruption to residents and landowners. Nuisance	M	• Fire Service to serve Prohibition Notices. • Security on roving patrol. • Contact number for JOCC for residents. • Angus Council has to provide a licence to landowners to allow camping. • Information on Festival website discouraging this practice and directing to event campsite. • Right to Roam suspended within estate.		June 2016	Festival of House

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date 12 April 2016

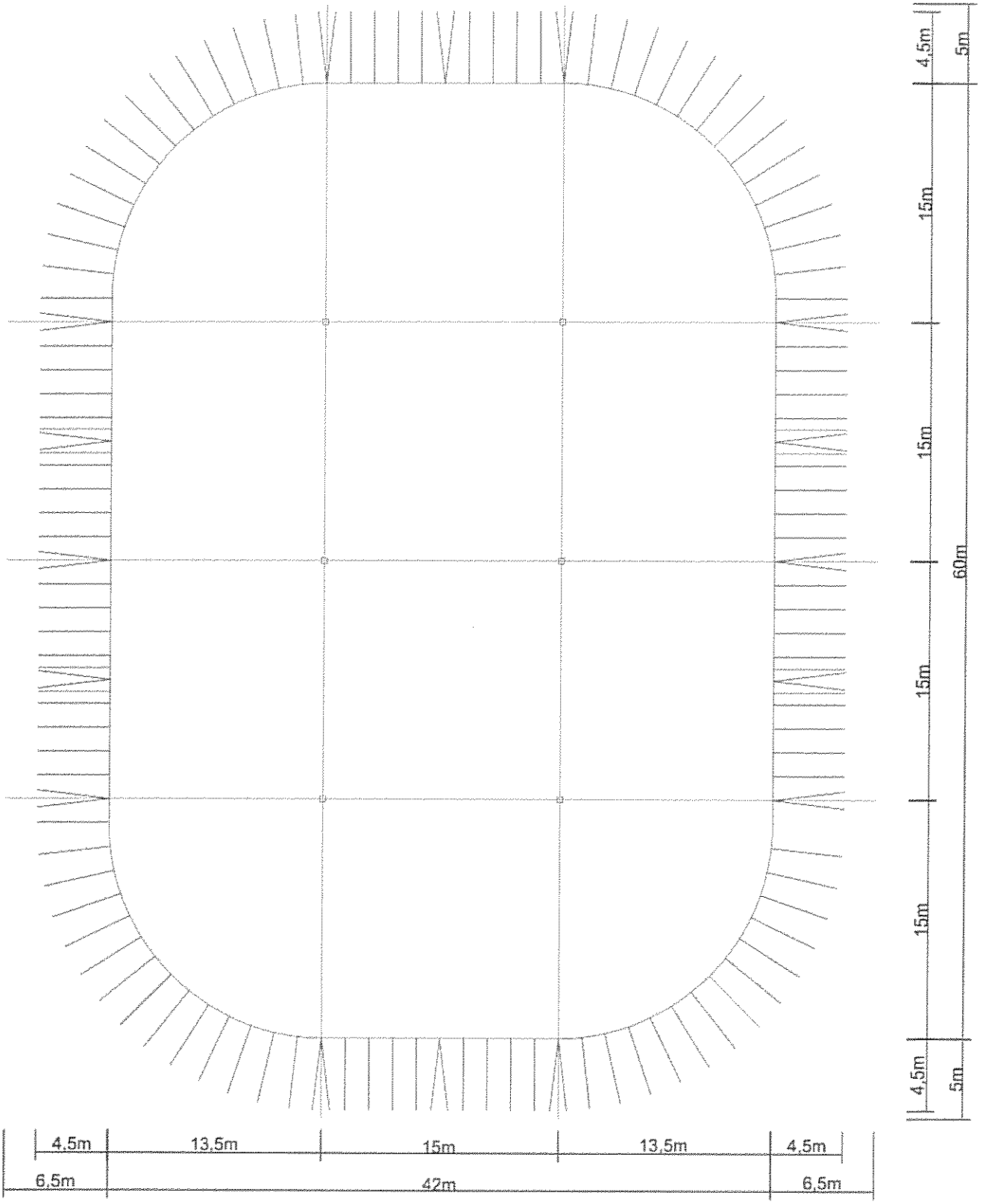
Review Date May 2016



Appendix 13.5

13.5. (1).

A&J Biglops Ltd America Farm Cottage Oxney Road, Peterborough PE1 5YR Tel 01733 222999	Tent - 42m x 60m Front Internals - Date - 06/05/2015 Version -	Client - Event Date -



A&J Bigtops Ltd America Farm Cottage Oxney Road, Peterborough PE1 5YR Tel 01733 222999	Tent - 42m x 60m plan Internals - Date - 06/05/2015 Version -	Client - Event Date -

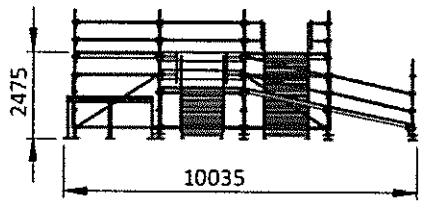
Appendix 13.5

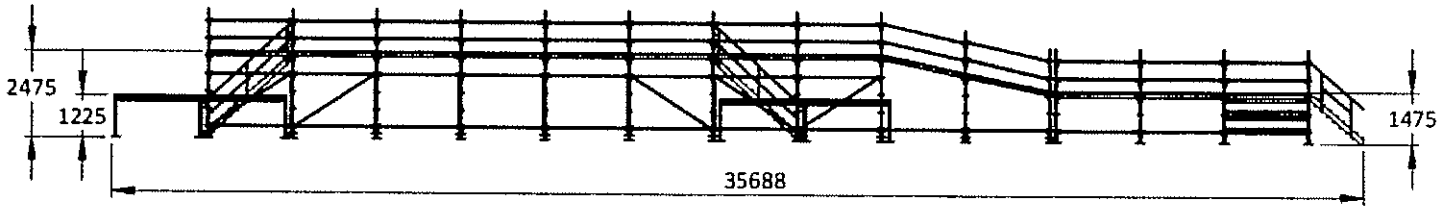
(3)

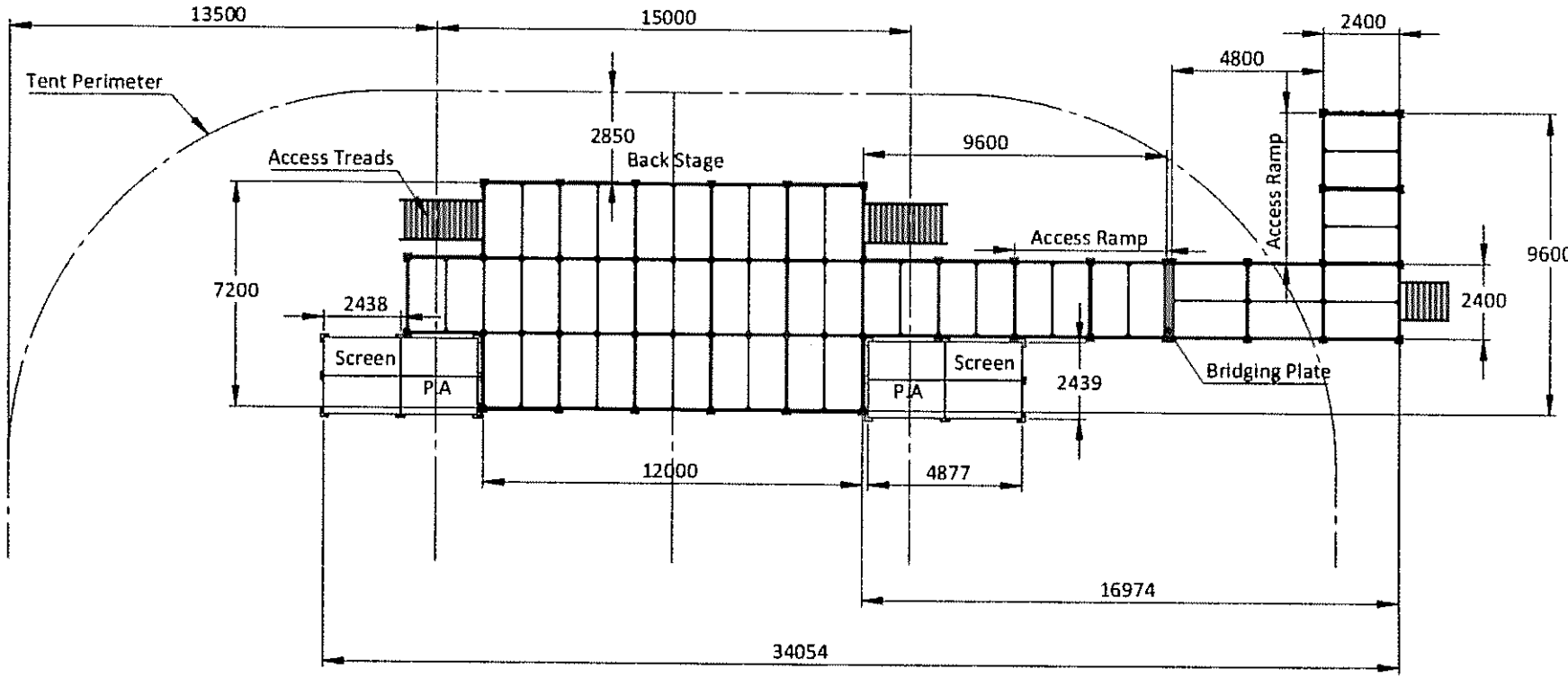
A&J Bigtops Ltd
America Farm Cottage
Oxney Road, Peterborough
PE1 5YR Tel 01733 222999

Tent - 42m x 60m Side
Internals -
Date - 06/05/2015
Version -

Client -
Event Date -

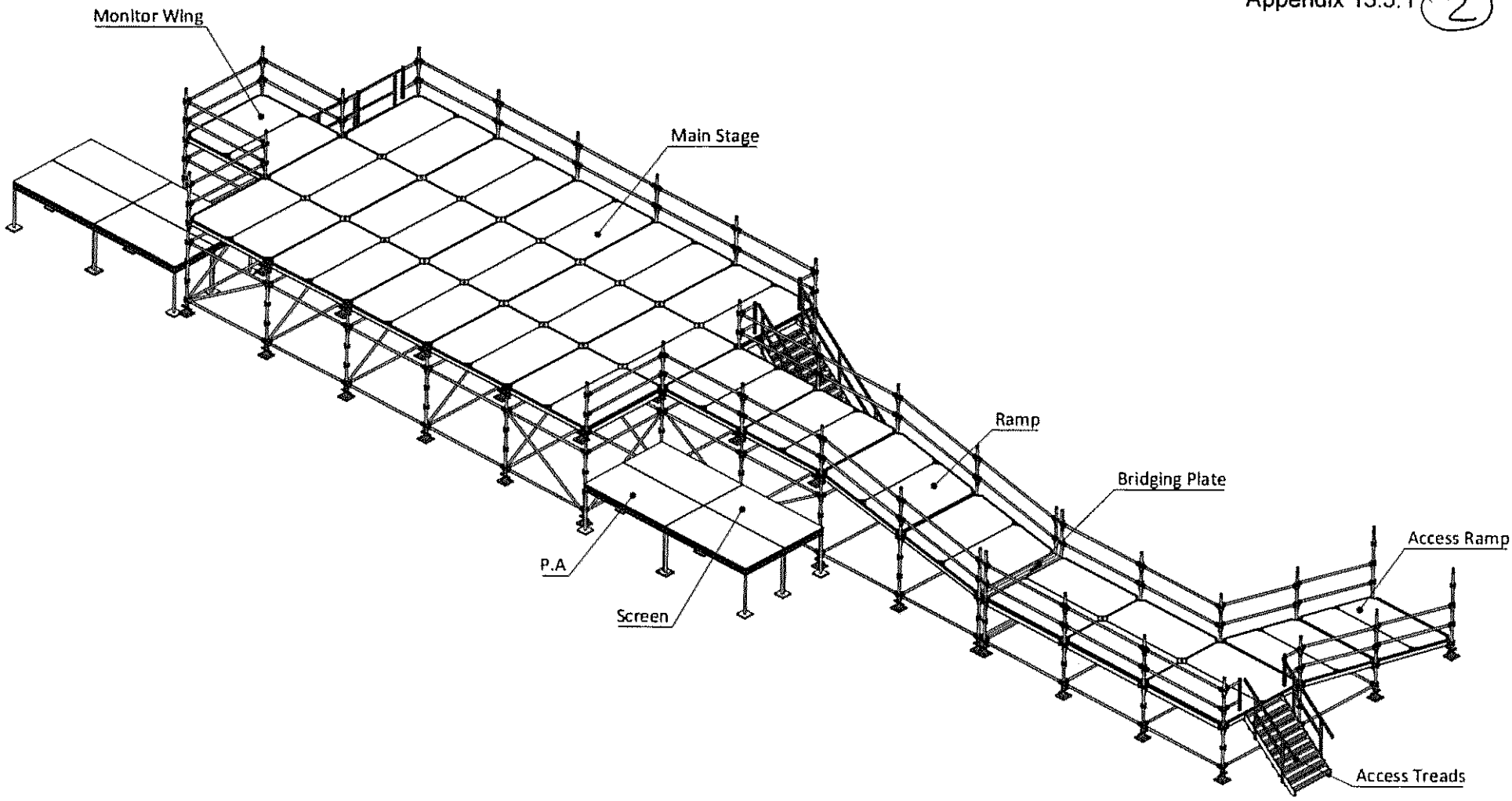






DRN BY: MattMcP	DATE: 04/01/16	DESCRIPTION:	DO NOT SCALE IF IN DOUBT ASK UNLESS OTHERWISE STATED ALL DIMENSIONS ARE IN MILLIMETRES. ALL MATERIAL IS THE COPYRIGHT OF GSC REPRODUCTION IS NOT PREMITTED DRAWINGS ARE NOT FOR REUSE	BORDER DETAIL: A4	GSC STAGE HIRE
DRAWING NAME: Rumba Tent - Main Stage				SCALE: N.T.S	
CLIENT: Festival of house				1st ANGLE	
CHECKED BY: -		WEIGHT: (Kg)			
DRAWING NUMBER: GSC-003 (1/2)		MATERIAL: -			

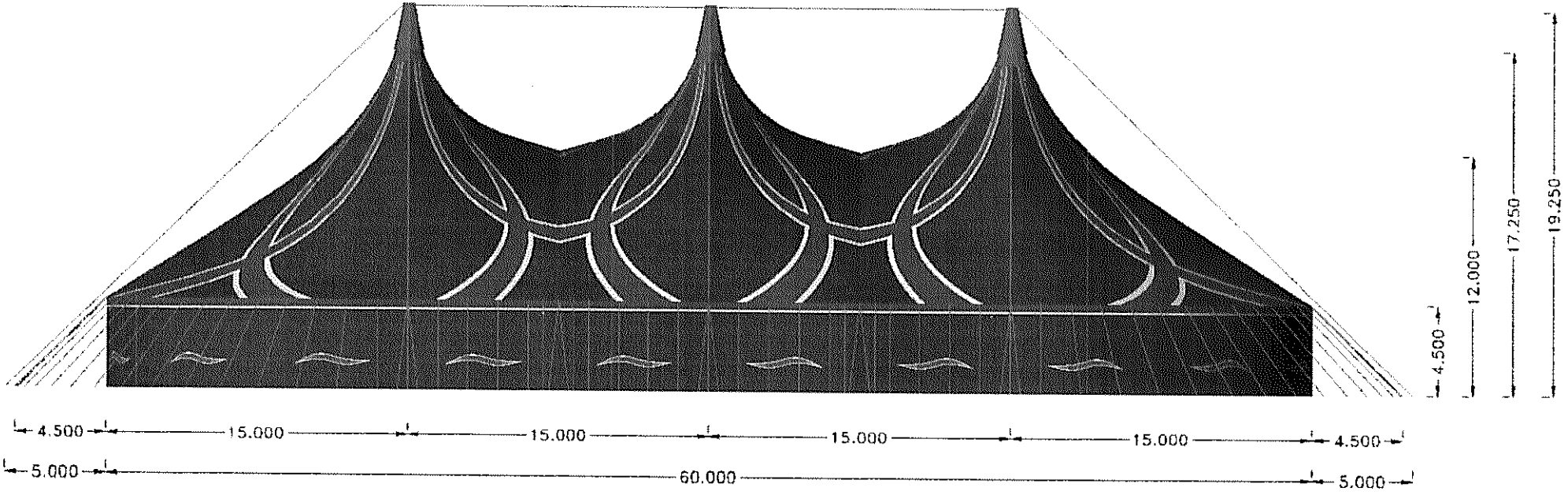
Appendix 13.5.1 (2)



DRN BY: MattMcP	DATE: 04/01/16	DESCRIPTION:	DO NOT SCALE IF IN DOUBT ASK UNLESS OTHERWISE STATED ALL DIMENSIONS ARE IN MILLIMETRES. ALL MATERIAL IS THE COPYRIGHT OF GSC REPRODUCTION IS NOT PREMITTED DRAWINGS ARE NOT FOR REUSE	BORDER DETAIL: A4 SCALE: N.T.S 1st ANGLE	GSC STAGE HIRE
DRAWING NAME: Rumba Tent - Main Stage					
CLIENT: Festival of house					
CHECKED BY: -		WEIGHT: (Kg)			
DRAWING NUMBER: GSC-003 (2/2)		MATERIAL: -			

500

Tensotenda mt. 42.00 x 60.00 – Modulo centrale mt. 15.00
H. 17.25 – H. 12.00 – h. 4.50 – Antenne mt. 15.00 x 15.00
Ring cm 120/155



Project: Festival of House
Project Ref: 2016
Document No: 2016-30-01

CONSTRUCTION PHASE

HEALTH & SAFETY PLAN

Produced by :	**Stan Brown** Principal Designer	
Authorised by :	**Ed Murdoch** Principal Contractor	
Authorised by :	**Craig Blyth** Director Festival of house	
Reviewed by :	**Paul Donaldson** Health and safety Consultant	

Summary Log & Document Control Status

Document Control Sheet

Date	Issue No	Revision / Event	Updated by	Signature of Site Manager
30 January 2016	Draft			
	1			
	2			
	3			
	4			
	5			
	6			

Summary Log

To be completed by the Site Manager/Engineers/Supervisors with a brief reference of events considered as significant to the project e.g. Accidents, Dangerous Occurrences, Near Misses, additional construction risk, changes in design, changes in labour/work rate, HSE inspectors visit etc.; referring as appropriate to where this event is further documented/actioned e.g. relevant section of this Plan identified file/correspondence file etc.

Entry No	Entered By	Details of Event	Cross Reference

Proprietary Information

This document is the property of Festival of House and must not be copied without written consent.

Table of Contents

1. Introduction

1.1 The Construction Phase Plan
1.2 Project Description
1.3 Methodology
1.4 Preconstruction hazards
1.5 Project Directory
1.6 Existing Records
1.7 Working Hours

2. Management of the Works

2.1 Management Structure and Responsibilities
2.2 Project Directory
2.3 Arrangements for Monitoring and Review of Health and Safety Performance
2.4 Health & Safety Goals
2.5 Regular Liaison between parties on site
2.6 Consultation with the Workforce
2.7 Exchange of Design information between clients, Designers, Principle designers and Contractors on Site
2.7.1 Handling Design, Changes throughout the Project
2.8 Selection and Control of Contractors
2.9 Exchange of Health & Safety Information between Principal Contractor and Contractors
2.10 Site Security
2.10.1 Fencing
2.11 Site Induction
2.12 On-Site Training
2.13 Welfare and First Aid
2.14 Reporting & Investigation of Accidents, Incidents, Near Misses And Dangerous Occurrences
2.15 Production and Approval of Risk Assessments and Systems Of Work
2.16 Permits
2.17 Site Rules
2.18 Site Disciplinary Policy
2.19 Drug and Alcohol and Fitness for Work Policies
2.20 Fire and Emergency Procedures Page 26

3. Arrangements for Controlling Significant Site Risks

3.1 Delivery and removal of materials and work equipment
3.2 Dealing with utility services
3.3 Adjacent land use
3.4 Stability of structures when undertaking work
3.5 Preventing falls
3.6 Control of lifting operations



3.7 Maintenance of plant & equipment
3.8 Excavations and stability of ground
3.9 Highway Inspection
3.10 Testing & commissioning
3.11 Arrangements for Dealing with Contaminated Land
3.12 Compressed Air and Gas
3.13 Falling objects.
3.14 Working with/near fragile materials
3.15 Manual Handling
3.16 COSHH
3.17 Use of Hazardous Substances and Arrangements for Health monitoring
3.18 Noise and Vibration
3.19 Safety Hazards

4. Health and Safety File

Appendix A Project Programme

Appendix B Traffic Management Plan

Appendix C Hazard Register

1 INTRODUCTION

1.1 The Construction Phase Plan (CPP)

This CPP outlines the Health and Safety arrangements and controls which will be implemented to comply with the requirements of the Company Health & Safety Policy and the Construction (Design and Management) Regulations 2015.

The CPP has been developed from the Pre-construction information and will be further developed as the Project progresses through the construction phase. Continued liaison with the design team will be held where necessary in regards to continued safety management procedures.

Persons working on or visiting the project will be made aware of relevant parts of this plan via Site induction or toolbox talks as relevant.

1.2 Project Description

The project is a Music Festival situated at Panmure Estate, Angus, Scotland

Address
Panmure Estate
Letham Grange
Arbroath
Angus
DD11 4RW

Key dates
Start on site date: May 2016
Completion date: June 2016
Duration in weeks: 4 weeks
F10 Notification:
F10 reference:

1.3 Scope of Works

Full construction methodology is managed by Red Peppers Events who are to build this site using sub-contractors. The basic installation method is set out here.

General Scope of Works	• Field survey/setting out. • Preliminary earth works, access tracks and compound set-up. • Delivery of road track and fencing • Bases for main stage tent • Erection of fencing • Setting up day and weekend carparks • Set up camping areas. • Set up Glamping and VIP areas • Set up infrastructure for festival goers • Installation of welfare facilities. • Set up and position concessions • Sound systems for acts. • Security installation/communications system. • Festival weekend. • Decommission and clear the site
Project Programme	Appendix A
Access and Traffic	The site will be accessed from the B9128 The access is a single lane private trackway. Please refer to The Traffic Management Plan for further details.
Temporary roads	Trackway and hardstanding laid in various areas
Erecting structures	Main stage and tents as well as associated accommodation
Fencing	Erecting steel shield and heras fencing

1.4 Pre-Construction Hazards

Festival of House are committed to early identification of hazards from residual hazards as existing before the build, to other hazards arising from the design at the location which cannot be designed out. We have updated our hazard register as part of our Risk Management process.

Please refer to APPENDIX C for the updated register, which will be linked to task specific risk assessments and method statements where required.

Protection of existing Environment

- In accordance with the planning permission certain protective measures are required.

- A site inspection by a specialist ecological firm will be undertaken with regard to any ecological interest e.g. evidence of badger setts and trails, before formal construction starts.
- Steel shield fencing will be erected around the main arena and access points. Herras fencing will enclose the camp site and weekend carpark. Day carparks are surrounded by existing fence lines.
- Materials will be stored in a secure compound and excavations will either be covered overnight or clearly marked with Barrier or Heras fencing.
- Site operatives will carry out a watching brief for evidence of ecology e.g. reptiles during the construction phase.
- A specialist road-cleaning contractor will be used to clean public access roads if there is significant mud build up on road

Entertainment License
Angus Council and associated partners will approve all terms of the license.

1.5 Project Directory

Client Project Manager	**Craig Blyth** Craigblyth15@gmail.com Mob:07969 569804
Head of Construction	**Ed Murdoch** ed@redpepperevents.com Mob:07764 203999
Contracts Manager	
Health & Safety Consultant	**Paul Donaldson** Paul@scrsolutions.co.uk Mob:07730 535281
Principal Designer	**Stan Brown** Stan@scrsolutions.co.uk Mob 07713 481055
Site Manager	

1.6 Existing Records

The following list is indicative of existing records and plans relevant to health and safety on site.

- Utility Service Drawings (buried and overhead).
- Hazard register and plans
- Pre-construction information
- Emergency Response Plans
- Traffic Management Plan
- Risk Assessments and Method Statements
- Survey records

All records are held by Bell Ingram
Durn,
Isla Road'
Perth
PH2 7HF

1.7 Working Hours

- Monday to Friday 0700hrs to 2000hrs.
- All works will be conducted in association with planning restrictions and conditions.

2. MANAGEMENT OF THE WORKS

2.1 Management Structure

See Operations hierarchy flow-chart and management structure.

2.2 Responsibilities

2.2.1 Contracts Manager (????????)

- To ensure operations for the event are running in parallel to all other departments in the company.
- To approve project costing and project direction.
- Overall Project control during the construction phase.
- Day to day responsibility for Project progression in association with Operations Management.
- Liaise with the Head of Operations and Construction Manager
- Ensure adequate resources to execute the work safely and without risks to employees and others.
- Seek confirmation from designers that residual risks posed by the system design and construction are forwarded for inclusion in the known hazards in this CPP and Health and Safety File.

2.2.3 Site Manager (??????)

- Implementation of safety arrangements detailed in this CPP.
- Fulfilling the Principal Contractor obligations as described in the Construction Design
- Management Regulations 2015
- Ensure coordination and cooperation of contractors working on the project and with third parties.
- Ensure risk assessments and method statements are prepared for work activities including those prepared by contractors.
- Ensure that the risk assessments and method statements are reviewed for adequacy by the project management team to ensure all significant risks are identified and effectively controlled to minimise those risks.
- Briefing and issue of relevant work permits to authorised competent persons.
- Ensure that accidents, incidents, near misses and dangerous occurrences are brought to the attention of the Head of Construction, Client Project Manager and Safety Consultant.
- Undertake and record safety spot checks in accordance with Company procedures and to ensure site rules and safe methods of work are being applied.
- Ensure only authorised persons are allowed access onto site.
- Maintain the CPP keeping it under review to ensure it remains adequate throughout the duration of the construction phase.
- Ensure that relevant information is collected and forwarded to the Project team for inclusion in the project Health and Safety File.
- Ensure that those involved in work activities receive project and site induction and method statement briefing and the method statement is signed on to as part of the project setting to work process.
- Ensure all welfare facilities are in good working order and cleaned on a regular basis
- Oversee the logistics and timing of deliveries liaising with head office logistics manager.
- Manage H/R and administration on site.

2.2.5 Site Foreman (Temporary Works Co-ordinator) – ???????????

- Manage and maintain the site work schedule.

- Manage and co-ordinate temporary works liaising between Project Management team, contractors and sub-contractors.
- Ensuring all works on site are being carried out in accordance with H&S policy, CPP and necessary permits have been issued.
- Checking Temporary Work designs have mitigated all potential risks and that works are being carried out in accordance with specific RAMS.
- Manage the quality control process implemented by project management, liaising with Site Manager, supervisors, and contractors.
- To target improvement of the integrated site infrastructure.

2.2.6 Supervisor (Temporary Works Supervisor) - ?????

- Maintain a safe, secure, and healthy work environment by following and enforcing site rules and correct working practices.
- Analyses and collates production figures, reporting to the Site Foreman and Site Manager
- Maintains Quality Control in association with Site Manager and project management team.
- To oversee Temporary works on behalf of the Site Manager and Foreman (competent person)
- Create a clear communication channel from labourers to Foreman and Site Manager.

2.2.7 Designers and Principal Designer

- Ensure designs / design changes eliminate hazards so far as reasonably practicable and provide information on any remaining residual risks that may affect the health or safety of those that install, maintain, use or dismantle the design.
- Designers shall keep the Design Manager/Principal Designer informed on all aspects of design from inception to installation.
- Provide information requested for inclusion in the Health and Safety File.
- To ensure documents and issued drawings are controlled.

The Principal Designer listed in section 1.5 is required:

- To ensure the designers consider the Principles of prevention as detailed in the Construction, Design and Management. Regulations 2015.
- To plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase.
- To identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person affected by the project or involved in subsequent maintenance.
- To ensure design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession.
- To take into account the content of any construction phase plan and any health and safety file.
- To ensure that the Designers comply with their duties and responsibilities.

2.2.8 Contractors

- Cooperate with the Principal Contractor (PC) in planning and managing the work, including compliance with reasonable instructions and site rules.
- Provide details to the PC of any contractor they engage in connection with carrying out the work.
- Inform the PC of any problems with this CPP.
- Inform the PC of any accident, injury, incident, occupational diseases or dangerous occurrence.
- Provide information requested for inclusion in the Health and Safety File.

- Plan, manage and monitor own work and that of their workers.
- Check the competence of their appointees and workers.
- Train their employees.
- Provide relevant information to their workers.
- Comply with the specific requirements of Part 4 to the CDMR 2015.
- Ensure that adequate and suitable welfare facilities are provided.

2.3 Arrangements for Monitoring and Review of Health & Safety Performance

It is anticipated that monitoring shall be conducted weekly by the Health and Safety Manager and Site Manager, however this may be amended dependent upon the findings of monitoring. Where significant failings are identified monitoring frequency may be increased until the PC is satisfied that any failings are adequately addressed.

Contractors are required to undertake their own system of monitoring and recording. Details and findings of monitoring are to be forwarded to the site manager for inclusion in weekly meeting where applicable.

Records of all monitoring will be available within the Project Files for the duration of the project.

2.4 Health & Safety Goals

Festival of House are striving for zero accidents on site.

• The development of a just safety culture which is based on leadership and trust, shared best practice, learning and continual improvement.

• Everyone working on the project is expected to demonstrate a proactive and visible commitment to health, safety and environmental objectives especially management, Foreman and supervisory staff.

• Zero harm to people or the environment.

All organisations and individuals working on the project are required to commit to these objectives.

Objectives shall be reviewed at regular intervals to monitor progress and therefore also apply a continual improvement process.

2.5 Regular Liaison between Parties on Site

Project review meetings will be held weekly as described in section 2.3 above. It is at the Site Managers discretion which parties shall attend these meetings. It is anticipated that representatives from main contractors working on the project will be required to attend the meetings to ensure adequate liaison and cooperation between parties including review and dissemination of health and safety information between contractors.

2.6 Consultation with the Workforce

The Site Manager shall be the primary point of contact for discussing and taking views on Health & Safety from all persons working on site.

The Site Manager (or nominated deputy) and contractor representatives shall hold weekly meetings with contractor personnel which shall provide a vehicle for two way discussion on health and safety topics and feedback from site personnel. The meeting shall also include briefings / toolbox talks covering various topics including information on but not limited to:

• Upcoming work, related hazards / risks and methods of control.
• Changes to systems of work or work equipment.
• On-site training.
• Findings and recommendations from incident investigations.
• Adoption of best practice.
• Reminders of site rules.
• Industry safety bulletins of relevance.

2.7 Exchange of Design information between clients, designers, Principle designers And Contractors on Site

Project progress review meetings attended by relevant parties afford the opportunity to discuss design issues/exchange information relating to aspects of the project.
Installation Design Control procedure identifies the means by which designs are controlled and the distribution of said designs is controlled
Document & record Control identifies the requirement for document transmittal notes to be prepared to accompany distribution of design documents.

2.71 Handling design changes throughout the project

Contractor proposals for a change to any aspect of the designs issued to contractors are not permitted without authorisation from the Operations Management. All such proposals must be submitted to the Principal Designer so that any associated health and safety hazards can be identified and controlled.

2.8 Selection and Control of Contractors.

Sub-contractor selection and evaluation process prior to appointment.
The assessment process includes checks that main contractors operate similar procedures for the selection, assessment and appointment of competent subcontractors.
Contractor Safety Health Environment arrangements shall be approved for working on the project and controlled in accordance with Festival of House health and safety policy and CPP which requires contractors to provide relevant health and safety information to the Project Management prior to coming to site which shall include but not limited to:

- Risk assessments and method statements for the proposed work which shall be reviewed by the PC management team in accordance with the setting to work procedure prior to being authorised to undertake the work.
- Proof of competence for those undertaking the proposed work.
- Proof of maintenance and inspection for plant and equipment used to perform the work.

Proposals by appointed contractors to appoint other contractors to undertake work on the project must be notified to and agreed with theProject Management. Any substances they intend for use on the project to ensure that adequate risk assessments are undertaken prior to use of the substance(s).

2.9 Exchange of Health & Safety Information between Principal Contractor and Contractors

Under the requirements of section 2.8 above the PC shall provide contractors with information they may require to prepare risk assessments and method statements.
Contractors shall provide the information stipulated in section 2.8 to the PC.
The arrangements for weekly meetings described in section 2.5 (Regular Liaison between Parties) above shall serve as a vehicle for the on-going exchange of information between PC and contractors and between contractors.

2.10 Site Security

During the construction phase, the security on sites is supplied by a contractor appointed by the PC.

- Coverage at main compound.
- Night non-working - roaming coverage of site perimeter with special attention to high risk and sensitive areas.

Individuals shall be logged into and out of site at the manned access/egress points by the Compound manager.
Access point security personnel shall be provided with details of the deliveries expected at the specific access point each day.

Where reasonable to do so plant items shall be returned to a main compound at the end of each shift and made secure. Where this is not reasonable staff/contractors shall make the plant secure by parking plant in a safe place and ensuring it is securely locked and cab guards are fitted where supplied.

2.10.1 Fencing

The main boundary shall be secured by a steel shield towards the end of construction.
Pre permanent fence installation Heras fence shall be used where necessary.
Double clipped Heras fencing shall be used to secure site compounds and storage compounds.
In areas which are deemed to be of high trespass risk (i.e. close to population centres) double clipped Heras fencing and signage shall be installed to provide an additional barrier to trespass.
All Heras fencing shall be adequately supported/braced and fixed to ensure that it remains stable and secure in adverse weather conditions.
Arrangements shall be detailed in contractor RAMS and agreed with the PC site management team prior to work commencing.
Fencing arrangements and the provision of security personnel shall be kept under review and amended if required where it is identified that unauthorised persons are gaining access to the site.

2.11 Site Induction

Staff, client staff and nominated contractors coming onto site shall receive a full site specific induction that provides an in-depth understanding of Festival of House H&S policy, site rules and site activities.
Infrequent and 'one-off' visitors to the site will be required to attend a visitors induction and must be accompanied by a member of the project team who has undergone a full site induction at all times while the visitor is on site. Regular visitors to the site will be required to attend a full site induction.
Any employees or contractors with insufficient knowledge of the English language will have a translator present during induction (Inc. non-frequent visitors).
Inductions will take place from 08:00 Monday to Friday.
Supplier personnel making deliveries to the site will be given a task specific site induction at the access point to the site.

2.12 On-Site Training

On-site training shall be provided by the Principal Contractor and main civil contractor (where applicable) to nominated individuals.

2.13 Welfare and First Aid Facilities

The main welfare provision for the site will be situated at the proposed main compound; first aid point will be in a clearly marked designated container unit.
The welfare facilities provided shall meet the requirements of schedule 2 of the CDMR 2015 and be sufficient to cater for approximately fifty operatives based on staggered rest breaks.
All personnel using the facilities are expected to respect the facilities and keep them in a clean condition. The Site Manager shall ensure that there are adequate arrangements for regular cleaning of the welfare facilities.
In addition, regularly maintained chemical toilets close to points of work shall be provided at a rate of one per seven persons. The following facilities shall be provided at each main compound:

• Toilet and wash hand basins with hot and cold running water 3 x toilets, 3 urinals and 3 x basins and 1 x ladies.
• Mess canteen room/area, microwave and kettle – 2 x 20ft
• A source of portable water
• First Aid boxes
• Suitable type and number of fire extinguishers
• A heated drying room 2 x 20ft
• Site Office 2 x 20ft

Under a shared welfare agreement as set out in the Health and Safety (First Aid) regulations 1981, contractors will be responsible for providing qualified First Aid staff and First Aid boxes.
First aid personnel including contact numbers are required to be identified in Construction Phase Health and Safety Plan document and posted on the walls of all welfare buildings Posters are to be placed in welfare facilities giving details and contact numbers of first aid personnel.
First aid kits and eye wash provision shall be located in welfare facilities and carried in site vehicles.

2.14 The reporting and investigation of accidents, incidents, near misses and dangerous occurrences etc.

All site personnel are responsible for reporting any accidents/incidents or near misses, regardless as to severity or whether medical treatment is administered. The incident is to be reported to one of the people on the emergency contact list which is included in the RAMS document and on site notice boards. The PC management team member receiving a report shall inform the company HSE adviser and the Principal Designer, (Reporting of Accidents, Diseases, Dangerous Occurrences, Near Misses and Hazards).
Employing contractors shall be responsible for their employees and report direct to the Health
and Safety Executive any reportable accident, dangerous occurrence or occupational disease arising out of its working activities defined as reportable under RIDDOR 2013 and provide a copy of the report to the Site Manager and Health and Safety Manager. BSR will seek an adequate and satisfactory investigation into all reported accidents and incidents.

2.15 Production and approval of Risk Assessments – refer to Hazard register

Risk Assessments (RA) for planned work shall be prepared by project management in accordance with CDM 2015 regulations and the Management of Health and Safety at Work Regulations 1999.
Daily Risk Assessments/Situation Specific Assessments shall be undertaken by work team foreman prior to work commencing each day to take cognisance of localised conditions, including those changes related to inclement weather etc. The RA shall be kept under review as work progresses.
Assessments and method statements shall be reviewed where there is significant change, representative of a revised work practice, legislative change or change to environment in which works are undertaken or following an accident/incident/near miss. Amendments must be agreed with the PC site management team prior to work recommencing.
The company pointed Health and Safety manager will monitor on site activities through the construction manager combined with bi-weekly inspections to review on site safety. There will be specific attention paid to RAMS, to maintain that they cover all on-site working activities.

2.16 Permits

Permits shall be issued and administered by the Site Manager for the high risk activities listed below and shall form a part of the contractor safe method of work:

• Temporary Works permit.

- Permit to Work under Overhead Electricity Lines.
- Hot Works Permit.
- Cable jointing.
- Working at heights
- Working in confined spaces
- Electrical Isolation

2.17 Site Rules

Industry Competency Scheme Cards

Any Personnel operating machinery will present CPCS card or similar industry standard proof of competency at induction.

All persons directly operating or installing electrical apparatus and materials will present ECS card or similar industry proof of competency.

Access / Egress – refer to Traffic Management plan

Site personnel and delivery drivers may only use the authorised access/egress routes notified to them during the induction. (In association with traffic management plan).

PPE

Mandatory basic personal protective equipment to be worn by all persons when within the boundary of the construction site is as follows:

- Hard hat
- High-visibility polo-shirt/T shirt/vest/jacket
- Suitable work trousers
- Safety boots with adequate ankle support and mid sole and toe protection.
- Suitable cold / wet weather outerwear (jackets are to be high visibility).

Requirements for task specific PPE shall be described in risk assessments and method statements.

Housekeeping

- All site personnel are responsible for maintaining a tidy and organised work area to avoid creating slip or trip hazards.
- Pedestrian access ways/escape routes are to be kept clear of materials, tools or equipment.
- All general wastes are to be removed to waste skips at the end of each day.
- All recyclable materials are to be separated and placed in the designated skips for collection. See waste management plan.

All sub-contractors are responsible for clearing all their own waste into designated skips.

Operation of Plant / Vehicles

- Only trained and competent persons authorised by the Principal Contractor are permitted to operate plant.
- Where access into the working zone of plant is required the banksman and operator must be made aware of the intention and operators are required to make the plant safe (lower bucket to ground, apply hand/dead-man brake, switch off) before indicating that it is safe to approach. Personnel are not permitted to approach until the operator has indicated it is safe to do so.
- Competency cards are to be carried by operators when using plant items.
- Documented pre-use inspections are to be carried out on plant items by operators each morning prior to starting work. If a defect is identified which affects safe operation the plant item must not be used and must be quarantined pending repair.
- Vehicle/plant windows and mirrors are to be maintained in a clean state by operators so as not to affect visibility.

• Seat belts are to be worn at all times when operating plant or driving vehicles.
• Dumper operators shall not remain seated when the dumper is being loaded. Operators shall apply the handbrake, switch off the engine and dismount during loading operations.
• Drip trays are to be placed under the engine compartments of plant that is not used for long periods.
• The use of mobile telephones when operating plant/vehicles is prohibited.
• Banksman/marshals shall be used for all working excavators and reversing vehicles.
• Flashing beacons must be switched on when within the site boundary.
• The speed limit on the haul road is 10mph and 5mph in compound/site office areas.
• Where provided, one way systems must be used by all drivers and operators.
• Where wheel wash/cleaning facilities are provided they are to be used by all site vehicles and plant.

Work at Height
• Work at height shall be avoided where it is practicable to do so. Where it is not practicable to do so, loading of vehicles must be arranged so that access onto the rear of vehicles is not required to unload where suitable edge protection (handrails) are not fitted.
• Where work at height cannot be avoided it is prohibited unless there are adequate arrangements to prevent a fall.
• Where it is not possible to prevent a fall, measures must be provided to mitigate the distance and consequences of a fall including training in use of any equipment and rescue arrangements. Mitigation measures shall be described in RAMS for the task.

Plant & Vehicle Security
• Where plant / vehicles are left unattended they must be parked in a safe place, switched off, the key removed and left secure.
• All vehicles and plant must be left in a secure state at the end of each shift to prevent unauthorised use.
• Cab guards must be fitted where provided.
• Dumpers to be additionally secured by placing the excavator arm of excavators in the dumper bucket where possible.
• Where plant or equipment cannot be secured at the point of work it must be taken back to a secure area (i.e. site compound) at the end of the shift if practicable to do so.
• Vehicles may be subject to random searches by site security staff or a member of the Principal Contractor site management team.

Portable Electrical Equipment
• Wherever practicable electrical power supplies shall be 110volt centre tapped to earth.
• All site electrical equipment shall be suitable for the purpose for which it is supplied.
• All portable electrical equipment shall carry confirmation of in date portable appliance testing showing the next inspection due date.
• Users of portable electrical equipment are required to conduct visual inspections of equipment prior to using the equipment. Defective equipment must not be used; it shall be removed from service and placed in a defined quarantine area pending repair or replacement.
• Where electrical leads may be at risk of damage they shall be suitably protected (e.g. armoured type or use of cable mats).

Use of Portable Radios, Personal audio equipment and Mobile Telephones.
• The use of portable radios is at the discretion of the Site Manager and the use of mobile phones is restricted to authorised persons.
• Mobile telephones may only be used on site by team leaders/gangers and project supervisory / management staff for emergency calls and for receiving / giving work related instruction only.

• Site personnel may give the number of their supervisor, or other person on the site emergency contact list, to family members for use in emergency or urgent situations only.
• Site personnel may only use personal mobiles or radios at break times within welfare/office facilities.

Smoking Policy
• It is illegal to smoke in vehicles, plant and welfare units.
• Cigarettes are to be extinguished responsibly.

2.18 Site Disciplinary Policy
The Principal Contractor operates a red and yellow card disciplinary procedure for breaches of health, safety or environmental rules. Site management staff are authorised to issue red and yellow cards.
Normally, red card offences will result in instant removal of the individual from the project.
Examples of red card offences usually include:
• Knowingly putting yourself or others at risk of serious injury.
• Interfering with or misusing safety equipment such as machine guards, alarms, extinguishers etc.
• Horseplay or malicious behaviour which could lead to injury.
• Consuming, bringing onto site or being under the influence of alcohol or illegal drugs.
• Deliberately allowing the release of substances hazardous to the environment into the environment.

First Warning
An unsafe act, behaviour or condition will be discussed with the individual concerned and a yellow card will be issued with an instruction of the improvement required. The warning will be valid for a period of two weeks from the date of the incident. After the period of two weeks the warning will expire.
Where warnings are issued to contractor staff the contractor will be notified and will be expected to respond in writing confirming the action taken to prevent reoccurrence of the breach.

Second Warning
Should an individual receive a second warning within a two week period from the date of the first warning the person in question will be permanently removed from site.
Examples of offences at this level include:
• Working without valid permits or authorisations.
• Unsafe slinging methods.
• Failure to use authorised access routes.
• Placing hazardous waste in general waste skips.
• Failure to comply with method statements or site rules.
The above serves as guidance, each incidence shall be considered individually by the BSRL Site Management Team and appropriate action taken where necessary.

2.19 Drug and Alcohol and Fitness for Work Policies
Festival of House operates a strict zero tolerance policy on drugs and alcohol at work.

Drugs & Alcohol
All persons carrying out work on the project may be subject to a random drug test which will identify the misuse of:
• Alcohol Amphetamines
• Benzodiazepines Cannabis
• Cocaine MDMA
• Ketamine Methadone

• Opiates Propoxyphene
Refusal to undergo a test shall be treated as a positive test and will result in permanent removal of the individual from the project.

Fitness for Work
All persons carrying out work on the project are required to have completed a fitness for work medical questionnaire prior to being granted access to the site. This will state the individual's declaration that he/she is fit for the work.
After an absence due to ill health of 7 days or more an employee is required to bring in a letter from his/her doctor stating they are fit to return to work.

2.20 Fire & Emergency Procedures
Fire and emergency response procedures are detailed in Emergency Response Plan which will be on display in all welfare units.
Emergency response shall be explained to site personnel during the induction presentation.
Those working in office environments are to be given inductions addressing office related SHE arrangements.
Local emergency response arrangements are required to be included in CPHSE folder.
Environmental emergency plan is to be included in the Co-ordinated Environmental Management plan.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS – refer to traffic management plan and hazard register

3.1 Delivery and Removal of Materials and Work Equipment
Authorised access and egress routes for site traffic and deliveries are described in the Traffic Management Plan supplied with this document in Appendix B. Both the Principle Contractor and Contractors are responsible for ensuring that the details of authorised access/egress routes are provided to suppliers making deliveries to the site when placing orders and for ensuring that suppliers comply with those instructions.
All deliveries and movement of vehicles on site will be met and reversed by a competent banksman where reversing is required.
Deliveries and removals will be managed to run with the progress of works so that storage is kept to a minimum and to reduce the number of vehicles unloading at any given time.
Demarcation of the work area on the highways and areas accessible to the public will be maintained in accordance with requirements detailed within the New Roads & Street works Act.
For deliveries of oversized/abnormal loads authorities will be given advance notifications of movements including proposed routes and expected delivery times.

3.2 Dealing with Utility Services – *Buried Services*
On receipt of Pre-Construction Information relative to positioning of underground/overhead services, checks are to be completed identifying the accuracy and completeness of records, Festival of House will request more detail/clarification if required. Liaising with utility owners or local authorities is undertaken to negotiate the safest route where the proposed environment is particularly hazardous.
The Site Surveyor will consult landowners prior to entry. The consultation process will include enquiries as to the presence of buried services on the landowner's property which the landowner is aware of. Identified services shall be included in site records. Trial holing and investigative digging will be undertaken as necessary.
All requisite checks will be undertaken prior to breaking ground, including: referencing utility (GIS) records to identify presence of buried utilities, undertaking a CAT scan of the area following the guidance laid down in HSG 47 Avoiding Danger from Underground Services.

Instruction on avoidance of danger will be cascaded by the delivery of the accompanying Method Statement, toolbox talks and specific risk assessment, making specific reference to the presence of any buried cables, pipes and drains.
Where buried utilities are identified the type depth and location shall be recorded and Project Management team notified.

Overhead Electricity Lines (OHL)
Utility owners have been consulted by the Principle contractor to determine if OHL crossing the site, or close to the site, could be de-energised, re-routed or buried. Where this has not been feasible protection arrangements at the OHL locations shall comply with the recommendations detailed in GS6 'Avoidance of Danger from Overhead Electric Power Lines'.
Where work is undertaken under OHL involving plant which has the potential to encroach into safe working heights the work will be subject to a 'Permit to Work under OHL' which shall form part of the contractor safe method of work. – is this in accordance with HSE guidelines?
The permit shall be issued by the Site Manager.

3.3 Adjacent Land Use
The Site Surveyor shall liaise with both the Project Management and landowners to ensure that any pesticide treatment of crop fields adjacent to the easement route corridor is avoided where site personnel may be present and where the substances used may present a health hazard to site personnel.
The key environmental considerations regarding adjacent land use are as follows: -
• Potential impacts upon amphibians, birds, mammals, protected species and other species from effluent discharges and impacts as a result of activities during the construction phase.
• Disturbance of residents as a result of noise, dust and general nuisance generated during the construction phase
• Water and Land contamination
• Generation of waste.

3.4 Stability of Structures whilst Undertaking Work
Temporary Works Supervisor will be responsible for daily inspections of all structures and associated access equipment during the build process.
All Structures on site will be built to design in accordance with CDM regulations 2015.
Structures to be incorporated in temporary works will be left safe and stable when un-attended. When complete to be signed off by Principle contractor, Contractor, Project Management and Designer.

3.5 Preventing Falls
Festival of House operate a selection method in identifying the safest means of undertaking works, through adoption of a 'Hierarchy' of Control, as referenced within the Work at Height Regulations 2005.
The use of ladders will be eliminated where possible is favour of secured working platforms.
Ladders are to be inspected at intervals recommended by the ladder manufacturer with confirmation of the inspection and next inspection due date affixed to the ladder.
Contractors shall be required to adequately address work at height hazards as part of the RAMS process to the satisfaction of the Principal Contractor management team.
Contractors bringing deliveries to site shall be required to give consideration to the hierarchy of control when planning the loading / unloading of deliveries.
Scaffold erection and inspection (every 7 days) to confirm integrity is maintained, to accommodate DNO construction works etc., shall be undertaken by a competent person or approved Subcontractor.

3.6 Control of Lifting Operations

Contractors are required to submit a Lifting plan and RAMS for all proposed lifting operations. The BSRL project management shall review RAMS to confirm that operations satisfy the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.
Permits to lift shall be issued by the Principal Contractor for most lifting operations except Telehandler. Telehandler RAMS shall define the range of load types that may be encountered including information on load weights.
Maintenance checks in accordance with manufacturer recommendations will be made daily with inspection certification collated by Project Manager.
Lifting operations are not permitted without authorisation from the Site Manager via issue of a valid Permit to Lift and authorised lifting RAMS.

3.7 Maintenance of Plant & Equipment

Contractors (Inc. PC) are responsible for ensuring that work equipment and plant is suitable for the purpose for which it is supplied, is maintained in a safe condition and inspected at intervals recommended by manufacturer instructions and related guidance materials.
Where work equipment is hired the hiring contractor is responsible for establishing with the hire company which party is responsible for maintenance of the equipment and carrying out thorough examination where required.
Contractors must satisfy the Site Manager that work equipment to be brought onto site is adequately inspected where required and maintained in a safe condition.
Plant operators shall be required to carry out a documented pre-use inspection prior to starting work at the start of the shift. If defects are identified which affect safe operation of the plant it shall not be used and will be quarantined pending repair or replacement.

3.8 Excavation and Stability of Ground

Excavations fall under the parameters of Temporary Works.
The Site Manager shall maintain a schedule that shall be reviewed in the weekly progress meeting.
Excavations shall be in accordance with the requirements detailed within HSG 47 – Avoidance of damage to underground cables.
Trenches shall be excavated in line with set out easement coordinates and internal setting out measurements.
In circumstances where personnel are required to enter excavations they shall be inspected by a competent person (CP) at the beginning of the shift and before anyone enters the excavation.
Excavations shall also be inspected after any event likely to have affected its strength or stability, and after any material unintentionally falls or is dislodged. The CP shall determine if the excavation is safe for work to continue. If the CP is not satisfied he shall ensure that work is not allowed to continue and shall inform the Site Manager.
The Site Management team shall see any safety concerns rectified to the satisfaction of the CP prior to the continuation of work.
The CP shall prepare a weekly report of inspection which includes the information stated in schedule 3 to the Construction (Design and Management) Regulations 2015.

3.9 Highways Inspection

An inspection of the highways servicing the site should be undertaken with the Council Highways Officer (if possible), prior to work commencing on site, with further inspections at agreed intervals. A detailed photographic record will be produced of the existing condition of the verges, road surfaces at access points, passing places and junctions. Any damage that arises as a result of the development will be remedied.

3.10 Testing and Commissioning
A permit to test will be used and co-ordination with other principal contractor to ensure 'safety from the system'.

3.11 Arrangements for dealing with Contaminated Land – refer to waste management plan and hazard register
All staff and contractors are required to be vigilant with respect to ground conditions and the potential for contaminated ground particular near the ecological and archaeological watch areas
There are two key requirements in managing ground contamination:
• Do not cause it or spread it.
• Deal with it appropriately.

Key issues include
• Further contamination may be caused by handling or excavating contaminated ground.
• Disturbing unexpected archaeological finds, such as burial grounds, may pose a health risk to the workforce.

What to do if unexpected contamination is encountered
During boring, digging, excavating and similar operations, observe the uncovered ground and watch out for visual signs of contamination. The release of noxious fumes (petrol, oils, solvents, chemical residues) and smells may also indicate contamination (e.g. a smell of bad eggs may mean that hydrogen sulphide contamination is present).
If suspected contaminated ground is encountered the contractor is required to cease work, vacate the area and report the matter to the Site Manager

Checklist - visual signs
• Discoloured soil (e.g. chemical residues).
• Fibrous texture to the soil (e.g. asbestos).
• Presence of foreign objects (e.g. chemical/oil containers).
• Evidence of previous soil workings.
• Evidence of underground structures and tanks.
• Existence of waste pits.
• Made ground (i.e. artificial ground where ground level is raised by man's activities and not due to a natural cause).
• Old drain runs and contamination within buildings; tanks, flues etc.
• Topsoil adjacent to motorways can be contaminated by traffic emissions.

How to avoid further contamination
• Do not stockpile contaminated soil unless it cannot be avoided. If it is necessary, stockpile only on a hard standing area to prevent contamination of underlying ground. It may be necessary to cover over stockpile material, either to prevent windblown dust or to prevent ingress of rainwater.
• Control surface drainage from stockpiled area. Water draining from a stockpile may be contaminated and need controlled, off-site, disposal.
• Prevent the spread of contaminated dust.
• Be careful when handling, storing and using oils and chemicals. See relevant (COSHH documents).

3.12 Compressed Air and Gases

Contractors requiring the use of flammable gasses (earth band welding etc.) will provide specific risk assessments.
Hot works will not be undertaken without the issue of a 'hot works permit' by the Site Manager.
Certificates and Inspection tags shall be attached to all equipment demonstrating compliance with guidance identified within, British Compressed Gas Association Guidance Note 7.

3.13 Protection from falling objects
Contractors that require working at heights will address ways to prevent injury from falling objects in their RA and MS.
Hard hats must be worn at all times by all staff, contractors and visitors when on site. This will be addressed in site inductions and enforced by management staff.
During lifting operations exclusion zones will be implemented and enforced with a banksman and temporary works supervisor present.
All working platforms will be fitted with toe boards.

3.14 Working with/near fragile materials - refer to hazard register
Drivers loading, unloading and transporting fragile materials will be specifically briefed during induction as to Festival of House safe methods in association with manufacturer guidelines.
Handling of modules during panelling will follow manufacturing guidelines as will the storage of modules once removed from their original box.
Combiner boxes will be transported with clear visual indication of orientation. (This way up)

3.15 Manual Handling
Both Site Management and Contractors are required to address any manual handling hazards associated with their proposed works as part of the risk assessment process including appropriate mitigation measures and the provision of manual handling training where risks which cannot be avoided are identified.
Contractors may only undertake work when the content of RAMS satisfies the requirements of the management team.

3.16 Control of Substances Hazardous to Health (COSHH)
Any hazardous substances used on site will be subject to individual risk assessment with COSHH assessment laminated and attached.
Hazardous substances will be kept in a controlled environment with access limited to responsible persons.
Spill kits will be located next to the storage of Diesel and Petrol bowsers and containers

3.17 Use of Hazardous Substances and arrangements for Health Monitoring
Contractors are required to address any hazards due to the use of hazardous substances or hazardous substances produced by the work itself including appropriate mitigation measures and health surveillance where a need for surveillance is identified in accordance with regulation 11 of the Control of Substances Hazardous to Health Regulations 2002.
Contractors are required to provide risk assessment and associated manufacturer safety data sheets to the PC site management team as part of the RAMS approval process.
For materials supplied and used by contractors the COSHH assessments shall be produced and made available on site by the contractor as part of the team work pack.
Storage of hazardous substances shall be in accordance with HSE Guidance as well as Environment Agency Pollution Prevention Guidance.

3.18 Noise & Vibration
Health risks from noise or vibration shall be addressed by contractors as part of the RAMS process to the satisfaction of the PC site management team. Where a need for health

surveillance is identified (in accordance with regulation 7 of the Control of Vibration at Work Regulations 2005 or regulation 9 of the Control of Noise at Work Regulations 2005) as part of risk assessment details are to be included in risk assessments. Risk assessment and method statements shall define how long vibrating equipment can be safely used each day. Contractors are to implement best practice means to minimise noise in accordance with statutory regulations and local requirement, including any Section 60 Environmental Protection Act requirements. Where required, contractors will include within Method Statements measures to mitigate noise emissions. The Site Manager will instruct the stoppage of any operations they deem excessively noisy.
Personal Protective Equipment, compliant with requirements of the Noise at Work Regulations 2005, will be issued to operatives, and where levels exceed Action level 2, monitoring will be undertaken to ensure PPE issued is used.
Contractors are to give consideration at the selection stage to ensure that equipment with low noise /vibration levels is selected. However, where this is not practical, then equipment specific assessments shall be produced. All plant and equipment is required to be subject to a Planned Preventive Maintenance Schedule to minimise excessive noise or vibration being generated from defective machinery.

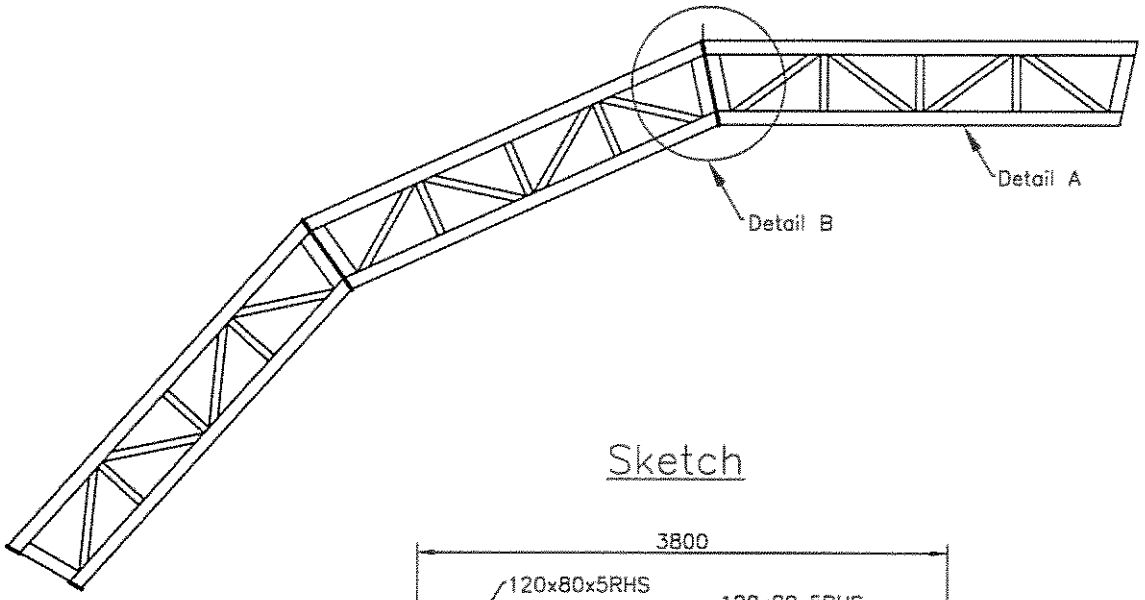
3.19 Safety Hazards

3.19.1 Overhead Cables – insert specific details
Example - There is an existing 11kv overhead cable running across the site. On the 33kV lines a boundary will be fenced with Heras fencing to form a barrier between staff and power cables in conjunction with HSE GS6 regulations to ensure a safe barrier between the lines and the park. Along with Heras fencing being used as a visual aid as required for safe working clearance. Works under the 11kv power lines will be strictly monitored. The use of goal posts set to a standard height will be implemented. No works will be undertaken without a permit to work.

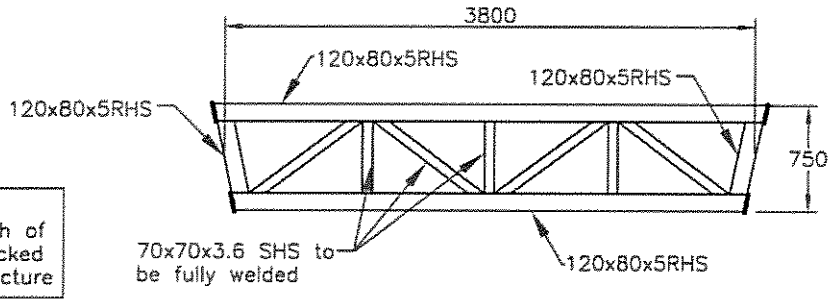
3.19.2 Underground Utilities
There is a sewage pipe located in the hedge line running between the two build sites. There is also a BT cable that runs within the same hedge line. These will be appropriately surveyed and located. These will be placed on a hazard plan and found in the main site office and also given to the contractors. Works around these services will be closely monitored and no works will start until permits have been issued to the relevant contractors

4. THE HEALTH AND SAFETY FILE
Following consultation between the Principle designer and Festival Of House, the scope, structure and format for the file will have to be agreed, and will be reflected in the completed documentation submitted by the Principle designer to the client prior to practicable completion of the project.
Arrangements will be made through the duration of the project for contractors and consultants to pass relevant information to Festival of House to assemble and provide to the Principle Designer as the work is completed.
This document will be handed to Festival of House during completion handover. It will be located at;

Festival of House

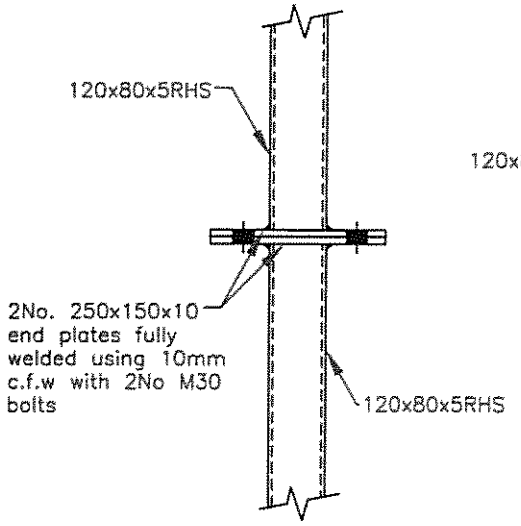


Sketch

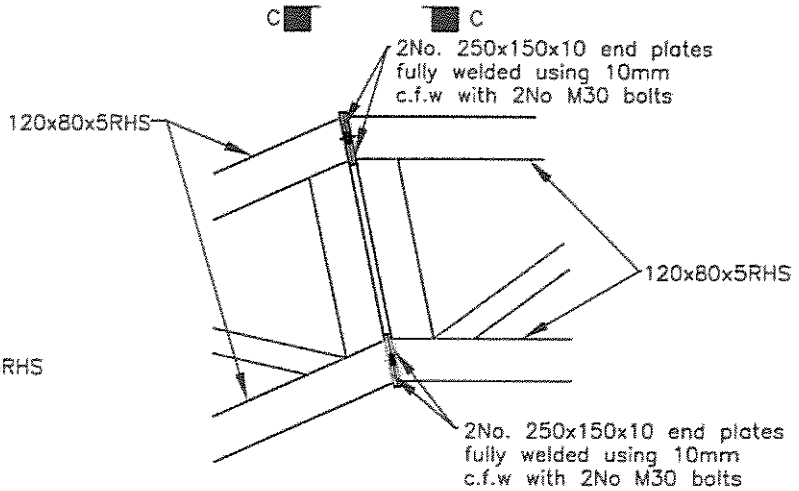


NOTE:
Angle and length of member to checked prior to manufacture

Detail A @1:50



Section C–C @1:10



Detail B @1:20

HOLDGATE CONSULTING LTD
CIVIL AND STRUCTURAL ENGINEERS
The Old Hall
23 Park Road
Bingley
BD16 4BQ
Telephone 01274 566696
Fax 01274 562224
e: mail@holdgateconsulting.com

Job Title

Job Number
10–145

Drawing Title

Structural Details

(1)

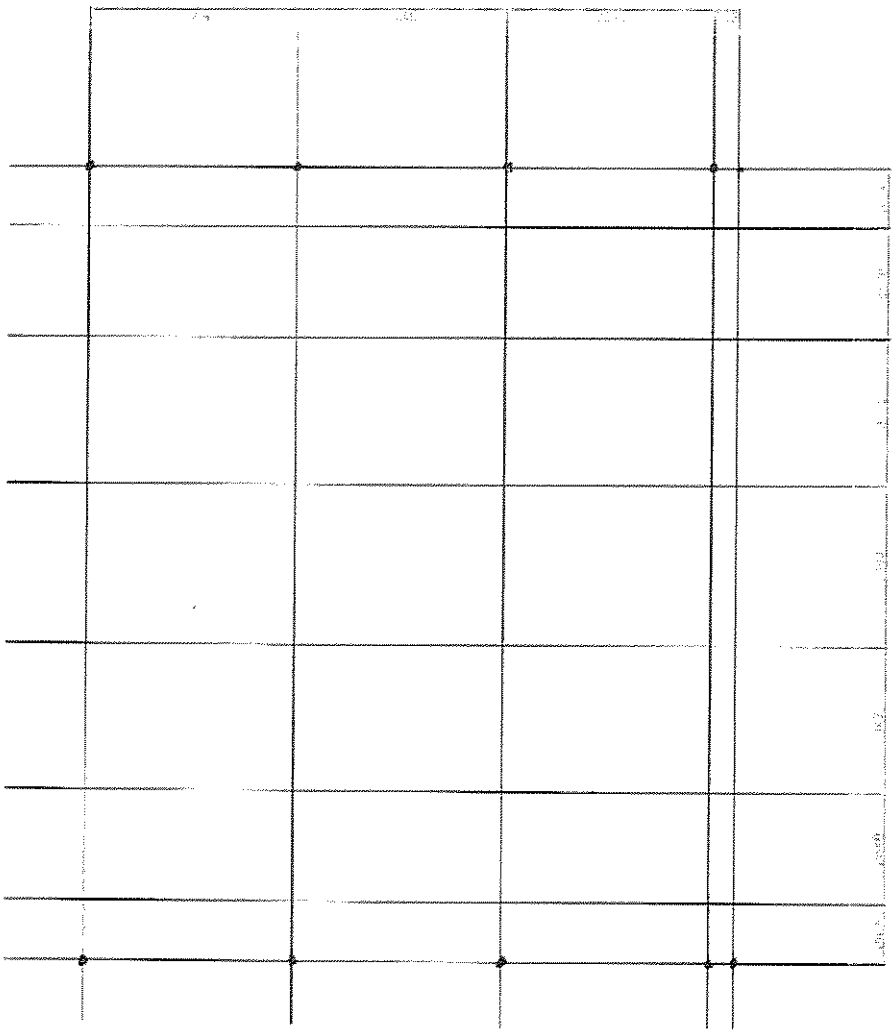
10 - 145
Pg. 1

Typical Frame

All members to be 3.8 m
Columns to be 4.6 m.

(2)

10-145
pg. 2



Frames Layout

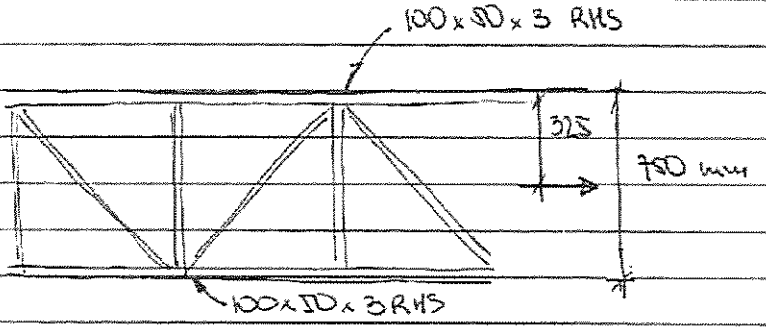
HOLDGATE

Appendix 13.9
Calculation Sheet

Date	Job Number
10/05/10	10-145
Initials: MS	Sheet No.: 3

Members properties

Option 1



$I_x = 2\left(110 + 8.54 \times 32.5^2\right) = 18\,260.75 \text{ cm}^4$

$I_y = 2 \times 36.8 = 73.6 \text{ cm}^4$

$A = 2 \times 8.54 \times 10^2 = 1708 \text{ mm}^2$

$\int x = 2 I_x = 36\,521.6 \text{ cm}^4$

$Z_x = I_x / 37.5 = 486.95 \text{ cm}^3$

$Z_y = I_y / 2.5 = 29.4 \text{ cm}^3$

Check Section

max def:

$d_x = 403 \text{ mm}$ → 1200/403 = 30

$d_y = 34.6 \text{ mm}$

$d_z = 92 \text{ mm}$

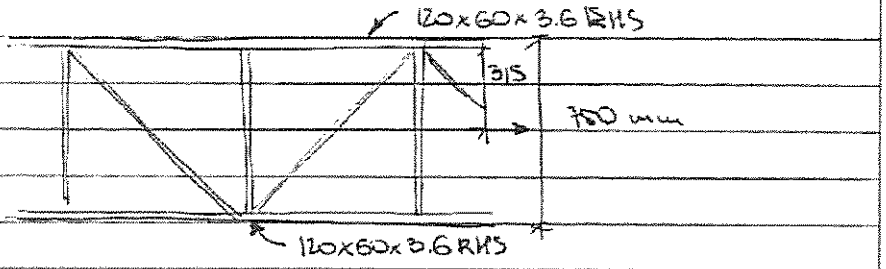
Foli

HOLDGATE

Appendix 13.9
Calculation Sheet

Date	Job Number
10/05/10	10 - 145
Initials	Sheet No.
MS	4

option 2



$I_x = 2(227 + 12.3 \times 315^2) = 24\,863.35\ cm^4$

$I_y = 2 \times 76.3 = 152.6\ cm^4$

$A = 2 \times 12.3 \times 10^2 = 2460\ mm^2$

$J_x = 2I = 49\,726.7\ cm^4$

$Z_x = I_x \mid 37.5 = 663.02\ cm^3$

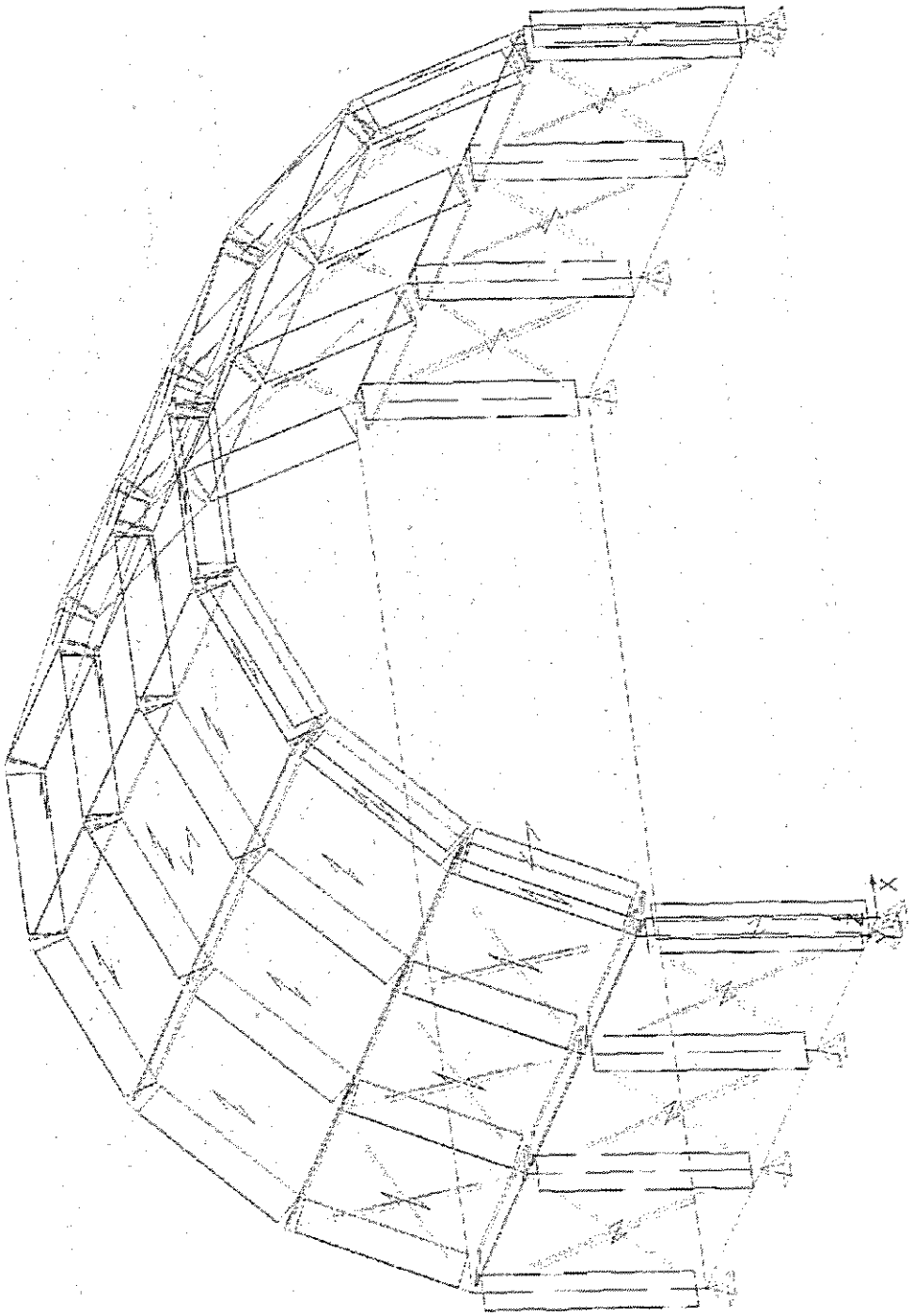
$Z_y = I_y \mid 3.0 = 50.87\ cm^3$

Check Section

Max deflections

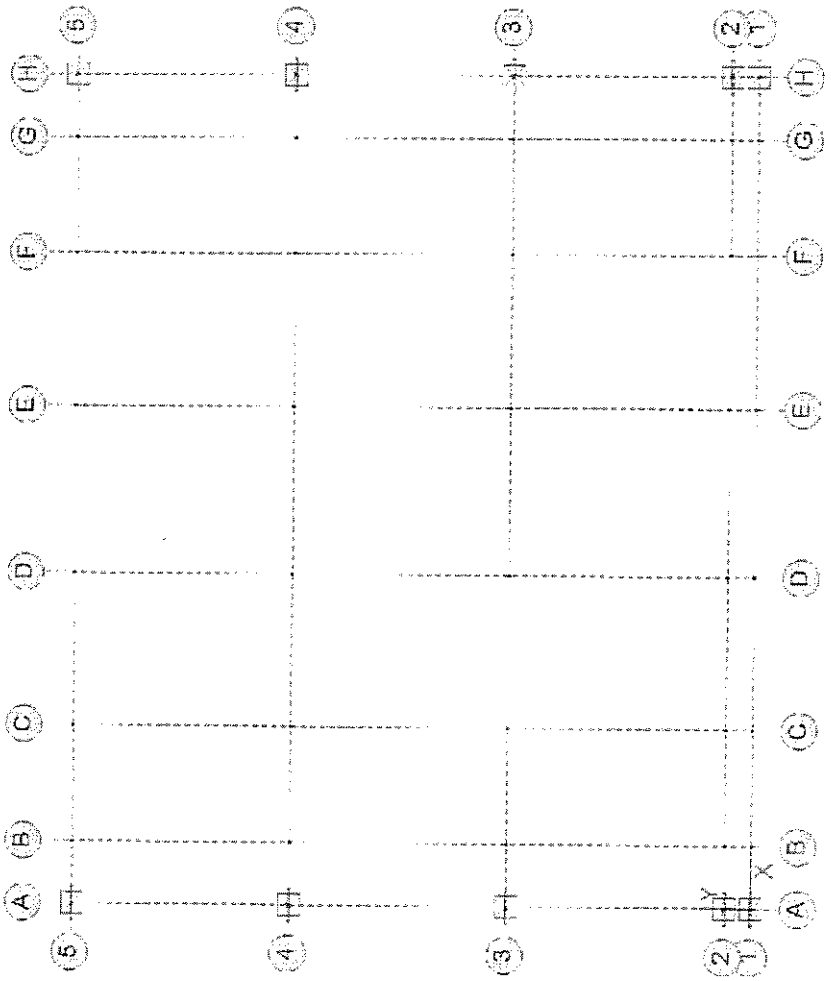
$d_x = 157.5\ mm$	= span	76	Deflection
$d_y = 81.5\ mm$	= span	147	within limits
$d_z = 34.1\ mm$	= span	560	

OK



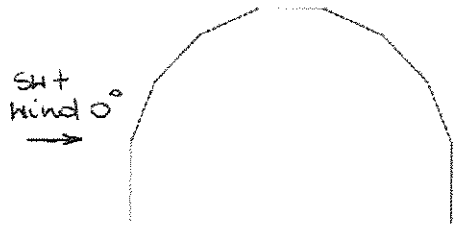
(5)

10-145
pg. 6



Load. Cases

Case 1



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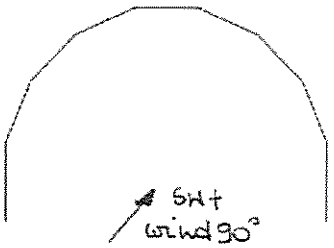

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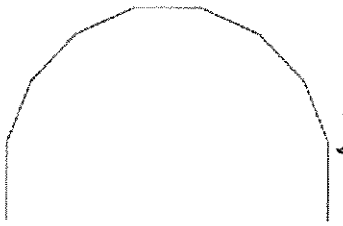
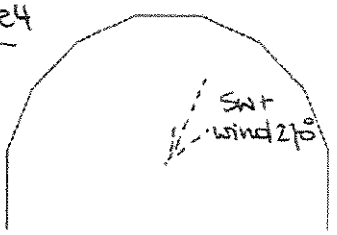
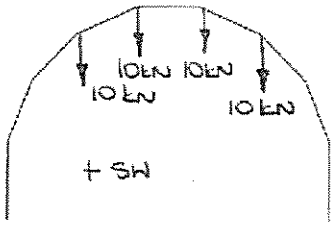


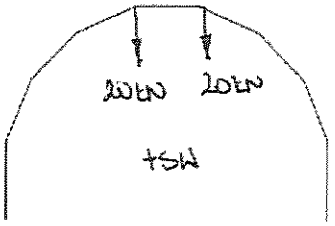
Case 4



Case 5



Case 6



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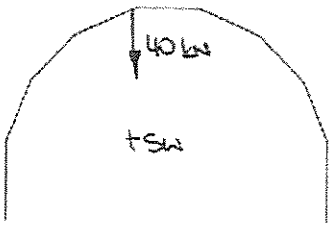
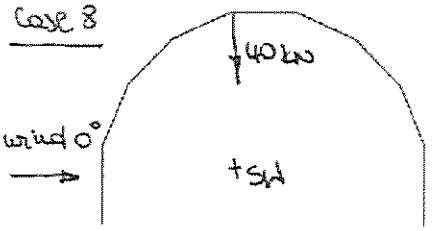
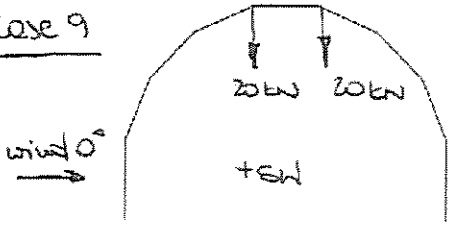


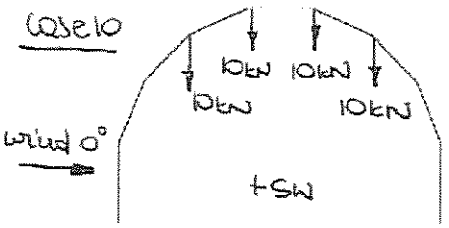
Case 8



Case 9



Case 10



Appendix 13.10

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Calculation Sheet

Date	Job Number
11/05/10	10-145
Initials	Sheet No.
MS	22

Stress in member

$\sigma = \frac{240.6 \times 10^6}{663.02 \times 10^3} = 362.9 \text{ N/mm}^2 > 275 \text{ N/mm}^2$

Fail

Min. Required Section :

$\frac{240.6 \times 10^6}{Z \times 10^3} < 275 \text{ N/mm}^2$

$Z > 874.9 \text{ cm}^3$

$874.9 = \frac{I_x}{39.5} \rightarrow I_x > 32\,828.75 \text{ cm}^4$

Check 120×80×5.0 RHS :

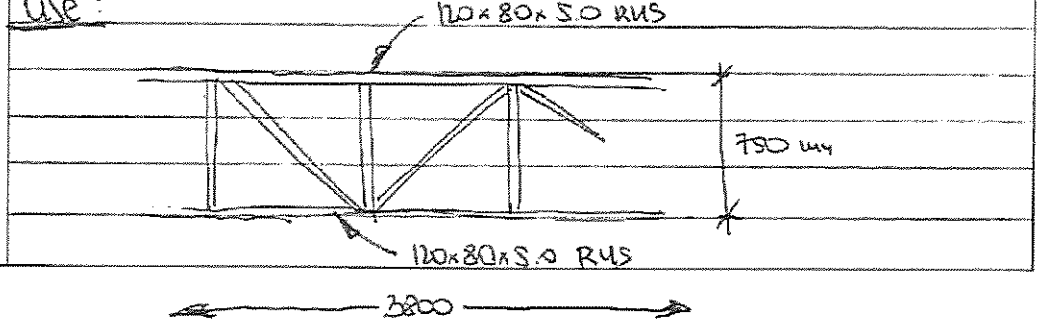
$I = 2(365 + 18.7 \times 81.5^2) = 37\,840.15 \text{ cm}^4$

$Z = 1009.1 \text{ cm}^3$

$\sigma = \frac{240.6 \times 10^6}{1009.1 \times 10^3} = 238.4 < 275 \text{ N/mm}^2$

O.K

Use :



(2)

Appendix 13.10
pg. 23

WIND UPLIFT FORCES (Unfactored) [kN]

Panel Support	Wind Speed 20 m/s
A-1	34.1
H-1	34.4
A-2	34.2
H-2	34.1
A-3	20.8
H-3	20.7
A-4	23.0
H-4	23.0
A-5	62.9
H-5	62.8

(pg.10)

Steel Design Code: BS 5950-1 : 2000
Composite Design Code: BS 5950-3.1 : 1990

Beam Summary

Construction Level: Roof

Beam Ref	Span [m]	Section Size, Grade	U/R	Status
BM 5/D/1-5/E/1	3.800	frame member	N/A	
BM 5/D/2-5/E/2	3.800	frame member	N/A	
BM 5/D/3-5/E/3	3.800	frame member	N/A	
BM 5/D/4-5/E/4	3.800	frame member	N/A	
BM 5/D/5-5/E/5	3.800	frame member	N/A	
BM 5/D/1-5/D/2	0.600	frame member	N/A	
BM 5/D/2-5/D/3	5.000	frame member	N/A	
BM 5/D/3-5/D/4	5.000	frame member	N/A	
BM 5/D/4-5/D/5	5.000	frame member	N/A	
BM 5/E/5-5/E/4	5.000	frame member	N/A	
BM 5/E/4-5/E/3	5.000	frame member	N/A	
BM 5/E/3-5/E/2	5.000	frame member	N/A	
BM 5/E/2-5/E/1	0.600	frame member	N/A	

Construction Level: Constr. Level 1

Beam Ref	Span [m]	Section Size, Grade	U/R	Status
BM 4/C/5-4/C/4	5.000	frame member	N/A	
BM 4/C/4-4/C/3	5.000	frame member	N/A	
BM 4/C/3-4/C/2	5.000	frame member	N/A	
BM 4/C/2-4/C/1	0.600	frame member	N/A	
BM 4/F/2-4/F/1	0.600	frame member	N/A	
BM 4/F/3-4/F/2	5.000	frame member	N/A	
BM 4/F/4-4/F/3	5.000	frame member	N/A	
BM 4/F/5-4/F/4	5.000	frame member	N/A	

Construction Level: Constr. Level 2

Beam Ref	Span [m]	Section Size, Grade	U/R	Status
BM 3/B/1-3/B/2	0.600	frame member	N/A	
BM 3/B/2-3/B/3	5.000	frame member	N/A	
BM 3/B/3-3/B/4	5.000	frame member	N/A	
BM 3/B/4-3/B/5	5.000	frame member	N/A	
BM 3/G/2-3/G/1	0.600	frame member	N/A	
BM 3/G/3-3/G/2	5.000	frame member	N/A	
BM 3/G/4-3/G/3	5.000	frame member	N/A	
BM 3/G/5-3/G/4	5.000	frame member	N/A	

Construction Level: Constr. Level 3

Beam Ref	Span [m]	Section Size, Grade	U/R	Status
BM 2/A/5-2/A/4	5.000	frame member	N/A	
BM 2/A/4-2/A/3	5.000	frame member	N/A	
BM 2/A/3-2/A/2	5.000	frame member	N/A	
BM 2/A/2-2/A/1	0.600	frame member	N/A	
BM 2/H/2-2/H/1	0.600	frame member	N/A	
BM 2/H/3-2/H/2	5.000	frame member	N/A	
BM 2/H/4-2/H/3	5.000	frame member	N/A	
BM 2/H/5-2/H/4	5.000	frame member	N/A	

Sloped Beams

Beam Ref	Span [m]	Section Size, Grade	U/R	Status
BM 2/A/1-3/B/1	3.800	frame member	N/A	
BM 3/B/1-4/C/1	3.801	frame member	N/A	
BM 4/C/1-5/D/1	3.799	frame member	N/A	
BM 5/E/1-4/F/1	3.799	frame member	N/A	
BM 4/F/1-3/G/1	3.801	frame member	N/A	
BM 3/G/1-2/H/1	3.800	frame member	N/A	
BM 3/B/2-4/C/2	3.801	frame member	N/A	
BM 4/C/2-5/D/2	3.799	frame member	N/A	
BM 2/A/2-3/B/2	3.800	frame member	N/A	
BM 5/E/2-4/F/2	3.799	frame member	N/A	
BM 4/F/2-3/G/2	3.801	frame member	N/A	

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Beam Ref	Span [m]	Section Size, Grade	U/R	Status
BM 3/G/2-2/H/2	3.800	frame member	N/A	
BM 3/B/3-4/C/3	3.801	frame member	N/A	
BM 4/C/3-5/D/3	3.799	frame member	N/A	
BM 2/A/3-3/B/3	3.800	frame member	N/A	
BM 5/E/3-4/F/3	3.799	frame member	N/A	
BM 4/F/3-3/G/3	3.801	frame member	N/A	
BM 3/G/3-2/H/3	3.800	frame member	N/A	
BM 3/B/4-4/C/4	3.801	frame member	N/A	
BM 4/C/4-5/D/4	3.799	frame member	N/A	
BM 2/A/4-3/B/4	3.800	frame member	N/A	
BM 5/E/4-4/F/4	3.799	frame member	N/A	
BM 4/F/4-3/G/4	3.801	frame member	N/A	
BM 3/G/4-2/H/4	3.800	frame member	N/A	
BM 3/B/5-4/C/5	3.801	frame member	N/A	
BM 4/C/5-5/D/5	3.799	frame member	N/A	
BM 2/A/5-3/B/5	3.800	frame member	N/A	
BM 5/E/5-4/F/5	3.799	frame member	N/A	
BM 4/F/5-3/G/5	3.801	frame member	N/A	
BM 3/G/5-2/H/5	3.800	frame member	N/A	

Column Summary

Column Ref	Lift No.	Section Size, Grade	Concrete Grade	U/R	Status
CM A/1	1	member		N/A	
CM H/1	1	member		N/A	
CM A/2	1	member		N/A	
CM H/2	1	member		N/A	
CM A/3	1	member		N/A	
CM H/3	1	member		N/A	
CM A/4	1	member		N/A	
CM H/4	1	member		N/A	
CM A/5	1	member		N/A	
CM H/5	1	member		N/A	

Bracing Summary

Brace Ref	Section Size	Grade	U/R	Status
BR 1/A/5-2/A/4	RSA 100x100x12	S275	0.240	Pass
BR 2/A/5-1/A/4	RSA 100x100x12	S275	0.555	Pass
BR 1/H/5-2/H/4	RSA 100x100x12	S275	0.245	Pass
BR 2/H/5-1/H/4	RSA 100x100x12	S275	0.558	Pass
BR 2/A/5-3/B/4	RSA 100x100x12	S275	0.195	Pass
BR 3/B/5-2/A/4	RSA 100x100x12	S275	0.341	Pass
BR 2/H/2-1/H/3	RSA 100x100x12	S275	0.358	Pass
BR 1/H/2-2/H/3	RSA 100x100x12	S275	0.229	Pass
BR 3/B/4-2/A/3	RSA 100x100x12	S275	0.239	Pass
BR 3/B/3-2/A/4	RSA 100x100x12	S275	0.236	Pass
BR 1/A/2-2/A/3	RSA 100x100x12	S275	0.228	Pass
BR 2/A/2-1/A/3	RSA 100x100x12	S275	0.355	Pass
BR 2/A/3-1/A/4	RSA 100x100x12	S275	0.507	Pass
BR 2/A/4-1/A/3	RSA 100x100x12	S275	0.400	Pass
BR 3/B/3-2/A/2	RSA 100x100x12	S275	0.333	Pass
BR 2/A/3-3/B/2	RSA 100x100x12	S275	0.637	Pass
BR 1/H/3-2/H/4	RSA 100x100x12	S275	0.397	Pass
BR 2/H/3-1/H/4	RSA 100x100x12	S275	0.506	Pass
BR 3/G/3-2/H/2	RSA 100x100x12	S275	0.309	Pass
BR 3/G/2-2/H/3	RSA 100x100x12	S275	0.639	Pass
BR 2/H/3-3/G/4	RSA 100x100x12	S275	0.241	Pass
BR 3/G/3-2/H/4	RSA 100x100x12	S275	0.194	Pass
BR 2/H/4-3/G/5	RSA 100x100x12	S275	0.339	Pass
BR 3/G/4-2/H/5	RSA 100x100x12	S275	0.262	Pass

Base Reaction Summary

Base Reactions by Combination(Factored) Max/Min Values

Column Reference	Combination	Reactions F_{vert} [kN]	F_{major} [kN]	F_{minor} [kN]	M_{major} [kNm]	M_{minor} [kNm]
CM A/1	Maximum	20.1	17.3	0.1	0.0	0.0
	Minimum	-48.4	-32.9	-0.1	0.0	0.0

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		Reactions				
Column Reference	Combination	F_{vert} [kN]	F_{major} [kN]	F_{minor} [kN]	M_{major} [kNm]	M_{minor} [kNm]
CM H/1	Maximum	20.3	32.9	0.1	0.0	0.0
	Minimum	-48.7	-17.4	-0.1	0.0	0.0
CM A/2	Maximum	27.2	19.1	14.1	0.0	0.0
	Minimum	-50.0	-39.1	-7.4	0.0	0.0
CM H/2	Maximum	23.9	39.1	14.1	0.0	0.0
	Minimum	-49.7	-19.1	-7.5	0.0	0.0
CM A/3	Maximum	20.2	21.4	14.1	0.0	0.0
	Minimum	-31.5	-46.6	-27.1	0.0	0.0
CM H/3	Maximum	18.1	46.6	14.1	0.0	0.0
	Minimum	-31.4	-21.4	-26.8	0.0	0.0
CM A/4	Maximum	19.0	23.8	26.0	0.0	0.0
	Minimum	-34.6	-49.1	-41.2	0.0	0.0
CM H/4	Maximum	17.7	49.0	25.9	0.0	0.0
	Minimum	-34.6	-23.8	-41.1	0.0	0.0
CM A/5	Maximum	34.3	27.0	17.5	0.0	0.0
	Minimum	-90.1	-46.5	-58.6	0.0	0.0
CM H/5	Maximum	38.2	46.5	16.7	0.0	0.0
	Minimum	-89.9	-27.0	-58.7	0.0	0.0

Base Reactions by Combination(Unfactored) Max/Min Values

Column Reference	Combination	Reactions F_{vert} [kN]	F_{major} [kN]	F_{minor} [kN]	M_{major} [kNm]	M_{minor} [kNm]
CM A/1	Maximum	14.8	12.5	0.1	0.0	0.0
	Minimum	-34.1	-23.4	0.1	0.0	0.0
CM H/1	Maximum	16.9	23.4	0.1	0.0	0.0
	Minimum	-34.4	-14.4	0.1	0.0	0.0
CM A/2	Maximum	17.6	13.8	9.7	0.0	0.0
	Minimum	-34.2	-27.8	-5.7	0.0	0.0
CM H/2	Maximum	15.6	27.8	9.7	0.0	0.0
	Minimum	-34.1	-15.7	-5.7	0.0	0.0
CM A/3	Maximum	16.8	15.4	9.9	0.0	0.0
	Minimum	-20.8	-33.1	-19.5	0.0	0.0
CM H/3	Maximum	14.6	33.1	9.9	0.0	0.0
	Minimum	-20.7	-17.2	-19.3	0.0	0.0
CM A/4	Maximum	15.9	17.2	19.3	0.0	0.0
	Minimum	-23.0	-34.9	-29.3	0.0	0.0
CM H/4	Maximum	14.4	34.9	18.6	0.0	0.0
	Minimum	-23.0	-18.8	-29.2	0.0	0.0
CM A/5	Maximum	26.0	19.5	14.6	0.0	0.0
	Minimum	-62.9	-33.1	-41.5	0.0	0.0
CM H/5	Maximum	31.9	33.1	12.3	0.0	0.0
	Minimum	-62.8	-20.7	-41.6	0.0	0.0

Beam End Forces Summary

Beam End Forces by Combination [Max/Min Values] - Sloped - Local axes

Beam Reference	Combination	V_x [kN]	V_y [kN]	V_z [kN]	M_x [kNm]	M_y [kNm]	M_z [kNm]
BM 2/A/1-3/B/1	Maximum	40.3	0.4	8.0	11.9	161.8	0.9
	Minimum	-40.0	-0.4	-7.9	-11.9	-178.1	-1.1
BM 3/B/1-4/C/1	Maximum	20.7	4.8	15.2	7.4	184.4	9.2
	Minimum	-20.5	-4.8	-15.0	-7.4	-129.6	-5.6
BM 4/C/1-5/D/1	Maximum	30.8	1.3	26.5	14.1	121.9	1.9
	Minimum	-30.7	-1.3	-26.3	-14.1	-127.9	-2.6
BM 5/E/1-4/F/1	Maximum	28.9	1.3	26.2	13.8	128.5	2.7
	Minimum	-29.0	-1.3	-26.0	-13.8	-120.8	-2.0
BM 4/F/1-3/G/1	Maximum	21.8	4.7	15.6	7.5	129.8	5.4
	Minimum	-21.9	-4.7	-15.4	-7.5	-184.9	-9.1
BM 3/G/1-2/H/1	Maximum	40.5	0.4	8.0	11.8	178.5	1.0
	Minimum	-40.7	-0.4	-7.9	-11.8	-161.9	-0.8
BM 3/B/2-4/C/2	Maximum	21.8	4.9	15.5	7.7	187.4	9.4
	Minimum	-21.6	-4.9	-15.3	-7.7	-129.1	-5.8
BM 4/C/2-5/D/2	Maximum	21.3	1.4	29.1	13.1	127.5	2.0
	Minimum	-21.2	-1.4	-28.9	-13.1	-129.9	-2.8
BM 2/A/2-3/B/2	Maximum	34.7	0.4	10.6	12.4	158.1	0.8
	Minimum	-34.5	-0.4	-10.5	-12.4	-185.1	-1.0
BM 5/E/2-4/F/2	Maximum	21.4	1.5	28.9	12.7	130.0	2.9
	Minimum	-21.5	-1.5	-28.6	-12.7	-126.7	-2.1
BM 4/F/2-3/G/2	Maximum	22.1	4.9	15.8	7.6	129.4	5.7
	Minimum	-22.3	-4.9	-15.6	-7.6	-187.7	-9.4
BM 3/G/2-2/H/2	Maximum	33.7	0.4	10.6	12.2	185.2	1.0
	Minimum	-33.9	-0.4	-10.5	-12.2	-158.4	-0.8
BM 3/B/3-4/C/3	Maximum	52.3	4.3	19.4	7.8	221.4	8.3
	Minimum	-52.1	-4.3	-19.2	-7.8	-147.9	-4.8
BM 4/C/3-5/D/3	Maximum	51.0	1.1	38.2	13.7	152.9	2.2
	Minimum	-50.9	-1.1	-38.0	-13.7	-143.1	-2.4
BM 2/A/3-3/B/3	Maximum	40.0	0.7	17.4	7.5	158.6	1.5
	Minimum	-39.7	-0.7	-17.4	-7.5	-224.7	-1.5
BM 5/E/3-4/F/3	Maximum	50.9	1.1	38.3	12.4	143.6	2.4
	Minimum	-51.0	-1.1	-38.1	-12.4	-153.0	-2.1
BM 4/F/3-3/G/3	Maximum	52.3	4.3	19.4	14.5	148.0	4.7
	Minimum	-52.4	-4.3	-19.2	-14.5	-221.3	-8.4
BM 3/G/3-2/H/3	Maximum	39.7	0.7	17.5	7.3	224.7	1.2
	Minimum	-39.9	-0.7	-17.4	-7.3	-158.6	-1.3
BM 3/B/4-4/C/4	Maximum	50.6	4.5	20.7	8.6	235.8	8.6
	Minimum	-50.4	-4.5	-20.5	-8.6	-157.5	-4.2
BM 4/C/4-5/D/4	Maximum	49.0	0.9	41.1	13.5	163.9	2.2
	Minimum	-48.9	-0.9	-40.9	-13.5	-151.1	-1.4

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Beam Reference	Combination	V_x [kN]	V_y [kN]	V_z [kN]	M_x [kNm]	M_y [kNm]	M_z [kNm]
BM 2/A/4-3/B/4	Maximum	52.4	0.4	19.1	6.2	167.6	1.0
	Minimum	-52.2	-0.4	-19.0	-6.2	-240.1	-1.4
BM 5/E/4-4/F/4	Maximum	48.9	0.9	40.9	8.5	152.1	1.3
	Minimum	-49.0	-0.9	-40.7	-8.5	-163.8	-2.1
BM 4/F/4-3/G/4	Maximum	50.5	4.5	21.0	15.0	157.1	4.3
	Minimum	-50.7	-4.5	-20.8	-15.0	-236.6	-8.6
BM 3/G/4-2/H/4	Maximum	52.4	0.4	19.4	5.1	240.6	1.2
	Minimum	-52.6	-0.4	-19.3	-5.1	-167.2	-0.9
BM 3/B/5-4/C/5	Maximum	27.5	4.2	17.4	11.5	222.6	8.0
	Minimum	-27.4	-4.2	-17.2	-11.5	-160.3	-3.3
BM 4/C/5-5/D/5	Maximum	21.9	0.8	33.1	13.5	152.1	2.2
	Minimum	-21.8	-0.8	-32.9	-13.5	-159.2	-0.5
BM 2/A/5-3/B/5	Maximum	40.4	0.4	12.3	7.5	187.9	0.7
	Minimum	-40.1	-0.4	-12.2	-7.5	-223.6	-1.6
BM 5/E/5-4/F/5	Maximum	21.6	0.7	33.7	10.3	156.9	0.5
	Minimum	-21.7	-0.7	-33.5	-10.3	-153.9	-2.0
BM 4/F/5-3/G/5	Maximum	27.3	4.1	16.4	17.2	160.7	3.5
	Minimum	-27.5	-4.1	-16.2	-17.2	-221.1	-8.1
BM 3/G/5-2/H/5	Maximum	39.8	0.3	12.3	6.8	222.4	1.1
	Minimum	-40.0	-0.3	-12.2	-6.8	-188.0	-0.5

Applied Loading

Loadcases

4*10kN

Construction Level: Roof Level: 12.402 m

Spot Loads

ID	F [kN]	Ref Point	X Offset [m]	Y Offset [m]
2	10.0	D/3	0.0	0.0

Sloped Items

Spot Loads

ID	F [kN]	Ref Point	X Offset [m]	Y Offset [m]
1	10.0	E/3	0.0	0.0
3	10.0	C/3	0.0	0.0
4	10.0	F/3	0.0	0.0

2*20kN

Construction Level: Roof Level: 12.402 m

Spot Loads

ID	F [kN]	Ref Point	X Offset [m]	Y Offset [m]
1	20.0	D/3	0.0	0.0
2	20.0	E/3	0.0	0.0

40kN

Construction Level: Roof Level: 12.402 m

Spot Loads

ID	F [kN]	Ref Point	X Offset [m]	Y Offset [m]
1	40.0	D/3	0.0	0.0

Combinations

Self weight

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.400	1.000

SW+Wind 0

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.000	1.000
Wind 0,Cpi -0.3,-Cpe	1.400	1.000

SW+Wind 90

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.000	1.000
Wind 90,Cpi -0.3,-Cpe	1.400	1.000

SW+Wind 180

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.000	1.000
Wind 180,Cpi -0.3,-Cpe	1.400	1.000

SW+Wind 270

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.000	1.000
Wind 270,Cpi -0.3,-Cpe	1.400	1.000

SW+ 4*10kN

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.400	1.000
4*10kN	1.600	1.000

SW+2*20kN

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.400	1.000
2*20kN	1.600	1.000

SW+40

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.400	1.000
40kN	1.600	1.000

SW+Wind 0 + 4*10kN

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.200	1.000
Wind 0,Cpi -0.3,-Cpe	1.200	1.000
4*10kN	1.200	1.000

SW+Wind 0+2*20kN

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.200	1.000
Wind 0,Cpi -0.3,-Cpe	1.200	1.000
2*20kN	1.200	1.000

SW+Wind 0+40KkN

Loadcase Title	Strength Factor	Service Factor
Self weight - excluding slabs	1.200	1.000
Wind 0,Cpi -0.3,-Cpe	1.200	1.000
40kN	1.200	1.000

Wind Data

General

BS6399 : Part2 : 1997 - Standard Effective Gust Wind Speeds

Results generated by the BREVe3 package, Version 3.1.8
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Site Details

Grid Reference	NY408544	
Altitude	150.000	m
Site Ground Level	0.0	m
Orientation of North relative to Fastrak axes	Unknown	
Topography not considered for Altitude factor		
Shelter effect from obstructions is not included		
Basic wind speed, V_b	20.0	m/s
Probability Factor, S_p	1.000	
Seasonal Factor, S_s	1.000	

Site is in country, nearest distance to sea = 58.0km.

Intermediate Factors

Height above ground [m]	Biggest Effective Height, H_e [m]	Biggest Altitude factor, S_a	Terrain and Building Factor, S_b
4.600	4.600	1.150	1.489
8.123	8.123	1.150	1.620
10.857	10.857	1.150	1.686
12.402	12.402	1.150	1.716

Fastrak Directions

Direction: 0°

Direction Factor, S_d 1.000

Height above ground [m]	Effective wind speed, V_e [m/s]	Design Dynamic Pressure, q [kN/m²]
4.600	34.2	0.719
8.123	37.3	0.851
10.857	38.8	0.921
12.402	39.5	0.955

Direction: 90°

Direction Factor, S_d 1.000

Height above ground [m]	Effective wind speed, V_e [m/s]	Design Dynamic Pressure, q [kN/m²]
4.600	34.2	0.719
8.123	37.3	0.851
10.857	38.8	0.921
12.402	39.5	0.955

Direction: 180°

Direction Factor, S_d 1.000

Height above ground [m]	Effective wind speed, V_e [m/s]	Design Dynamic Pressure, q [kN/m²]
4.600	34.2	0.719
8.123	37.3	0.851
10.857	38.8	0.921
12.402	39.5	0.955

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Direction: 270°

Direction Factor, S_d 1.000

Height above ground [m]	Effective wind speed, V_e [m/s]	Design Dynamic Pressure, q [kN/m²]
4.600	34.2	0.719
8.123	37.3	0.851
10.857	38.8	0.921
12.402	39.5	0.955

Generated Loadcases

Wind 0,Cpi -0.3,-Cpe

Total Loads

X	230.6	kN
Y	78.5	kN
Z	-96.3	kN

Average Wall Loads

Windward	0.654	kN/m²
Leeward	-0.144	kN/m²
Right	0.0	kN/m²
Left	-0.400	kN/m²

Wall Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
WI 1	W	0.827	3	2.3
WI 2	W	0.647	23	14.9
WI 3	W	0.647	23	14.9
WI 4	W	0.647	23	14.9
WI 5	A	-0.719	8	-6.1
WI 5	B	-0.359	34	-12.2
WI 5	C	-0.144	44	-6.4
WI 6	A	-0.955	10	-9.5
WI 6	B	-0.477	89	-42.3
WI 6	C	-0.191	11	-2.1
WI 7	L	-0.144	23	-3.3
WI 8	L	-0.144	23	-3.3
WI 9	L	-0.144	23	-3.3
WI 10	L	-0.144	3	-0.4

Roof Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 1	A0	1.014	11	11.4
RI 1	C0	0.928	8	7.2
RI 2	A0	1.014	11	11.4
RI 2	C0	0.928	8	7.2
RI 3	A0	1.014	1	1.4
RI 3	C0	0.928	1	0.9
RI 4	A0	0.936	2	2.1
RI 5	A0	0.936	19	17.8
RI 6	A0	0.936	19	17.8
RI 7	A0	0.936	19	17.8
RI 8	A0	1.014	11	11.4
RI 8	C0	0.928	8	7.2
RI 9	A0	-0.420	9	-3.6
RI 9	C0	0.019	10	0.2
RI 10	A0	-0.420	9	-3.6
RI 10	C0	0.019	10	0.2
RI 11	A0	-0.420	9	-3.6
RI 11	C0	0.019	10	0.2
RI 12	A0	-0.420	1	-0.4
RI 12	C0	0.019	1	0.0
RI 13	A	-1.623	1	-1.5
RI 13	C	-0.382	1	-0.5
RI 14	A	-1.623	8	-12.7
RI 14	C	-0.382	11	-4.3
RI 15	A	-1.623	8	-12.7
RI 15	C	-0.382	11	-4.3
RI 16	A	-1.623	8	-12.7
RI 16	C	-0.382	11	-4.3
RI 17	A180	-1.680	9	-14.3
RI 17	C180	-0.573	10	-6.0
RI 18	A180	-1.680	9	-14.3
RI 18	C180	-0.573	10	-6.0

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Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 19	A180	-1.680	9	-14.3
RI 19	C180	-0.573	10	-6.0
RI 20	A180	-1.680	1	-1.7
RI 20	C180	-0.573	1	-0.7
RI 21	A180	-0.559	1	-0.8
RI 21	C180	-0.541	1	-0.5
RI 22	A180	-0.559	11	-6.3
RI 22	C180	-0.541	8	-4.2
RI 23	A180	-0.559	11	-6.3
RI 23	C180	-0.541	8	-4.2
RI 24	A180	-0.559	11	-6.3
RI 24	C180	-0.541	8	-4.2
RI 25	A180	-0.641	19	-12.2
RI 26	A180	-0.641	19	-12.2
RI 27	A180	-0.641	19	-12.2
RI 28	A180	-0.641	2	-1.5

Wind 90,Cpi -0.3,-Cpe

Total Loads

X	0.0	kN
Y	33.3	kN
Z	-227.7	kN

Average Wall Loads

Windward	0.0	kN/m²
Leeward	-0.170	kN/m²
Right	-0.373	kN/m²
Left	-0.373	kN/m²

Wall Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
WI 1	A	-0.719	3	-2.0
WI 2	B	-0.359	23	-8.3
WI 3	B	-0.359	23	-8.3
WI 4	B	-0.359	23	-8.3
WI 5	L	-0.144	87	-12.5
WI 6	L	-0.191	109	-20.9
WI 7	B	-0.359	23	-8.3
WI 8	B	-0.359	23	-8.3
WI 9	B	-0.359	23	-8.3
WI 10	A	-0.719	3	-2.0

Roof Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 1	AL	-0.915	4	-3.3
RI 1	AU	-1.087	4	-3.9
RI 1	C	-0.608	12	-7.2
RI 2	AL	-0.915	4	-3.3
RI 2	AU	-1.087	4	-3.9
RI 2	C	-0.608	12	-7.2
RI 3	AL	-0.915	1	-1.0
RI 3	AU	-1.087	1	-1.2
RI 4	AL	-0.766	1	-0.9
RI 4	AU	-0.766	1	-0.9
RI 5	AL	-0.766	3	-2.4
RI 5	AU	-0.766	3	-2.4
RI 5	C	-0.085	13	-1.1
RI 6	AL	-0.766	3	-2.4
RI 6	AU	-0.766	3	-2.4
RI 6	C	-0.085	13	-1.1
RI 7	AL	-0.766	3	-2.4

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Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 7	AU	-0.766	3	-2.4
RI 7	C	-0.085	13	-1.1
RI 8	AL	-0.915	4	-3.3
RI 8	AU	-1.087	4	-3.9
RI 8	C	-0.608	12	-7.2
RI 9	AL	-1.069	4	-3.8
RI 9	AU	-1.680	4	-6.0
RI 9	C	-0.592	12	-7.0
RI 10	AL	-1.069	4	-3.8
RI 10	AU	-1.680	4	-6.0
RI 10	C	-0.592	12	-7.0
RI 11	AL	-1.069	4	-3.8
RI 11	AU	-1.680	4	-6.0
RI 11	C	-0.592	12	-7.0
RI 12	AL	-1.069	1	-1.2
RI 12	AU	-1.680	1	-1.9
RI 13	A	-1.623	2	-3.7
RI 14	A	-1.623	7	-11.6
RI 14	C	-0.382	12	-4.5
RI 15	A	-1.623	7	-11.6
RI 15	C	-0.382	12	-4.5
RI 16	A	-1.623	7	-11.6
RI 16	C	-0.382	12	-4.5
RI 17	AU	-1.680	4	-6.0
RI 17	AL	-1.069	4	-3.8
RI 17	C	-0.592	12	-7.0
RI 18	AU	-1.680	4	-6.0
RI 18	AL	-1.069	4	-3.8
RI 18	C	-0.592	12	-7.0
RI 19	AU	-1.680	4	-6.0
RI 19	AL	-1.069	4	-3.8
RI 19	C	-0.592	12	-7.0
RI 20	AU	-1.680	1	-1.9
RI 20	AL	-1.069	1	-1.2
RI 21	AU	-1.087	1	-1.2
RI 21	AL	-0.915	1	-1.0
RI 22	AU	-1.087	4	-3.9
RI 22	AL	-0.915	4	-3.3
RI 22	C	-0.608	12	-7.2
RI 23	AU	-1.087	4	-3.9
RI 23	AL	-0.915	4	-3.3
RI 23	C	-0.608	12	-7.2
RI 24	AU	-1.087	4	-3.9
RI 24	AL	-0.915	4	-3.3
RI 24	C	-0.608	12	-7.2
RI 25	AU	-0.766	3	-2.4
RI 25	AL	-0.766	3	-2.4
RI 25	C	-0.085	13	-1.1
RI 26	AU	-0.766	3	-2.4
RI 26	AL	-0.766	3	-2.4
RI 26	C	-0.085	13	-1.1
RI 27	AU	-0.766	3	-2.4
RI 27	AL	-0.766	3	-2.4
RI 27	C	-0.085	13	-1.1
RI 28	AU	-0.766	1	-0.9
RI 28	AL	-0.766	1	-0.9

Wind 180,Cpi -0.3,-Cpe

Total Loads

X	-230.6	kN
Y	78.5	kN
Z	-96.3	kN

Average Wall Loads

Windward	0.654	kN/m²
Leeward	-0.144	kN/m²
Right	-0.400	kN/m²

CSC Fastrak PBD.exe, version: 11.0.2.31, www.cscworld.com

Left 0.0 kN/m²

Wall Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
WI 1	L	-0.144	3	-0.4
WI 2	L	-0.144	23	-3.3
WI 3	L	-0.144	23	-3.3
WI 4	L	-0.144	23	-3.3
WI 5	A	-0.719	8	-6.1
WI 5	B	-0.359	34	-12.2
WI 5	C	-0.144	44	-6.4
WI 6	A	-0.955	10	-9.5
WI 6	B	-0.477	89	-42.3
WI 6	C	-0.191	11	-2.1
WI 7	W	0.647	23	14.9
WI 8	W	0.647	23	14.9
WI 9	W	0.647	23	14.9
WI 10	W	0.827	3	2.3

Roof Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 1	A180	-0.559	11	-6.3
RI 1	C180	-0.541	8	-4.2
RI 2	A180	-0.559	11	-6.3
RI 2	C180	-0.541	8	-4.2
RI 3	A180	-0.559	1	-0.8
RI 3	C180	-0.541	1	-0.5
RI 4	A180	-0.641	2	-1.5
RI 5	A180	-0.641	19	-12.2
RI 6	A180	-0.641	19	-12.2
RI 7	A180	-0.641	19	-12.2
RI 8	A180	-0.559	11	-6.3
RI 8	C180	-0.541	8	-4.2
RI 9	A180	-1.680	9	-14.3
RI 9	C180	-0.573	10	-6.0
RI 10	A180	-1.680	9	-14.3
RI 10	C180	-0.573	10	-6.0
RI 11	A180	-1.680	9	-14.3
RI 11	C180	-0.573	10	-6.0
RI 12	A180	-1.680	1	-1.7
RI 12	C180	-0.573	1	-0.7
RI 13	A	-1.623	1	-1.5
RI 13	C	-0.382	1	-0.5
RI 14	A	-1.623	8	-12.7
RI 14	C	-0.382	11	-4.3
RI 15	A	-1.623	8	-12.7
RI 15	C	-0.382	11	-4.3
RI 16	A	-1.623	8	-12.7
RI 16	C	-0.382	11	-4.3
RI 17	A0	-0.420	9	-3.6
RI 17	C0	0.019	10	0.2
RI 18	A0	-0.420	9	-3.6
RI 18	C0	0.019	10	0.2
RI 19	A0	-0.420	9	-3.6
RI 19	C0	0.019	10	0.2
RI 20	A0	-0.420	1	-0.4
RI 20	C0	0.019	1	0.0
RI 21	A0	1.014	1	1.4
RI 21	C0	0.928	1	0.9
RI 22	A0	1.014	11	11.4
RI 22	C0	0.928	8	7.2
RI 23	A0	1.014	11	11.4
RI 23	C0	0.928	8	7.2
RI 24	A0	1.014	11	11.4
RI 24	C0	0.928	8	7.2
RI 25	A0	0.936	19	17.8

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 26	A0	0.936	19	17.8
RI 27	A0	0.936	19	17.8
RI 28	A0	0.936	2	2.1

Wind 270,Cpi -0.3,-Cpe

Total Loads

X	0.0	kN
Y	-191.7	kN
Z	-227.7	kN

Average Wall Loads

Windward	0.978	kN/m²
Leeward	0.0	kN/m²
Right	-0.402	kN/m²
Left	-0.402	kN/m²

Wall Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
WI 1	B	-0.359	3	-1.0
WI 2	B	-0.359	23	-8.3
WI 3	B	-0.359	23	-8.3
WI 4	A	-0.719	8	-6.1
WI 4	B	-0.359	15	-5.2
WI 5	W	0.827	87	71.8
WI 6	W	1.098	109	120.0
WI 7	A	-0.719	8	-6.1
WI 7	B	-0.359	15	-5.2
WI 8	B	-0.359	23	-8.3
WI 9	B	-0.359	23	-8.3
WI 10	B	-0.359	3	-1.0

Roof Zone Loads

Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 1	AU	-1.087	4	-3.9
RI 1	AL	-0.915	4	-3.3
RI 1	C	-0.608	12	-7.2
RI 2	AU	-1.087	4	-3.9
RI 2	AL	-0.915	4	-3.3
RI 2	C	-0.608	12	-7.2
RI 3	AU	-1.087	1	-1.2
RI 3	AL	-0.915	1	-1.0
RI 4	AU	-0.766	1	-0.9
RI 4	AL	-0.766	1	-0.9
RI 5	AU	-0.766	3	-2.4
RI 5	AL	-0.766	3	-2.4
RI 5	C	-0.085	13	-1.1
RI 6	AU	-0.766	3	-2.4
RI 6	AL	-0.766	3	-2.4
RI 6	C	-0.085	13	-1.1
RI 7	AU	-0.766	3	-2.4
RI 7	AL	-0.766	3	-2.4
RI 7	C	-0.085	13	-1.1
RI 8	AU	-1.087	4	-3.9
RI 8	AL	-0.915	4	-3.3
RI 8	C	-0.608	12	-7.2
RI 9	AU	-1.680	4	-6.0
RI 9	AL	-1.069	4	-3.8
RI 9	C	-0.592	12	-7.0
RI 10	AU	-1.680	4	-6.0
RI 10	AL	-1.069	4	-3.8
RI 10	C	-0.592	12	-7.0

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Item	Zone	Nett Pressure kN/m²	Area m²	Applied Load kN
RI 11	AU	-1.680	4	-6.0
RI 11	AL	-1.069	4	-3.8
RI 11	C	-0.592	12	-7.0
RI 12	AU	-1.680	1	-1.9
RI 12	AL	-1.069	1	-1.2
RI 13	A	-1.623	2	-3.7
RI 14	A	-1.623	7	-11.6
RI 14	C	-0.382	12	-4.5
RI 15	A	-1.623	7	-11.6
RI 15	C	-0.382	12	-4.5
RI 16	A	-1.623	7	-11.6
RI 16	C	-0.382	12	-4.5
RI 17	AL	-1.069	4	-3.8
RI 17	AU	-1.680	4	-6.0
RI 17	C	-0.592	12	-7.0
RI 18	AL	-1.069	4	-3.8
RI 18	AU	-1.680	4	-6.0
RI 18	C	-0.592	12	-7.0
RI 19	AL	-1.069	4	-3.8
RI 19	AU	-1.680	4	-6.0
RI 19	C	-0.592	12	-7.0
RI 20	AL	-1.069	1	-1.2
RI 20	AU	-1.680	1	-1.9
RI 21	AL	-0.915	1	-1.0
RI 21	AU	-1.087	1	-1.2
RI 22	AL	-0.915	4	-3.3
RI 22	AU	-1.087	4	-3.9
RI 22	C	-0.608	12	-7.2
RI 23	AL	-0.915	4	-3.3
RI 23	AU	-1.087	4	-3.9
RI 23	C	-0.608	12	-7.2
RI 24	AL	-0.915	4	-3.3
RI 24	AU	-1.087	4	-3.9
RI 24	C	-0.608	12	-7.2
RI 25	AL	-0.766	3	-2.4
RI 25	AU	-0.766	3	-2.4
RI 25	C	-0.085	13	-1.1
RI 26	AL	-0.766	3	-2.4
RI 26	AU	-0.766	3	-2.4
RI 26	C	-0.085	13	-1.1
RI 27	AL	-0.766	3	-2.4
RI 27	AU	-0.766	3	-2.4
RI 27	C	-0.085	13	-1.1
RI 28	AL	-0.766	1	-0.9
RI 28	AU	-0.766	1	-0.9

Festival of House 2016

Health & Safety Policy

It is the policy of Jigsaw Events & Management Ltd (trading as Festival of House) to achieve high standards of Health and Safety in all parts of the company and to provide efficient management and resources to improve our performance in all respects.

During the event, Festival of House will provide adequate control of the health and safety risks arising from our work activities. To that end Festival of House will ensure the maintenance and monitoring of safe and healthy systems of work which comply with or exceed current legislation for the protection of our employees, others working on our site and our customers.

Festival of House also undertakes to demonstrate company wide commitments to Health and Safety and delivering a safe event in accordance with the "The Purple Guide to Health, Safety and Welfare at Music and Other Events" which is endorsed by the Health and Safety Executive (HSE). The guide's aim is to help those event organisers who are duty holders to manage health and safety at large-scale music and similar events.

Health, Safety and Welfare ranks in equal priority with the commercial objectives of Festival of House.

The promoter of this event recognises that a number of activities which are undertaken, or are undertaken on their behalf, could potentially involve risk to the health, safety and welfare of its employees, contractors, agents, guests, members of the public and others, together with the risk of damage to and loss of equipment, or property.

Festival of House will consult with our employees on matters affecting their health and safety. We will provide and maintain safe plant and equipment, ensure safe handling and use of articles and substances. All employees will be provided with information, instruction and supervision on all aspects of our activities.

Adequate training will be provided to ensure that all employees are competent to carry out their tasks and prevent accidents and cases of work related ill health.

It is the policy of the Festival of House to seek, so far as is reasonably practicable, safe and healthy working conditions for employees and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

The Event Health and Safety Policy will form part of the overall Event Management and Operational Plan.

Craig Blyth
Director Festival of House
January 2016

Festival of House 2016
Site Rules
SITE RULES FOR CREW & CONTRACTORS
1.
DRIVE SLOWLY.
The site speed limit is **10mph on estate roads only, 5mph on trackway (excludes emergency services under blue lights).** No driving on the grass or verges without prior authorisation from the site manager.

Use a banksman when reversing in areas where pedestrians are present.

Vehicle curfews apply during the event itself.

2. Crew and contractors must observe the restrictions on vehicle movement.

3. Crew and contractors must report to the **Production Office** before commencing work on site.

4. Contractors must have submitted the relevant health & safety documentation before commencing onsite.

5. Plant (including forklifts, dumpers and site vehicles) may only be driven by people who have supplied their relevant licence or permit to the **Production Office.**

6. Passengers MUST NOT be carried on any vehicle not designed to carry passengers.

7. The use of alcohol or drugs is strictly prohibited when working or driving. Random testing of drivers may be carried out. It is just as much an offence to drive under the influence on site as it is on a pubic road. Offenders will be reported to Police Scotland.

8. PPE. You must have the right equipment and clothing to do the job before you start. If in doubt ask your manager.

9. Hard hats must be worn when there is a risk of injury from falling materials or equipment i.e. from workers overhead.

10. Hi Vis jackets must be worn at all times onsite.

11. Any work at height, even at low level, must be carried out safely. Appropriate restraint harnesses, steps and ladders must be secure and particular care taken to avoid over-reaching or leaning.

12. No petrol generators, glass or unauthorised sound systems should be brought onto site.

13. Anyone using disc cutters, grinders, chainsaws or similar equipment must be properly trained and must use the relevant protective equipment e.g. goggles, footwear, gloves, hearing protection etc. All licenses and permits must be submitted to the **Production Office** before commencement of work.

14. Only authorised personnel should connect to or energise generators.

15. All litter and waste must be removed from site or disposed of in the skips or recycling bins provided.

16. Use the toilets and hand wash facilities provided.

17. Stage sound systems will create high noise areas around the site; avoid working in these areas if possible, but if you can't, it is essential that you use hearing protection.

18. Do a brief visual check of any equipment you are using before you start and report any concerns immediately.

19. Please pay special attention to any overhead electric cables and buried services onsite.

20. Pease leave the site safely and quietly and give consideration to local residents.

21. There is no smoking including electronic cigarettes within any enclosed public or working spaces, this applies to all cabins, tents, site vehicles, and near fuel sources.

22. Working vehicles must display a No Smoking sign, which is prominent and visible without obstructing view.

23. All contractors are to manage their safety onsite in accordance with their risk assessment and safety management policies.

24. Be prepared for working outdoors: carry sun cream, sunhat, waterproofs, mobile phone, drink

25. First aid is available throughout the build and break from the Production Office.
ALL ACCIDENTS, INCIDENTS, NEAR MISSES & DAMAGE MUST BE REPORTED TO THE **PRODUCTION OFFICE.**
IN THE EVENT OF AN EMERGENCY THE EMERGENCY SERVICES ON 999. THE SITE ADDRESS IS Panmure Estate, on the B9128 approximately 1.5 miles north of the Muirdrum interchange on the A92.

RISK ASSESSMENT

TOPIC : Main Camp Site

REFERENCE : Festival of House

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Access and egress to camp site.	Slips, trips and falls. Crushing, violence and aggression.	M	• Controlled access, campers will be channelled in, in a controlled manner. • Security will be carrying out checks for portable barbeques which will assist in controlling access. • Police will have a presence with sniffer dogs. • Campers will be segregated initially from day trippers. • Adequate staff and security to monitor queues and keep campers moving.		June 2016	Ed Murdoch
2	Ground conditions	Biological hazards, soft ground and mud.	M	• Camping area has been free of livestock for six months prior to event. • Grass has been sewn to improve strength of surface. • Designated walkways with hard standing will cross the campsite. • Adequate toilets will be available and regularly serviced. • Campers will be advised to wear suitable footwear for uneven, soft ground.		June 2016	Ed Murdoch

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3	Placing of tents	Too close together, tripping from guy ropes.	M	• Adequate stewarding to ensure tents are erected in an organised manner. • Walkways to be established between tents. • No guy ropes to protrude into natural walkways		June 2016	Campsite Manager
4	Barbeques and food preparation.	Fires	M	• No barbeques or cooking equipment will be allowed into the campsite. • Thorough checks will be carried out on entry. • Regular patrols will be looking out for any fire/cooking within campsite. • Any equipment found could lead to removal of campers. • All advertisement relating to campsite will clearly state no fires or cooking equipment. • Disposable BBQ's will be tolerated		June 2016	Campsite Manager
5	Outbreak of fire	Fire	M	• Fire patrols will be circulating the campsite at all times. • Rapid response vehicle with firefighting capabilities placed within campsite. • No barbecues permitted • Scottish Fire Service to inspect campsite and to have a presence at the event.		June 2016	Fire Contractor

(3)

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
6	Antisocial behaviour	Violence and aggression	M	• A festival atmosphere will be encouraged at all times. • Security staff will be present in adequate numbers. • Persistent offenders will be removed from campsite. • Violence and aggression will not be tolerated. • Police Scotland will have a presence at the event.		June 2016	Security Manager
7	Emergency evacuation	Uncontrolled crowd dynamics	M	• Gates are located at various points around the campsite perimeter. • Campers will be advised of situation and escorted towards nearest exit. • Security staffed will be briefed in contingency plans and routes of egress. • Depending on situation Emergency Services may advise/assume control.		June 2016	Campsite and Security Managers
8	Toilets	In discriminant use campsite Spread of infection	M	• Adequate toilets will be provided at various locations within the campsite. • Regular servicing of toilets will take place. • Security to discourage inappropriate toileting		June 2016	Campsite and Security Managers

Comment:

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
9	Fresh water provision	Insufficient supply Water contamination	M	• Adequate provision of water available in the campsite. • Water quality, chlorination, and bacteriological testing carried out. • Suitable connections to prevent backflow or contamination to supply. • Alternative provision in the event of contamination or loss of supply.		June 2016	Event Plumbing
10	Handwashing	Spread of infection	M	• Self-contained hand washing units with soap and hand towels will be provided in adequate numbers. 1 per 2 toilets for females and 1 per 4 toilets for males		June 2016	Event Plumbing
11	Waste	Spread of infection	M	• Adequate provision of suitable containers for toilet waste and general waste. • Regular removal and servicing of containers. • Regular inspection for overfilling • Trained staff for picking up litter during and after the event.		June 2016	Festival of House
12	Silent Outdoor Cinema 23:00 For up to 1000 people	Noise, disruption, anti-social behaviour. Inclement weather	M-L	• Headphones issued to all, therefore no cinema sound. • Additional security to control entry and monitor event. • Soft drinks only to be sold. • Contingency plan to put a stretch tent or multiple tents		June 2016	Festival of House

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date 14 April 2016

Review Date May 2016

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RISK ASSESSMENT

TOPIC : On Site Construction

REFERENCE : House of Sound Music Festival

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Event design, construction and dismantling	Inadequate planning and consultation resulting in unsafe acts, unsafe conditions, injuries and damage to environment.	M	• Experienced designer, with event planning and design experience engaged. • Extensive surveys of festival site carried out. • Services identified, notably overhead electric cables in car park and access field. • Clients requirements met • Landowner's conditions for use complied with. • Wildlife protection considered • Environmental matters complied with.		June 2016	Ed Murdoch
2	Contractor selection	Inadequate skills and resources for delivery and health and safety control.	M	• Careful selection based on experience, capabilities, health and safety compliance and quality of performance. • Knowledge of working on similar projects. • Success in working to deadlines. • Health and safety performance • Quality of workmanship		May 2016	Festival of House

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3	Designing structures and associated features	Failure to consider principles of prevention as required under CDM 2015	M	• All designers competent and member of professional bodies • Experienced in designing structures for similar events • Liaising with Principal Designer • Ensuring consideration for principles of prevention for all design works. • Adequate structural design checks		April 2016	Bell and Ingram
4	On site activities	Failure to:- Plan, manage, monitoring and co-ordinate health and safety during the construction phase.	M	• Appointment of competent Principal Contractor • Assistance from Health and Safety Consultants • Ensure: Site induction is provided. • Prevention of access by unauthorised person. • Adequate welfare facilities provided throughout construction phase. • Liaise with the principal designer.		April 2016	Ed Murdoch
5	Safe systems of work	Inadequate risk assessments and method statements	M	• All contractors to provide risk assessments for onsite activities • All contractors to develop safe systems of work for operations. • All site staff to have induction • All works to be inspected by health and safety consultants at regular intervals.		May 2016	Contractors and Safety Consultants

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
6	Site transport and deliveries	Vehicles collision and incidents and accidents	M	• Speed restriction in place • One way system around main arena • Hard standing temporary roadway constructed. • Planning of deliveries. • Traffic management in place • All staff in arena to wear high vis vests.		May 2016	Ed Murdoch
7	Fire safety	Outbreaks of fire during construction.	M	• Fire risk assessments carried out during construction activities. • Smoking restricted to designated areas. • Adequate firefighting equipment provided and maintained. • Regular site inspections, particularly when work finishes. • Correct storage of flammable materials. • Hot work permits issued where required.		April 2016	Safety Consultants and Cannon Safety
8	Wildlife and environment	Unnecessary damage to environment and disruption to wildlife	M	• Environment and wildlife control measures outlined during induction. • Constant supervision in sensitive areas • Careful control of waste materials • All staff to keep within confines of site • Protection of specific features.		June 2016	Wildlife Consultants

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
9	Residents	Disruption and alarm of residents	M	• Full consultations with residents • Individual plans for residents closest to event • Careful consideration of residents requests • Prompt action to residents concerns • Be polite and courteous at all times when engaged with residents. • Protection of property • Security Patrols where necessary		June 2016	Festival of House

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH.

Date March 2016

Review Date May 2016

(1)

Appendix 13.16

RISK ASSESSMENT

TOPIC : Main Stage

REFERENCE : Panmure Music Festival

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Access and egress from stage.	Slips trips and falls	M	• Access via ramp located at south west corner of stage. • Stage is only one meter off ground level. • Handrails to be added to rear of stage. • Artists and crew to be directed to ramp at all times for access and egress to stage.		June 2016	Ed Murdoch
2	Design of stage	Structural collapse Wind loadings Overloading	M	• Structural engineer design calculations submitted. • Consideration of wind loading for location. • Strict control of lighting and musical equipment. • Handover certificate to be supplied by designer once stage erected.	Y	March 2016	Scotia Stage Hire
3	Fire	Stage catches fire	M	• Individual fire risk assessment will be carried out. • Adequate fire extinguishers provided. • No smoking permitted on or near stage.	Y	March 2016	Safety Consultant

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
				• Stage built from flame proof and flame resistant material.			
4	Lightening	Stage struck by lightening	M	• Stage to be earthed to copper rod in ground		June 2016	Ed Murdoch
5	Settlement	Stage movement due to settlement.	M	• Stage has over 120 feet to distribute load. • Each foot will have a sole plate to increase area.		June 2016	Ed Murdoch
6	Crowd protection	Crowd pressure on stage	M	• Barrier built in front of stage • Stewards and security monitoring crowd at front of stage.		June 2016	Ed Murdoch

(3)

~~Appendix 13.16~~

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible

(6)

Appendix 13.16

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH.

Date March 2016

Review Date May 2016

RISK ASSESSMENT

TOPIC : Main Tent

REFERENCE : Panmure Music Festival

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Access and egress from tent.	Slips trips and falls	M	• Artists and stage crew will enter from south end of tent • Crowd entry will be controlled on three remaining sides. • Stewards to control entry and exit, particularly at the end of a set. • Access and egress to be free of guy ropes and tent pegs • If tent is full, stewards to prevent access.		June 2016	Ed Murdoch
2	Design of tent	Structural collapse Wind loadings Overloading	M	• Consideration of wind loading for location. • Strict control of lighting and musical equipment. • Handover certificate to be supplied by company once tent erected. • Internal posts to fitted with anti-climb preventers.		March 2016	A&J Big Top Ltd
3	Fire	Tent catches fire	M	• Individual fire risk assessment will be carried out. • Adequate fire extinguishers provided. • No smoking permitted in or near tent.		March 2016	Safety Consultants

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
				• Tent built from flame proof and flame resistant material.			
4	Lightening	Tent struck by lightening	M	• Tent to be earthed to copper rod in ground		June 2016	Ed Murdoch
5	Crowd protection	Crowd pressure on stage	M	• Barrier built in front of stage • Stewards and security monitoring crowd at front of stage.		June 2016	Ed Murdoch

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

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Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH.

Date March 2016

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Review Date May 2016

FESTIVAL OF HOUSE
FIRE SAFETY POLICY

FIRE SAFETY

General Statement

As far as is reasonably practicable, all steps shall be taken by Festival of House (FOH) to prevent, or minimise the probability of, all causes of fire.

The FOH recognises the need to take precautions to maintain the safety of all employees, contractors and visitors to its premises against the threat of fire or other emergencies.

The Fire (Scotland) Act 2005, as amended, introduced changes to fire safety law in Scotland and repealed previous Fire Safety Legislation, sections 53, 54 and 56 of the Fire (Scotland) Act 2005 placing a duty on employers, employees, managers, owners and others in relation to fire safety.

The FOH acknowledges that despite these measures it cannot be assumed that fire will never break out.

Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e., inspection of means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly.

The people responsible for this policy are FOH Director and Event Manager

Risk Assessments

We will carry out written risk assessments of activities to assess the fire risks to our employees and other person affected by our activities.

Our risk assessments will be carried out by persons who are competent and who have been trained to do so.

We will then take all reasonable steps to minimise all the risks found from the assessments. The Director is responsible for arranging the assessments.

Our risk assessments will be reviewed regularly and the Safety Consultants are responsible for arranging these.

The Event Manager is responsible for keeping records of our assessments.

Fire Detection and Warning Systems

In order to safeguard the safety of the employees and festival goers all security and staff will be trained to raise the alarm through the JOCC.

All staff will be trained to raise the alarm by the quickest practical means to the JOCC.

Portable Fire-fighting Appliances

In order to safeguard the safety of employees the Fire Contractor will take measures for fighting fires in the site the equipment, the size of the site, the physical and chemical properties of substances likely to be present and the likely number of non employees who may be present at any one time.

The Fire Contractor will supply employees to implement these measures and ensure that the number and training of and equipment provided to these employees is adequate (taking into account the size or and specific hazards in the workplace).

Emergency contacts with External Agencies will be arranged, particularly with regard to rescue and fire fighting.

We have considered our fire risks and have the following equipment.

Fire Extinguishers

See Fire Contractors separate risk assessments for numbers and locations

Maintenance

In order to safeguard the safety of employees in the case of fire, the workplace and any equipment or devises shall be subject to a suitable system of maintenance and be maintained in an efficient working order, an efficient state and in good working order.

Escape Routes

In order to safeguard the safety of employees in the case of fire the routes to emergency exits from work places and exits themselves are to be kept clear at all times.

Our escape routes are sign posted to direct anyone in the festival site to the emergency exits.

The Event Manager is responsible for checking the escape routes on a daily basis to ensure that they are not obstructed and that none of the signs are covered.

In order to safeguard the safety of employees in the event of a fire we will ensure:

- Emergency routes lead as directly as possible to a place of safety;
- In the event of danger the festival goers are able to evacuate the site as quickly and safely as possible;
- The number and distribution and dimensions of emergency routes and exits is adequate when having regard to the use, dimensions of the site and the maximum number of persons that may be present there at any one time;
- Emergency exit doors open in the direction of escape;
- Emergency routes and exits must be indicated by signs.

Our designated assembly areas are outside the main evacuation gates.

In the event of a mains power failure we have installed emergency lighting to provide illumination to escape routes and fire equipment.
This is subject to a routine inspection by the Event Manager.

Responsible Persons

We have appointed Safety Consultants as the senior people, responsible for all aspects of fire safety including:

- Training;
- Overseeing fire contracts;
- Record keeping.

In addition the Fire Contractor has trained staff in the use of Portable fire fighting appliances within our premises. Security staff are also trained in the use of fire fighting appliances. Individuals are trained to ensure that in the event of a fire occurring, effective steps are taken to reduce the effects of such an occurrence by:

(i) Rapid and controlled evacuation of the area involved;
(ii) Speedy notification to **JOCC.**

We will also ensure that all contractors are aware of this information when they come on site as part of their induction program.

Smoking

Smoking is prohibited in all internal areas of the structures.

Fire Routine

All security staff will be informed of fire evacuation procedures.

Training

All of our security staff will be trained in the following:

- The action to take on discovering a fire;
- How to raise the alarm and what happens then;
- The action to take upon hearing the fire alarm;
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- The arrangements for informing the JOCC
- The location and, when appropriate, the use of fire-fighting equipment;
- The location of the escape routes, especially those not in regular use;
- The importance of general fire safety and good housekeeping;
- The need to report problems/concerns promptly to management.

They should also be trained in the precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for the fire. Where appropriate, training should cover:

- Housekeeping in all areas;
- Reporting faults and incidents, including leaks and spills of flammable liquids.

We will ensure that all staff are aware of this information as part of their induction training when they join

The Safety Manager is responsible for arranging the provision of training and retaining any records.

Procedures for dealing with Health and Safety Issues

If an staff member raises any concerns relating to fire the Safety Manager will:

- Take all the necessary steps to investigate the circumstances;
- Take corrective measures where appropriate;
- Inform the staff of the results of the investigation and the action taken.

Summary Policy Statement

To reduce the risks of fire we will adopt the following simple precautions:

- Conduct our risk assessments;
- Carry out periodic inspections to identify fire risks and ensure that appropriate precautions are in place;
- Ensure that housekeeping standards are such to minimise the risk and spread of fire;
- Ensure that effective security precautions are taken to minimise the risk of arson;

- Control contractors' operations and the fire risks associated with those operations;
- Aim to prevent fires of electrical origin by good maintenance and routine inspection and testing of equipment;
- Ensure that electrical equipment not in use is switched off, and where appropriate, unplugged;
- Ensure that all employees have adequate training in our emergency plan, fire precautions and, where appropriate, the use of our fire-fighting equipment;
- Ensure that our fire precautions are regularly reviewed and monitored;
- Ensure that smoking is restricted to designated, suitable areas;
- Prohibiting naked flames in high-risk fire areas;
- Ensure that our fire fighting equipment and warning systems are checked and inspected as necessary;
- Ensure that staff report any concerns relating to fire.

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Artist Compound
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Fenced area with a number of portacabins.	
8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping		
	Disabled		
	Young Persons		
	Day Staff	40	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced		N	No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		This is a relatively small fenced area.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?	Y		Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			Small numbers will be adequately spaced	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small areas adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All artists given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team in campsite	
55	Are suitable persons trained to use fire fighting equipment?	Y		Firefighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the campsite	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into campsite for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?		X		
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		Artists, security staff informed	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		Induction	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		**IOCC**	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

(l)

Appendix 13.19

RISK ASSESSMENT

TOPIC : Traffic Management

REFERENCE : House of Sound Music Festival

WORK ACTIVITY		HAZARD	RISK (H-M-L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
1	Traffic Planning	Inadequate planning of traffic management resulting in queues, disruption and potential traffic incidents.	M	• Engagement with Transport Scotland, Angus Council Roads Dept., Police Service of Scotland over timings, routes and contingency plans • Engagement with experienced traffic management contractor. • Careful selection of routes depending on network capacity.		June 2016	Alba Traffic Management
2	Advanced warning	Over trafficked minor roads, disruption and congestion	M	• Extensive media coverage of transport plan • Advanced direction signing. • All ticket holders informed of traffic routes for safe access and egress. • Use of NADICS • Updates on radio stations		June 2016	Alba Traffic Management
3	Adjoining roads	Over trafficked minor roads, disruption and congestion	M	• Direction signing • Colour coded access passes • Trained Stewards at all junctions • Breakdown vehicles strategically placed. • Adequate capacity for parking • Temporary roads in fields to assist access and egress.		June 2016	Alba Traffic Management

(2)

~~Appendix 13.19~~

WORK ACTIVITY		HAZARD	RISK (H M L)	CONTROL MEASURES REQUIRED	IN PLACE	FURTHER ACTION REQUIRED	
Ref No	Description					By when	Person responsible
3	Cont.			• Tractors and adequate staff to deal with breakdowns or vehicles becoming stuck. • Careful parking ensuring optimum use of available area. • Traffic arriving at off peak times			
4	Traffic movement on site	Congestion, incidents and accidents	M	• Temporary hard standing • Speed restrictions • Adequate stewarding • Signage • One way system in place for access and egress • Designated offloading and collection points • Physical barriers between pedestrians and vehicles.		June 2016	Car Park Manager and Alba Traffic Management
5	Pedestrian movement offsite	Incidents and accidents due to limited footways	M	• Bus shuttle service from train and bus stations. • Bus service on adjoining roads • Stewards to direct pedestrians		June 2016	Security

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible
6	Contingency Planning	Rerouting traffic	M	• Contingency plans in place for accidents/closures on major access/egress routes to Festival • Additional traffic signage laid flat at each junction required for rerouting traffic. • Traffic management firm to monitor traffic routes at all times. • Traffic management firm have mobile teams ready to set up diversion signage depending on incident. • Liaise with Police Scotland and BEAR for updates on developing incidents.		June 2016	Alba Traffic Management

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible

WORK ACTIVITY	HAZARD	RISK	CONTROL MEASURES	IN	FURTHER ACTION REQUIRED

Ref No	Description		(H-M-L)	REQUIRED	PLACE	By when	Person responsible

Assessor Stan Brown BSc.,C.Eng.,MICE.,CFIOSH,

Date March 2016

[risk-ass\gras\table.doc]

Review Date May 2016

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Boneyard. Festival of House Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Fenced area for the storage of event plant, equipment etc. Fuel storage are for refuelling plant

8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping		
	Disabled		
	Young Persons		
	Day Staff	10	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		Strictly enforced in this area	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		Stored in suitable containers, in a safe and secure manner and clearly marked contents.	
20	Control of portable heaters			N/A	
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		Stored in suitable containers, in a safe and secure manner and clearly marked contents	
27	Control of dangerous processes	Y		Bunded storage tanks, absorbent material for spills.	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		Maintain a clear route from their area.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?	Y		Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?	Y		Materials will be segregated.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?			N/A	

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small area adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All staff given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team on site.	
55	Are suitable persons trained to use fire fighting equipment?	Y		Firefighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given. Fire Checklist completed.	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the area.	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into area for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?		X		
75	Are relevant people informed of new procedures or systems used in the premises?			*N/A*	
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Contractors, site staff, security informed*	

79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Campervan Area Festival of House Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Campervan area approximately 80 vans

	Occupancy	Number	Comments
8	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	125	
	Disabled		
	Young Persons		
	Day Staff		

		Details of Fire	Comments
11	History of Fires in Last Three Years	None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		This is a relatively small area unbounded in main carpark	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?	Y		Small numbers will be adequately spaced	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in fire lanes and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?			N/A	

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small areas adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All campers given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team in campsite	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the campervan area	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff and security.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into campsite for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?				
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Campers and security staff informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?			*N/A*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Staff Campsite, Security, Traffic, Medics etc
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Various small camping areas for staff

	Occupancy	Number	Comments
8	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	varies	Small numbers at each
	Disabled		
	Young Persons		
	Day Staff	100	

		Details of Fire	Comments
11	History of Fires in Last Three Years	None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant. Personal governance	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?		x	Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		These areas are small and unfenced	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			Small numbers will be adequately spaced	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in fire lanes and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?			N/A	

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small areas unbounded	
51	Is there adequate signage for information for staff/public.	Y		All campers given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team in campsite	
55	Are suitable persons trained to use fire fighting equipment?	Y		Firefighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the campsite	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff and carers	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into campsite for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*All staff informed at inductions*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?			*N/A*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		Part of Planning Process	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Concession Areas
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Arena and campsite various individual traders with a variety of catering outlets.	
8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	Variable	
	Disabled		
	Young Persons		
	Day Staff	100	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		Adequate storage and regular removal of rubbish.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens	Y			
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		Adequate storage and regular removal of rubbish.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Individual Fire Risk Assessments	Y		Each trader to carry out own Fire Risk Assessment.	

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		Traders to maintain a clear route from their concession to rear.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			Concessions will be adequately spaced.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small areas adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All staff given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team on site.	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given. Concession Fire Checklist completed for each trader.	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the concessions	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into campsite for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*All concessions informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Disabled Camping Festival of House Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Disabled campsite for 70 people, disabled/carers

	Occupancy	Number	Comments
8	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	70	Disabled and carers
	Disabled		
	Young Persons		
	Day Staff		

		Details of Fire	Comments
11	History of Fires in Last Three Years	None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		This is a relatively small area hard standing to exits	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?	Y		Small numbers will be adequately spaced	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in fire lanes and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small areas adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All campers given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team in campsite	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead, carers to assist*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the campsite	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff and carers	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into campsite for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Campers and carers informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		*Joining instructions*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Events Car Park
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Approximately 2 hectares 650 cars	
8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping		
	Disabled		
	Young Persons		
	Day Staff	10	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
20	Control of portable heaters			N/A	
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		No BBQ's or camp fires, disposable BBQ's tolerated in safe areas.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		This is an open field area.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?	Y		Cars will be adequately spaced.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Areas adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All staff given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team in campsite	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the carpark	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into carpark for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Festival goers informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?			*N/A*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Hospitality and Media Area
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Marquee used for a bar and catering outlet, portable toilets. Portacabins for media use.

	Occupancy	Number	Comments
8	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping		
	Disabled		
	Young Persons		
	Day Staff	50	

		Details of Fire	Comments
11	History of Fires in Last Three Years	None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		Adequate storage and regular removal of rubbish.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens	Y			
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		Adequate storage and regular removal of rubbish.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Individual Fire Risk Assessments	Y		Caterer to carry out own Fire Risk Assessment.	

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		Caterer to maintain a clear route from their area.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?	Y		Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?	Y		Portacabins well spaced.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small area adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All staff given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team on site.	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given. Fire Checklist completed.	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the area.	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into area for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Artist and Caterer informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?			*N/A*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y			

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Main Campsite
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Main campsite 6.2 hectares 6200 people	
8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	6200	
	Disabled		
	Young Persons		
	Day Staff	100	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		No BBQ's or camp fires, disposable BBQ's tolerated in fire lanes to allow monitoring.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		No BBQ's or camp fires, disposable BBQ's tolerated in fire lanes to allow monitoring.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Observation tower security and staff aware, radio communications and loudhailer	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		Adequate width for 85 persons per meter flow rate.	
38	Is the number of exits suitable for the premises?	Y		In line with Purple Guide	
39	Are escape routes appropriately signed and illuminated?	Y		Emergency lighting at exits	
40	Are doors appropriately signed and secured?	Y		Exits Marshalled	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?	Y		Fire lanes used to segregate tented areas and allow access.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in fire lanes and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Signage at exits and fire lanes	
51	Is there adequate signage for information for staff/public.	Y		All campers given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team in campsite	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the campsite	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into campsite for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?			*No training*	
75	Are relevant people informed of new procedures or systems used in the premises?			*N/A*	
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Campers, security and staff informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?			*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y		Log in JOCC	

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Main Stage Festival of House Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Outdoor stage 1m off the ground in greenfield site	
8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	0	No risk
	Disabled	0	No Risk
	Young Persons	4	
	Day Staff	20	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		Rigid enforcement on stage	
17	Good Housekeeping	Y			
18	Suitable storage	Y		Storage areas located at rear of stage	
19	Control of flammable /combustible materials	Y		No allowance for accumulation	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and restricted area	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection	Y			
26	Control of dangerous substances	Y		Smoke generators will have COSHH assessments	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y			
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		*Exits can be to front and rear of stage, full length*	
37	Are protected routes suitably constructed and sterile?	Y			
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y			
40	Are doors appropriately signed and secured?			N/A	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			N/A	
42	Are internal and external linings appropriate for the risk?	Y		Materials on stage will be either flame retardant or flame proof	
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		*Stage lighting and floor lighting*	
48	Is there appropriate emergency lighting for the building?	Y		Emergency lighting will be run off separate generator	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y			
51	Is there adequate signage for information for staff/public.	Y		*All acts and staff will be informed*	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Adequate extinguisher available on stage	
54	Is fire fighting equipment suitably positioned?	Y		Positioned to front and rear of stage close to security	
55	Are suitable persons trained to use fire fighting equipment?	Y		*Firefighting team contracted*	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security in passes issued to authorised personnel	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead*	
67	Is there a suitable assembly point?	Y		To rear of stage in main compound	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the stage	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?			N/A	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?			*No training*	
75	Are relevant people informed of new procedures or systems used in the premises?			*N/A*	
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Artists, security and staff informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?			*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*Information at inductions*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y		Log in JOCC	

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Main Tent Festival of House Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Tent 60 meters x 42 meters by 19.2 meters high

	Occupancy	Number	Comments
8	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping	0	No risk
	Disabled	4	
	Festival goers	3800	
	Day Staff	20	

		Details of Fire	Comments
11	History of Fires in Last Three Years	None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		Rigid enforcement in tent	
17	Good Housekeeping	Y			
18	Suitable storage	Y		Storage areas located at rear of tent	
19	Control of flammable /combustible materials	Y		No allowance for accumulation	
20	Control of portable heaters			No heaters	
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and restricted area at stage	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		Smoke generators will have COSHH assessments	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y			
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		*Exits can be found all-round the tent*	
37	Are protected routes suitably constructed and sterile?	Y			
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y			
40	Are doors appropriately signed and secured?			N/A	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			N/A	
42	Are internal and external linings appropriate for the risk?	Y		Materials in tent at stage will be either flame retardant or flame proof	
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		*Stage lighting and floor lighting*	
48	Is there appropriate emergency lighting for the building?	Y		Emergency lighting will be run off separate generator	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y			
51	Is there adequate signage for information for staff/public.	Y		*All acts and staff will be informed*	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Adequate extinguisher available on stage	
54	Is fire fighting equipment suitably positioned?	Y		Positioned to front and rear of stage close to security	
55	Are suitable persons trained to use fire fighting equipment?	Y		*Firefighting team contracted*	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security at each entry and passes issued to authorised personnel for back stage.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead*	
67	Is there a suitable assembly point?	Y		To rear of stage for acts and main arena for public	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the stage	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff and carers	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Artists, security, staff*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y		Log in JOCC	

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Production Village. Festival of House Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Fenced area for Portacabins for offices, staff welfare/briefing room.

	Occupancy	Number	Comments
8	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping		
	Disabled		
	Young Persons		
	Day Staff	10	

		Details of Fire	Comments
11	History of Fires in Last Three Years	None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		Strictly enforced in this area	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		Refuse kept to minimum and cleared regularly.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		Stored in suitable containers, in a safe and secure manner and clearly marked contents.	
27	Control of dangerous processes		N		
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Other				

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around perimeter fence	
37	Are protected routes suitably constructed and sterile?	Y		Maintain a clear route from their area.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			Materials will be segregated.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small area adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All staff given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team on site.	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given. Fire Checklist completed.	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the area.	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into area for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*All staff informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y		Log in JOCC	

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			



Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

ACCS-SAFETY

Fire Safety Risk Assessment Guide

A	Premises Details

1	Premises Name and Address	Staff Catering Area
		Festival of House
		Panmure

2	Name of Duty Holder	*Ed Murdoch*

3	Name of Risk Assessor	Stan Brown
4	Date of risk Assessment	March 2016
5	Date of Review	*N/A*
6	Legislative Compliance	Fire (Scotland) Act 2005 and Fire Safety (Scotland)Regulations 2006

7	Description of Premises	Marquee used for staff and agency catering facility with kitchen facilities.	
8	Occupancy	Number	Comments
	Maximum Occupancy	*This is the maximum number of people at any one time*	
	Sleeping		
	Disabled		
	Young Persons		
	Day Staff	100	

11	History of Fires in Last Three Years	Details of Fire	Comments
		None	

B Risk Reduction

No	Type of Risk	Yes	No	Comment	Transferred to action plan
13	Electrical installation tested	Y		*Electrical installations in accordance with IEE/BS 7909*	
14	Portable appliances tested	Y		*PAT testing carried out by individual contractors*	
15	Use of electrical lead/adapters assessed	Y		Kept to a minimum	
16	Smoking policy enforced	Y		No candles allowed	
17	Good Housekeeping	Y		Continual removal of refuse	
18	Suitable storage	Y		Refuse bins available for bulk storage	
19	Control of flammable /combustible materials	Y		Adequate storage and regular removal of rubbish.	
20	Control of portable heaters	Y			
21	Maintenance and controls in kitchens			N/A	
22	Prevention of deliberate fire setting	Y		Security staff on site and stewards vigilant.	
23	Control of Hazards introduced by contractors	Y		Site induction	
24	Control of hot work			N/A	
25	Lightening protection			N/A	
26	Control of dangerous substances	Y		Adequate storage and regular removal of rubbish.	
27	Control of dangerous processes			N/A	
28	Control of other ignition sources	Y		No candles	
29	Control of vehicles stored in buildings			N/A	
	Individual Fire Risk Assessments	Y		Caterer to carry out own Fire Risk Assessment.	

C Means of Detection and Giving Warning in case of Fire

No	Alarm System	Yes	No	Comment	Transferred to action plan
30	Is there a suitable fire detection system for the occupancy?	Y		Stewards and staff aware, radio communications and loudhailer available.	
31	Are audibility levels sufficient in all areas?			N/A	
32	Is there a zone plan for the fire alarm?			N/A	
33	Is the alarm system tested appropriately?			N/A	
34	Are commissioning/installation certificates for system available?			N/A	
35	Are unwanted fire alarm signals managed appropriately?			N/A	

D Means of Escape

No	Elements of Means of Escape	Yes	No	Comment	Transferred to action plan
36	Are the escape routes suitable and sufficient for the premises?	Y		Sufficient emergency exits spread around tented structure	
37	Are protected routes suitably constructed and sterile?	Y		Caterer to maintain a clear route from their area.	
38	Is the number of exits suitable for the premises?	Y			
39	Are escape routes appropriately signed and illuminated?	Y		Lighting within sites	
40	Are doors appropriately signed and secured?			Signage provided	

E Reduction of the Spread of Fire

No	Reduction Considerations	Yes	No	Comment	Transferred to action plan
41	Is the required separation and compartmentation maintained?			Marquee will be standalone.	
42	Are internal and external linings appropriate for the risk?	Y			
43	Have cavities that may assist the spread of fires been identified?			N/A	
44	Are cavity barriers and fire dampers maintained in spaces and ducting?			N/A	
45	Are any suppression systems installed maintained?			N/A	
46	Is the structure designed for fire safety maintained?			N/A	

F Lighting

No	General and Emergency Lighting	Yes	No	Comment	Transferred to action plan
47	Is there appropriate general lighting?	Y		Lighting in walkways and at exits	
48	Is there appropriate emergency lighting for the building?			N/A	
49	Is it adequately checked, tested and Maintained?	Y			

G Signs and Notices

No	Signs and Notices	Yes	No	Comment	Transferred to action plan
50	Is there adequate signage to assist evacuation?	Y		Small area adequate signage	
51	Is there adequate signage for information for staff/public.	Y		All staff given instruction when joining	
52	Is there adequate signage to secure fire safety measures?	Y			

H Fire Fighting Equipment

No	Fire Fighting Equipment	Yes	No	Comment	Transferred to action plan
53	Are there appropriate levels of portable fire fighting equipment?	Y		Equipment as per Fire Contractors deployment schedule.	
54	Is fire fighting equipment suitably positioned?	Y		Mobile response team on site.	
55	Are suitable persons trained to use fire fighting equipment?	Y		Fire fighting contractor engaged	
56	Is fire fighting equipment maintained annually?	Y		Maintained by above	

I Facilities, Devices and Equipment for the Use of Firefighters

No	Fire Fighting Facilities	Yes	No	Comment	Transferred to action plan
57	Have any fire switches been identified and maintained?			N/A	
58	Have any risers been identified and maintained?			N/A	
59	Have smoke ventilation systems been identified and maintained?			N/A	
60	Is information for such facilities available for the Fire Service			N/A	

J Fire Safety Management

No	Fire Safety Policy	Yes	No	Comment	Transferred to action plan
61	Is a fire safety policy available?	Y			
62	Is the fire safety policy suitable for the premises?	Y			
63	Is there a suitable fire plan	Y			
64	Are there suitable procedures for co-operating with other duty holders	Y		Inductions and instructions given. Fire Checklist completed.	
65	Are there suitable procedures for controlling access of members of the public?	Y		Security and wrist bands.	

No	Evacuation and liaison	Yes	No	Comment	Transferred to action plan
66	Are there suitable evacuation procedures?	Y		*Fire contractor and security will lead.*	
67	Is there a suitable assembly point?	Y		Assembly points outside emergency gates	
68	Are there arrangements to ensure premises are evacuated?	Y		Fire contractor and security will sweep the canteen	
69	Are there suitable persons to assist in evacuation	Y		*Fire contractor and security*	
70	Are there suitable arrangements to evacuate disabled people?	Y		Assisted egress by staff.	
71	Are there suitable arrangements for summoning the fire service?	Y		Fire manager on site and access route into site for appliance	
72	Are there suitable arrangements for liaising with the fire service?	Y		Involved in planning	

No	Training	Yes	No	Comment	Transferred to action plan
73	Are staff given adequate fire safety training on induction or transfer?	Y		*Job specific for security staff*	
74	Are staff given appropriate periodic fire safety training?	Y			
75	Are relevant people informed of new procedures or systems used in the premises?	Y			
76	Are staff with additional duties given specific training?	Y			
77	Are appropriate fire drills carried out?			*N/A*	

No	Information	Yes	No	Comment	Transferred to action plan
78	Are there procedures to inform the relevant persons of the outcomes of the risk assessment?	Y		*Caterer, security and staff informed*	
79	Are there procedures to provide information on fire risks and safety to persons resorting to the building employers?	Y		*Induction*	
80	Are there procedures for external undertakings to provide information to the dutyholder on matters affecting fire safety in the premises?	Y		*On site liaison with Scottish Fire service*	
81	Are there procedures to provide the fire service with information?	Y		JOCC	
82	Can hazards identified by employees be reported to the relevant people?	Y		Log in JOCC	

No	Records of testing and Maintenance	Yes	No	Comment	Transferred to action plan
83	Fire drills				
84	Training	Y		Induction and Security staff	
85	Daily checks of escape routes, exits, signs & notices and fire fighting equipment	Y			
86	Fire Alarm daily test				
87	Fire alarm six monthly maintenance check			N/A	
88	False alarms	Y			
89	Emergency lights monthly check			N/A	
90	Emergency light annual maintenance			N/A	
91	Annual maintenance of fire fighting equipment	Y		By supplier	
92	Portable appliance testing	Y		By all contractors	
93	Electrical installation test and inspection	Y			
94	Test and inspection of gas installation			N/A	
95	Servicing of filters and ducting			N/A	
96	Other				

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action
Letter of relevant section	*Number of relevant element*	*What needs to be done*	*Who is responsible for ensuring the action is completed*	*When the action must be completely*	*The date dutyholder checks and verifies the action is complete*
		This risk assessment will develop as more information is forthcoming and stage is erected			

Action Plan

Section	Number	Action Required	Responsible person	Date action to be completed	Date of Confirmation of action

FRONT PAGE

Appendix 13.32

'Festival of House'

2016 Open Air Event Fire Prevention Management Plan

Project Number: FOH 001		
Version 1 February 2016	Author: Paul Musgrove Managing Director	Verified by:
	CANNON 16 Quarrydale Avenue, Sutton in Ashfield, Nottinghamshire NG17 4DS Tel: 01623 465503 - Fax: 01623 465504 - Email: info@cannonsafety.co.uk Registration Number 5435375 VAT Number 859206405 www.cannonsafety.co.uk	

Contents

	Page No.
• Fire Prevention Management Plan	2
• Fire Risk Assessment	4
• Event Fire Plan	15
• Fire Marshal Audit Check list	20

Introduction

It is the aim of this document to give an overview of the roles and responsibilities of Cannon Safety Ltd whilst providing event fire fighting assistance at the 'Festival of House' event in June 2016

Manpower

Day Shift will consist of a 2 man crew operating a 12hr shift, Night Shift will consist of a 2 man crew operating a 12hr shift patrolling the camp site and assisting with security personnel in maintaining fire lanes.

Equipment

ATV 4 x 4 with onboard pump and tank carrying in the region of 200litres of water delivered via a 10 hp pump delivered through a 30 metre hose.

Deployment of Personnel

Crew - on duty in campsite/ Arena and remain in radio contact with JOC for the duration of their shift.

Portable Fire Fighting Equipment distribution (Campsite)

- Each camp site control centre will be supplied with the following extinguisher: 6 litre AFFF

Portable Fire Fighting Equipment distribution (Arena)

- **Stages:** each stage will have 4 x 2kg Carbon dioxide extinguishers 2 stage left and 2 stage right, each front of house will also contain a 2 kg Carbon dioxide extinguisher, stage generators will be covered by a 4kg ABC powder extinguisher.
- **Arena Production:** 3 litre water additive, 2kg Carbon dioxide
- **Catering:** 4kg ABC powder extinguisher, 3 litre AFFF, 2kg Carbon dioxide and a fire blanket.

Additional sets of equipment will be stored in the camp site to cover replacement / additional requirements.

Site procedure/ risk assessment formulation

- Whilst distributing the portable fire equipment over the event site the fire risk assessment will be cross referenced in order to ensure that the site complies with the requirements of the document i.e. emergency lighting, escape routes etc.
- All concessions will be inspected in order to ensure that they carry a serviceable 2kg ABC powder extinguisher (minimum) and where deep fat fryers are used they will need to have Wet chemical fire extinguishers and a fire blanket; other checks carried out include storage of LPG, condition of hose clips etc.
- Bars will be inspected to ensure that they have as a minimum a water and Carbon dioxide extinguisher.

Further information can be obtained in the attached fire risk assessment and fire risk assessment plan.

EVENT					DATE OF ASSESSMENT:					
Festival of House 2016					18.02.2016					
SECTION OF ASSESSMENT					ASSESSMENT CARRIED OUT BY:					
SECTION 1 FLAMMABLE SUBSTANCES/ MATERIAL AND SPREAD OF FIRE					PAUL MUSGROVE - CANNON SAFETY LTD					
SECTION NUMBER	**DESCRIPTION OF FIRE HAZARD IDENTIFIED**	**FREQUENCY**	**DURATION**	**PEOPLE AT RISK**	**EXISTING CONTROL MEASURES**	**ACTIONS TAKEN TO REDUCE/ REMOVE THE RISK IDENTIFIED**	**DATE TO BE COMPLETED BY**	**REVUE DATE**	**RESPONSIBLE PERSON**	**RELEVENT EMERGENCY PLAN SECTION**
1.1	HIGHLY FLAMMABLE LPG STORED IN THE WORK PLACE FOR COOKING	DAILY BASIS	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	EXCESS LPG CYLINDERS STORED IN HERRAS COMPOUND	ENSURE THAT CATERING UNITS ONLY HAVE 2 CYLINDERS OPERATING AND TWO SPARE AT THE UNIT			CATERING MANAGER	
	HIGHLY FLAMMABLE FUEL STORED IN THE WORK PLACE FOR VEHICLE RE-FUELLING	DAILY BASIS	DURATION OF THE EVENT	EMPLOYEES	RE- FUELLING CARRIED OUT UNDER CONTROLLED CONDITIONS	ENSURE THAT THERE ARE NO SOURCES OF IGNITION OR NAKED FLAMES IN THE RE- FUELLING AREA, AND FUEL IS STORED IN SUITABLE CONTAINERS IN A VENTILATED STORE			SITE MANAGER	
1.2	COMBUSTIBLE MATERIAL STORED IN THE EVENT AREA	DAILY BASIS	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	PLACEMENT OF WASTE CONTAINERS AND ORGANISED EMPTYING SCHEDULE	ENSURE THAT WASTE IS REMOVED IN AN EFFICIENT MANNER AS REQUIRED			SITE MANAGER	

1.3	FURNITURE USED IN THE MARQUEES MAY NOT BE FIRE RETARDANT		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	CERTIFICATES OF COMPLIANCE OBTAINED PRIOR TO THE EVENT	CHECK PRODUCTS TO ENSURE COMPLIANCE			SAFETY MANAGER	
1.4	PORTABLE GENERATORS USED BY CONCESSIONS	DAILY BASIS	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	ALL CONCESSIONS ARE POWERED OFF OF SITE INSTALLED GENERATORS	ENSURE THAT THERE ARE NO PORTABLE GENERATORS IN USE			CATERING MANAGER	
1.5	LARGE QUANTITIES OF COOKING OIL STORED IN THE CONCESSIONS AREA	DAILY BASIS	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	EXCESS OIL STORED IN A SAFE AREA AWAY FROM SOURCES OF IGNITION	ENSURE THAT THERE ARE NOT EXCESSIVE AMOUNTS OF OIL IN THE VICINITY OF THE CONCESSIONS			SAFETY MANAGER	
1.6	MARQUEES IN CLOSE PROXIMITY TO EACH OTHER		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	MARQUEES ERECTED SUFFICIENT DISTANCE TO PREVENT THE SPREAD OF FIRE	ENSURE THAT MARQUES ARE SUFFICIENT DISTANCE APART ALLOWING SAFE ROUTES OF EGRESS			EVENT MANAGER	
1.7	USE OF FIREWORKS AND PYROTECHNICS		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	PLANNED SITES AND FALLOUT ZONES, COMPETENT PYRO OPERATORS	ENSURE SAFE STORAGE AND HANDLING OF THE UNITS AND THAT ADDITIONAL FIRE COVER IS PRESENT WHEN THE UNITS ARE OPERATED			SAFETY MANAGER	

1.8	LONG GRASS THROUGHOUT THE EVENT SITE		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	GRASS TO BE CUT TO A SUITABLE LENGTH PRIOR TO THE EVENT	ENSURE THE GRASS IS OF SUITABLE LENGTH AND DRIED GRASS IS REMOVED			EVENT MANAGER	
1.9	VEHICLES PARKED IN THE VENUE CAR PARKS		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	VEHICLES TO BE PARKED IN A MANNER AS TO MAINTAIN ACCESS ROUTES FOR EMERGENCY VEHICLES	ENSURE THAT CAR PARKS ARE PATROLLED AND THAT ALL SOURCES OF IGNITION ARE PROHIBITED I.E. BBQ's ETC			SITE MANAGER	

700

EVENT	DATE OF ASSESSMENT:
Festival of House 2016	18.02.2016
SECTION OF ASSESSMENT	**ASSESSMENT CARRIED OUT BY:**
SECTION 2 SOURCES OF HEAT	PAUL MUSGROVE - CANNON SAFETY LTD

SECTION NUMBER	DESCRIPTION OF FIRE HAZARD IDENTIFIED	FREQUENCY	DURATION	PEOPLE AT RISK	EXISTING CONTROL MEASURES	ACTIONS TAKEN TO REDUCE/ REMOVE THE RISK IDENTIFIED	DATE TO BE COMPLETED BY	REVUE DATE	RESPONSIBLE PERSON	RELEVANT EMERGENCY PLAN SECTION
2.1	HEAT GENERATING EQUIPMENT USED ON SITE FOR CONSTRUCTION,	DAILY	DURATION OF THE EVENT	EMPLOYEES	ALL HOT WORK TO BE SUPERVISED AND CARRIED OUT VIA A PERMIT TO WORK	ENSURE ALL FLAMMABLE MATERIALS ARE AWAY FROM THE AREA OF WORK, THERE IS A WATCHMAN POSITIONED AND THERE IS PFE AVAILABLE			SAFETY MANAGER	
2.2	HEAT GENERATED DURING THE COOKING PROCESS	DAILY	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	ALL COOKING PROCESSES ARE SUPERVISED AT ALL TIMES	ENSURE THAT THERE IS NO COOKING PROCESS THAT IS LEFT UNATTENDED			CATERING MANAGER	

2.3	DIESEL/ ELECTRIC HOT AIR GENERATORS USED AS A FORM OF HEATING FOR MARQUEES	DAILY	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	THE UNITS ARE TESTED PRIOR TO INSTALLATION AND ARE POSITIONED CORRECTLY AWAY FROM COMBUSTIBLE MATERIALS	ENSURE THAT THE HEATERS ARE NOT LEFT RUNNING UNATTENDED			SITE MANAGER	
2.4	DISCARDED CIGARETTE ENDS THROUGHOUT THE SITE	DAILY	DURATION OF THE EVENT	PUBLIC + EMPLOYEES	SMOKING POLICY IN PLACE FOR ALL SITE STRUCTURES AND AREAS OF FLAMMABLE LIQUID STORAGE AND STAGES ETC.	ENSURE THAT THE SMOKING POLICY IS ADHERED TO			ALL SECTION MANAGERS	
2.5	COMBUSTIBLE MATERIALS IGNITED BY ARSONIST			PUBLIC + EMPLOYEES	SECURITY PATROLS, CCTV ONSITE FIRE CREW	ENSURE REGULAR PATROLS ARE CARRIED OUT OF THE ENTIRE SITE AND COMBUSTIBLE WASTE IS REMOVED			SECURITY, STEWARDS	
2.6	DAMAGED CABLES , OVERLOADED CIRCUITS			PUBLIC + EMPLOYEES	EQUIPMENT IS INSTALLED BY TRAINED COMPETENT ELECTRICAL STAFF AND CARRIES A VALID TEST CERTIFICATE	ENSURE THAT CIRCUITS ARE NO OVERLOADED, INSPECT INSTALLATIONS AND REPORT ANY DAMAGE IMMEDIATELY				

EVENT	DATE OF ASSESSMENT:
Festival of House 2016	18.02.2016
SECTION OF ASSESSMENT	**ASSESSMENT CARRIED OUT BY:**
SECTION 3 PEOPLE AT RISK	PAUL MUSGROVE - CANNON SAFETY LTD

SECTION NUMBER	DESCRIPTION OF PEOPLE HAZARD IDENTIFIED	FREQUENCY	DURATION	PEOPLE AT RISK	EXISTING CONTROL MEASURES	ACTIONS TAKEN TO REDUCE/ REMOVE THE RISK IDENTIFIED	DATE TO BE COMPLETED BY	REVUE DATE	RESPONSIBLE PERSON	RELEVANT EMERGENCY PLAN SECTION
3.1	PEOPLE IN REMOTE AREAS MAY NOT BE ABLE TO RAISE THE ALARM IN THE EVENT OF A FIRE BEING DISCOVERED		DURATION OF THE EVENT	EMPLOYEE	SECURITY PATROLS, TWO WAY RADIO, CCTV	ENSURE THAT THE RADIO SIGNAL IS GOOD THROUGHOUT THE SITE AND PATROLS ARE CARRIED OUT ON A REGULAR BASIS			RADIO COMMS/ SECURITY MANAGER	POINT2,4
3.2	MEANS OF RAISING THE ALARM IN THE EVENT OF A FIRE FOR STAFF/GENERAL PUBLIC SLEEPING ON THE SITE		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	TANNOY SYSTEM , SECURITY PATROLS	REGULAR PATROLS OF THE SITE, SYSTEMATIC APPROACH TO CHECKING AREAS ARE CLEAR OF PEOPLE			SECURITY, FIRE CREW	POINT2,4

3.3	DISABLED PEOPLE ON THE SITE WILL NEED ASSISTANCE IN THE EVENT OF AN EVACUATION		DURATION OF THE EVENT	PUBLIC	SECURITY STAFF AND STEWARD PATROLS THROUGHOUT THE EVENT SITE	ENSURE THAT THERE ARE SUFFICIENT STAFF AVAILABLE TO DEAL WITH AN EVACUATION.			SITE MANAGER	POINT2,4
3.4	IN THE EVENT OF AN EVACUATION THE PUBLIC MAY NOT BE AWARE OF THE EMERGENCY EXIT ROUTE		DURATION OF THE EVENT	PUBLIC	HIGH LEVEL EXIT SIGNAGE, TRAINED COMPETENT STEWARDS TO PERFORM EVACUATION	ENSURE THAT THERE ARE SUFFICIENT STAFF AVAILABLE TO DEAL WITH AN EVACUATION.			EVENT MANAGER	POINT2,4
3.5	STAFF NOT CORRECTLY BRIEFED COULD DIRECT PEOPLE TO NON MAINTAINED EVACUATION ROUTES		DURATION OF THE EVENT	PUBLIC	STAFF BRIEFING FOR THE EVENT, MONITORING EVACUATION VIA CCTV, RADIO COMMS	BRIEFING OF STEWARDS, SUITABLE RADIO COMMS			SECURITY MANAGER	POINT2,4

EVENT	DATE OF ASSESSMENT:
Festival of House 2016	18.02.2016
SECTION OF ASSESSMENT	**ASSESSMENT CARRIED OUT BY:**
SECTION 4 MEANS OF ESCAPE	PAUL MUSGROVE - CANNON SAFETY LTD

SECTION NUMBER	DESCRIPTION OF ESCAPE HAZARD IDENTIFIED	FREQUENCY	DURATION	PEOPLE AT RISK	EXISTING CONTROL MEASURES	ACTIONS TAKEN TO REDUCE/ REMOVE THE RISK IDENTIFIED	DATE TO BE COMPLETED BY	REVUE DATE	RESPONSIBLE PERSON	RELEVANT EMERGENCY PLAN SECTION
4.1	EVACUATION TIMES AND LENGTH OF ESCAPE ROUTES ARE EXCESSIVE		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	SUFFICIENT EXITS ON EACH STRUCTURE ARE IN OPERATION TO ALLOW ESCAPE TIMES IN COMPLIANCE WITH OUTDOOR EVENT LEGISLATION	ENSURE EVACUATION ROUTES ARE TESTED AND THAT THEY ARE FREE FROM OBSTRUCTION			FIRE OFFICER, SAFETY OFFICER	POINT 8
4.2	DOORS CONSTRUCTED ON TEMPORARY STRUCTURES MAY BE DEDICATED FIRE DOORS BUT DO NOT OPEN IN THE DIRECTION OF TRAVEL		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	DOORS TESTED BY FIRE MARSHALL AND RESULTS ARE RECORDED ON FIRE MARSHALL CHECK SHEET.	ANY NON-CONFORMING ITEM WILL BE RECORDED, ACTIONED AND THE SITUATION RECTIFIED PRIOR TO THE EVENT OPENING			FIRE OFFICER, SAFETY OFFICER	POINT 8

4.3	FIRE DOORS ARE LOCKED FOR SECURITY PURPOSES		DURING CLOSED PERIOD	EMPLOYEES	DOORS TESTED BY BAR MANAGER PRIOR TO OPENING AND SITUATION OBSERVED BY FIRE MARSHALL DURING ROUTINE PRE EVENT CHECKS	ANY NON-CONFORMING ITEM WILL BE RECORDED, ACTIONED AND THE SITUATION RECTIFIED PRIOR TO THE EVENT OPENING			SITE MANAGER, FIRE OFFICER	POINT 8
4.4	FIRE DOORS ARE PROPPED OPEN TO ALLOW PUBLIC ACCESS INTO THE AREA		DURING THE EVENT	EMPLOYEES	WHERE DOORS ARE CLASSED AS FIRE DOORS THEY WILL REMAIN CLOSED WHEN NOT IN USE IN ORDER TO PREVENT THE SPREAD OF FIRE	ANY NON-CONFORMING ITEM WILL BE RECORDED, ACTIONED AND THE SITUATION RECTIFIED PRIOR TO THE EVENT OPENING			SITE MANAGER, FIRE OFFICER	POINT 8
4.5	FIRE EXIT SIGNAGE IS NOT VISIBLE OR ADEQUATELY LIT		DURING THE EVENT	EMPLOYEES	ALL SIGNAGE IS POSITIONED AT HIGH LEVEL AND ILLUMINATED TO ALLOW SAFE EGRESS DURING PERIODS OF LOW LIGHT	ENSURE THAT LIGHTING LEVELS ARE ADEQUATE PRIOR TO EVENT AND THAT ALL EXIT ROUTES ARE ADEQUATE			SITE MANAGER, FIRE OFFICER	POINT 8

EVENT	DATE OF ASSESSMENT:
Festival of House 2016	18.02.2016
SECTION OF ASSESSMENT	**ASSESSMENT CARRIED OUT BY:**
SECTION 5 PORTABLE FIRE FIGHTING EQUIPMENT	PAUL MUSGROVE - CANNON SAFETY LTD

SECTION NUMBER	DESCRIPTION OF FIRE HAZARD IDENTIFIED	FREQUENCY	DURATION	PEOPLE AT RISK	EXISTING CONTROL MEASURES	ACTIONS TAKEN TO REDUCE/ REMOVE THE RISK IDENTIFIED	DATE TO BE COMPLETED BY	REVUE DATE	RESPONSIBLE PERSON	RELEVANT EMERGENCY PLAN SECTION
5.1	BBQ's IN THE CAMP SITE SPREAD TO TENTS AND CREATE LARGE FIRE		DURATION OF THE EVENT	PUBLIC + EMPLOYEES	BBQ'S ONLY PERMITTED IN DESIGNATED COOKING AREAS AND FIRE CREW PATROL IN VEHICLE WITH ONBOARD PUMP AND WATER SUPPLY	ENSURE THE PUBLIC ARE AWARE OF THE DESIGNATED AREAS FOR COOKING AND THAT THERE IS SUFFICIENT AREAS FOR THE SIZE OF THE SITE			EVENT MANAGER	POINT 3
5.2	UNTRAINED PERSONNEL OPERATING PORTABLE FIRE EQUIPMENT			PUBLIC + EMPLOYEES	TRAINED COMPETENT STAFF ONLY ARE TO USE THE EQUIPMENT	ENSURE THAT THERE ARE SUFFICIENT TRAINED STAFF IN THE AREAS TO DEAL WITH A FIRE AND IF IN DOUBT THEY ARE TO CALL FOR ASSISTANCE			AREA MANAGER	POINT 3
5.3	FIRE EQUIPMENT IS NOT VISIBLE			EMPLOYEES	IN LARGE AREAS THE EQUIPMENT IS PLACED ON HIGH VISIBILITY STANDS	ENSURE THAT THE STAFF WORKING IN THE AREAS ARE AWARE OF THE LOCATION OF THE EQUIPMENT AND THAT THEY ARE TRAINED IN ITS SAFE USE			SITE MANAGER, FIRE OFFICER	POINT 3

5.4	FIRE EQUIPMENT IS NOT SUITABLY LOCATED/ INCORRECT EQUIPMENT FOR RISK			EMPLOYEES	FIRE EQUIPMENT IS POSITIONED BY EVENT FIRE CREW AND IT IS PLACED ON EXIT ROUTES, SPECIFIC RISKS ETC. OF THE CORRECT TYPE FOR THE SPECIFIC RISK	CONTINUOUS PATROLS OF THE EVENT AREA IN ORDER TO ENSURE THE EQUIPMENT IS AVAILABLE AND FIT FOR PURPOSE			SITE MANAGER, FIRE OFFICER	POINT 3
5.5	FIRE EQUIPMENT APPEARS NOT TO HAVE BEEN SERVICED			EMPLOYEES	ALL FIRE EQUIPMENT IS EXAMINED PRIOR TO TRANSPORTING TO AN EVENT AND IS AGAIN CHECKED PRIOR TO PLACEMENT	THE EQUIPMENT IS EXAMINED BY ENGINEERS THAT HAVE ATTENDED AND PASSED A BAFE/ BRITISH FIRE CONSORTIUM ACCREDITED COURSE			FIRE OFFICER	POINT 3

Fire Safety Policy
FIRE PLAN

The Regulatory Reform Order (Fire Safety) 2005
Fire Scotland Act 2005

FIRE SAFETY POLICY

EVENT FIRE PLAN

LOCATION: Festival of House	DATE: 09-12 June 2016
Compiled By: P. Musgrove	CANNON SAFETY LTD
Date compiled: 03.07.13	Amended

The event is an outdoor concert comprising a main arena with event car parking with camping on the site for the event. The event is open to mixed age groups.
The site has cut grass and the ground is only suitable for off road machinery for the purpose of fire fighting for the event.

The responsible person for the site is Ed Murdoch.

Safety Policy Statement

It is the policy of employer/company to protect all persons including employee's contractors and members of the general public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

Fire Safety Policy
FIRE PLAN

SUB- CONTENTS

1. Fire Risk Assessment
2. People at Risk
3. Fire fighting Equipment
4. Means of Raising the Alarm
5. Signage
6. Fire fighting Measures
7. Emergency Contacts
8. Emergency Routes and Exits
9. Emergency Lighting
10. Maintenance
11. Policies/ Procedures in case of fire

Fire Safety Policy
FIRE PLAN

1. FIRE RISK ASSESSMENT

    a. A written fire risk assessment has been carried out.

2. Significant Findings

    a. The significant findings of fire hazards shown up by the fire risk assessment, and the control measures implemented as a result are as detailed within the fire risk assessment

3. Review

    a. The fire risk assessment will be reviewed annually, or if alterations take place in the workplace, the environment, the materials used, or the type and number of people present.

4. PEOPLE AT RISK (Section 3 Fire risk assessment)

    a. See Worksheet 3, of fire risk assessment to identify people at risk.

5. FIRE FIGHTING EQUIPMENT (Section 5 Fire risk assessment)

    a. Fire fighting equipment is provided throughout the premises.
    b. Using calculations shown in BS5306 (and as specified in the Fire Scotland Act 2005 where applicable) the equipment is equal to or exceeds the numbers required
    c. The fire fighting equipment is maintained by technicians that have attended a BAFE/British Fire Consortium approved training course in the last three years.
    d. (Section 5 Fire risk assessment)

6. MEANS OF RAISING THE FIRE ALARM (Section 3 Fire risk assessment)

    The means of raising the Fire alarm are as follows,

    a. Any member of staff discovering a Fire, has been instructed to immediately raise the alarm by radio contact to JOC, stating their location and the severity of the incident, this will be relayed to the event fire team that will investigate the severity of the incident and either deal with the situation or radio for the local brigade to attend.

Fire Safety Policy
FIRE PLAN

7. SIGNAGE

a. All exit routes from the building are signed using pictogram exit signs. This includes the normal way in and out of the site.
b. All signs comply with the Health and Safety (Safety Signs and Signals Regulations 1996).and BS 5499 / 2000

8. FIRE FIGHTING MEASURES

a. Contractors on site have issued the site management with their Heath and Safety
b. Policy with view to their employees having attended a fire extinguisher training course.
c. All key staff within the site will be given training in the use of fire fighting equipment.
d. The fire procedures for the site have been written so that persons who are not been trained in the use of the fire fighting equipment should not use them. (Section 5 Fire risk assessment)
e. Staffs are told that they must not put themselves at risk when attacking any fire, life protection must come first.

9. EMERGENCY CONTACTS

a. Any staff locating a fire are to immediately radio the incident to ELT.
b. The IJOC team will be the appointed people to instigate the contingency plan.
c. The site manager will be the appointed person to instigate the evacuation procedure and ensures that a call to the fire brigade has been made.

10. EMERGENCY ROUTES AND EXITS

a. All final exit doors, plus the main entrance, will give egress from the site.

Safety Policy
EMERGENCY PLAN

11. EMERGENCY LIGHTING

a. The site has had a emergency lighting system installed, to aid an efficient evacuation of the site. (Section 4 Fire risk assessment)

12. MAINTENANCE

a. All maintenance work will be carried out by the maintenance staff, or approved contractors.
b. The management or Fire Marshall will carry out fire safety audits throughout the event. (See appendices B)

13. POLICIES / PROCEDURES IN CASE OF FIRE

a. The fire routine procedure for the site is shown in the site contingency plans.
b. Staff need to be briefed on the points/ procedure detailed below:
c. On discovering a Fire to immediately radio the incident to JOC.
d. ELT will deploy the event fire team
e. Event fire team are to check all areas to ensure all areas are clear of people and extinguish the fire if it is safe to do so, if not the event fire team will radio JOC for the brigade to be in attendance.
f. Co-ordinator meets fire brigade upon arrival, and pass on any information.
g. Staff are to attempt to extinguish the fire only if safe and trained to do so and if evacuation is taking place satisfactorily

FIRE MARSHAL - AUDIT CHECK LIST

		YES	NO	Fault Rectified
1	Are exit routes clear?			
2	Are exit doors clear and unobstructed?			
3	Do exit doors open?			
4	Are exit signs visible and legible?			
5	Are fire alarm call points visible?			
6	Are fire alarm call points accessible?			
7	Are fire routine notices visible and legible?			
8	Is fire fighting equipment in the correct places?			
9	Has the fire fighting equipment been tested?			
10	Has the fire fighting equipment been used?			
11	Is fire fighting equipment obstructed?			
12	Do fire doors close?			
13	Are fire doors damaged?			
14	Is electrical equipment tested and not damaged?			
15	Is electrical equipment turned off & unplugged when not in use?			
16	Are vents covered on electrical equipment?			
17	Is No Smoking policy enforced, or are there No Smoking areas?			
18	If there are ashtrays are they emptied?			
19	Are bins emptied?			
20	Are combustibles left near heat sources?			
21	Are flammable liquids left out?			
22	Do outside catering contractors comply with workplace regulations			
23	Are all emergency vehicle access roads clear and unobstructed?			
24	Do all marques and structures on site have certification with regards to fire safety?			
25	Are their any pyrotechnics to be used on site			

FIRE MARSHAL - AUDIT SYSTEM

SUMMARY SHEET

Are any faults highlighted?	Yes	No
If Yes, have the faults been rectified?	Yes	No
If rectified problem is a repeat problem - go to Management Action Section at bottom of page.		
If No, give details below		

Area of Building	Safety Fault	Action Taken

Are the above repeat problems?	Yes	No
If Yes - detail management action to resolve issue:		

Date: Name: Signature:

(1)

Appendix 13.33

Cannon Safety Fire Risk Assessment

Business Unit: Cannon Safety Ltd	Event: Festival of House 2016	Date of Assessment: 18.02.2016	Safety Representative: TBC
Manager: Ed Murdoch		Section: Concessions camping	

Area of risk	Description of Activity	Frequency	Duration	People at Risk	Significant hazards	Adverse effects	Existing control measures	Severity	Likelihood	Risk Factor	Immediate Action	Long term action
LPG	Cooking process generating heat with the potential of igniting LPG stored near the unit	Throughout the event	Daily	Employees/ general public	Major explosion	Potential fatalities	All LPG cylinders to be stored correctly and all gas systems to be checked and certified by approved contractors	5	2	10	Ensure that all documentation is submitted and reviewed prior to event	
	Excessive cylinders stored near the unit	Throughout the event	Daily	Employees/ general public	Major explosion	Potential fatalities	Maximum of 2 cylinders per trailer and 2 spare, any additional cylinders are to be placed in a purpose built cylinder compound	4	2	8	Monitor and revue	
Sleeping area	Staff sleeping to the rear of the concession	Throughout the event	Daily	Employees	People sleeping in a high risk area within close proximity to the catering unit	Catering unit fire spreading to areas of staff accommodation	Sleeping accommodation to be positioned a sufficient distance from the catering unit	5	2	10	Ensure that there is a suitable distance between the catering unit and the sleeping area	
	Evacuation in the event of an emergency			Employees	Congested work area/ close proximity of tents/ storage vehicles	Employees not having sufficient space or maintained exit route to allow them to find a place of safety in a reasonable time	Sleeping accommodation to be positioned a sufficient distance from the catering unit, and a egress route allowing a safe passage to a place of safety	5	2	10	Ensure the egress route is maintained and not blocked by catering vehicles	

	Security fencing			Employees	In the event of an emergency people may not have access through the fencing	Employees trapped within the fenced compound delaying exit time to a place of safety	Ensure that exit routes are unclipped and people can exit to a place of safety quickly and safely	5	2	10	Ensure the egress route is maintained and exit routes can be easily accessed	
Positioning of catering unit	Positioning of catering units should be supervised by the concessions manager			Employees/ general public	Units positioned too close could aid the spread of fire	Event managers must ensure that there is a 3 metre fire break between units to prevent the spread of fire	Ensure that a adequate distance is achieved between units and the area is kept free from combustible materials	5	2	10	Monitor and review the area on a daily basis	

(1)

Appendix 13.34

Cannon Safety Ltd - Fire Risk Assessment

Business Unit: CANNON SAFETY LTD	Event: OUTDOOR EVENT	Date of Assessment: 11.02.2016	Safety Representative:
Manager:		Section: EVENT FIRE FIGHTING	

Area of risk	Description of Activity	Frequency	Duration	People at Risk	Significant hazards	Adverse effects	Existing control measures	Severity	Likelihood	Risk Factor	Immediate Action	Long term action
Fighting fires	Called out by ELT to attend a fire	Throughout the event	Daily	Employees/ general public	Pedestrians/ event personnel	Potential fatalities	Fire crew aware of the requirement to drive to the event conditions	5	2	10	Ensure that when attending a call to a fire that there are audible and visual warnings to make the people aware	
	Called out by ELT to attend a fire	Throughout the event	Daily	Employees/ general public	Gas cylinders used on catering units	Potential fatalities	Catering units examined prior to event and monitored throughout the event	5	2	10	Monitor and revue	
Sleeping area	Staff sleeping to the rear of the concession	Throughout the event	Daily	Employees	People sleeping in a high risk area within close proximity to the catering unit	Catering unit fire spreading to areas of staff accommodation	Sleeping accommodation to be positioned a sufficient distance from the catering unit	5	2	10	Ensure that there is a suitable distance between the catering unit and the sleeping area	
	Evacuation in the event of an emergency			Employees	Congested work area/ close proximity of tents/ storage vehicles	Employees not having sufficient space or maintained exit route to allow them to find a place of safety in a reasonable time	Sleeping accommodation to be positioned a sufficient distance from the catering unit, and a egress route allowing a safe passage to a place of safety	5	2	10	Ensure the egress route is maintained and not blocked by catering vehicles	

	Security fencing			Employees	In the event of an emergency people may not have access through the fencing	Employees trapped within the fenced compound delaying exit time to a place of safety	Ensure that exit routes are unclipped and people can exit to a place of safety quickly and safely	5	2	10	Ensure the egress route is maintained and exit routes can be easily accessed	
Positioning of catering unit	Positioning of catering units should be supervised by the concessions manager			Employees/ general public	Units positioned too close could aid the spread of fire	Event managers must ensure that there is a 3 metre fire break between units to prevent the spread of fire	Ensure that a adequate distance is achieved between units and the area is kept free from combustible materials	5	2	10	Monitor and review the area on a daily basis	
Fighting a fire	Extinguishing a fire	Throughout the event	Daily	Employees/ general public	Heat generated by the fire	Poor visibility and intense heat generated by the fire	Crew trained to attack fire from upwind and operate suppressant from a safe distance moving into the seat of the fire	5	2	10		
Fighting a fire	Extinguishing a fire	Throughout the event	Daily	Employees/ general public	Heat generated by the fire	Fire spreads beyond the capabilities of the equipment on site	Reporting as per FRA with the need to call for emergency services	5	2	10	Maintain fire break and prevent the spread of fires to other areas	

CANNON

16 Quarrydale Avenue
Sutton in Ashfield
Nottinghamshire
NG17 4DS

Method Statement for the use of the ATV (Polaris)

1. Prior to operating the ATV all fluid levels will be checked.

2. The operator responsible for the ATV for the said period will carry out a visual examination of the unit, particular attention will be paid to the following areas:
   - Tyres- pressure and general condition
   - Bodywork panels for signs of damage
   - Security of ATV seat
   - Condition of fire extinguishers and the security of restraining brackets.
   - Test the horn

All defects found must be reported to the crew supervisor immediately, and if there is the risk of an accident to the operator or the public the unit must be taken out of commission.

3. The operator will then seat himself in the ATV start up the engine.

4. The operator will then engage forward gear and release the parking brake, and at walking pace perform the following tests:

   - Activation of the breaking system in order to ensure suitable breaking performance.
   - Turn the ATV through full turning circles of both left and right hand turns ensuring that there is no unusual noise and the steering operates smoothly.

5. On completion of the above pre-use checks apply the vehicle handbrake select neutral and turn off the ignition and remove the key.

6. When patrolling fire lanes the ATV must not exceed 5mph, and when attending a fire call the unit must not exceed 10mph.

7. At all times when the ATV is being operated the operator and passenger must wear approved seat belts.

8. When removing hot objects from the vicinity of the tents into the fire lanes always ensure that heat resistant gloves are worn.

9. Drive cautiously and to the speed restrictions at all times

10. If the fire has escalated beyond the capabilities of the equipment carried on the ATV radio call to control for Fire brigade appliances, stating your location and the severity of the incident.

Health and Safety documentation prepared for and on behalf of Cannon Safety Ltd

16 Quarrydale Avenue
Sutton in Ashfield
Nottinghamshire
NG17 4DS

Risk assessment written in accordance with Management of Health and Safety at work Regulations 1999

Risk assessment for the use of the ATV (Polaris)

Activity1: Loading ATV onto transportation

Hazards Identified:

1. When loading the vehicle onto transportation drivers are at risk from impact injuries from the restricted loading area.
2. Keys left in the ATV will allow illegal operator use that could result in injury to the operator and/ or the general public.
3. When loading the ATV into a transportation vehicle there is the risk of the temporary loading ramps becoming dislodged from the vehicle causing the ATV to fall resulting in impact related injuries to personnel in the vicinity.

Activity2: Transporting the ATV on the public highway

Hazards Identified:

1. There is the potential for the ATV to become detached from the transportation trailer resulting in the potential for a serious road traffic accident.
2. Exceeding the national speed limit for vehicles towing on the highway could result in the trailer snaking and eventually overturning.
3. Road users following the unit may not be aware of the towing vehicles movements if the trailer board is not operating correctly.

Activity3: Unloading the ATV

Hazards Identified:

1. When unloading the ATV there is the potential for the trailer to tip as the weight is transferred from the front to the rear of the trailer when the trailer has been uncoupled from the towing vehicle. This could result in serious impact injuries to any personnel in the vicinity of the operation
2. When uncoupling the trailer from the vehicle there is the potential for the personnel to receive manual handling related injuries due to the nose weight of the trailer.
3. If the trailer is stored on a gradient there is the potential for the unit to run into other vehicles or the general public that may be in the vicinity.

Activity4: Driving the ATV

Hazards Identified:

1. Untrained operators of the ATV are at risk of injuring themselves and the general public that are in the vicinity of the unit.
2. If the ATV is driven at an excessive speed there is the potential for the public to come into contact with the unit resulting in serious injury to the individual.
3. If the ATV is driven at an excessive speed on uneven terrain there is the potential for the operator to be thrown off of the ATV resulting in serious injuries to the individual.
4. If the ATV is turned sharply at speed there is the potential for the ATV to overturn resulting in serious injuries to the operator.

Activity5: Refuelling the ATV

Hazards Identified:

1. When refuelling the ATV there is the potential for fires when the fuel is being decanted into the ATV fuel tank.

Activity: Attending fires on the ATV
Hazards Identified:

1. When operating the ATV in the confines of the fire lanes/ general walkways of the campsite there is the potential for the public to be injured by the ATV as it is operating in a restricted working environment.
2. Representatives of Cannon Safety are exposed to the potential of violent attacks when attending fires in the campsite and when patrolling the fire lanes of the campsite.
3. Crew attending fires may place themselves in danger by attempting to extinguish a fire that is beyond the capabilities of the equipment carried on the ATV

CANNON

16 Quarrydale Avenue
Sutton in Ashfield
Nottinghamshire
NG17 4DS

Safe System of Work written in accordance with Management of Health and Safety at work Regulations 1999

Safe System of Work for the use of the ATV (Polaris)

Activity1: Loading ATV onto transportation

1. When loading the vehicle onto transportation operatives must always be aware of their positioning with reference to the restricted loading area.
2. Always ensure that the keys are removed from the ATV and are kept on the person of the competent operator.
3. When loading the ATV into a transportation vehicle always ensure that the loading ramps are secure and there is no possibility of them becoming dislodged from the vehicle

Activity2: Transporting the ATV on the public highway

1. Once the ATV is secure on the trailer always ensure that the ATV handbrake is applied and that the unit is securely connected to the front winch.
2. When towing on the public highway always ensure that you obey the speed limits for the road you are travelling.
3. Prior to travelling on the public highway always ensure that all operations of the trailer board are fully functional.

Activity3: Unloading the ATV

1. Always ensure that the trailer remains connected to the towing vehicle whilst the ATV is being unloaded, this will prevent the trailer tipping, as the ATV is unloaded.
2. When uncoupling the trailer from the vehicle always ensure that the jockey wheel is used to raise the towing hitch off of the tow ball.
3. If the trailer is stored on a gradient always chock the wheels and ensure that the handbrake is applied.

Activity4: Driving the ATV

1. Only trained competent operators are authorised to use the ATV.
2. The ATV must always be driven at a speed suitable to the driving conditions; operators must also conform to restrictions on speed limits implemented by the management of the host site.
3. Never turn the ATV sharply at speed, as there is the potential for the ATV to overturn and always ensure that seatbelts are worn.

Activity5: Refuelling the ATV

1. When refuelling the ATV always ensure that the area is free from sources of ignition.

Activity6: Attending fires on the ATV

1. When operating the ATV in the confines of the fire lanes/ general walkways of the campsite always drive at a safe speed and ensure that the public is aware of your presence.
2. When patrolling fire lanes or attending fires on the campsites if you are at all in fear of your personal safety call for security to assist in the situation.
3. When attending to fires on events the crew must always assess the situation and if they are in any doubt as to their ability to safely extinguish the fire they must call for the Fire brigade to attend the incident.

Portakabin Events

Transport Method Statement
Delivery & Collection of Portakabin Buildings

General Arrangements:

This Method Statement and supporting Risk Assessment have been produced to comply with the Health & Safety at Work Act 1974 and BS7121 Safe use of Cranes Part 4:1997 - Lorry Loaders to provide a Safe System of Work for the installation and removal of Portakabin buildings and associated equipment.

The operator of the lorry loader is also given absolute authority to **STOP** the lifting operation if he/she considers that a danger is likely to arise if the operation were to continue.

Client:	**Customer**	**Hire Division:**	Portakabin Events
Project:			
Site Address:		Address:	Whistleberry Road Hamilton Lanarkshire ML3 0EJ
Installation Date:		Portakabin Events Contact:	Ken Elliot ken.elliot@portakabin.com
Site Contact:		Telephone:	Mobile: 07884261506 Office: 01698 713320
Contact No:		Site Supervisor	
Portakabin Emergency Contact:	**Harry Erwin** (harry.erwin@portakabin.com) **Operations Manager**	**Tel:**	**01698 713320** **07831628233**
Haulage Contractor:	**TBA**	**Tel:**	
Emergency Contact:	TBA	**Tel:**	

Scope of Works:

Installation / Removal of Single Modular Buildings and Portaloo Buildings using Lorry Loader.

Client Responsibilities;

It is the responsibility of our Client to ensure that our delivery vehicles can operate in a safe manner whilst on site.

1. Please ensure that adequate access and exit from the site is available, to allow our vehicle to operate without restriction. Ensure public and pedestrians are kept clear of the lifting area.
2. Ensure that all overhead height obstructions (under 16') are identified and removed prior to the arrival of our vehicle on site e.g. telephone cables, trees branches etc.
3. Ground conditions are such that our vehicle can access the site without the need to run on grass or soft ground. Drains, ducts and other underground services also pose a significant risk.

Please ensure all relevant safety information is provided to the driver prior to commencing the lifting operation.

Transport Method Statement
Delivery & Collection of Portakabin Buildings

General Conditions:

All Haulage Contractors operating on behalf of Portakabin Ltd or its subsidiary companies must wear the following mandatory items of PPE;

a. Safety Gloves
b. Safety Hard Hat
c. Hi-visibility Jacket / Vest (Orange Upper Body to B.S EN 471:2003)
d. Safety shoes/boots with 200 joule toecap and midsole

All equipment for the lifting operation is provided by the Haulier and tested and inspected under the Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Lifting Operations and Lifting Equipment Regulations 1998.

Site Office – Controls Required

1. On arrival at the site the driver must report to the Event Production representative. Sign in and or liase with the client regarding site safety arrangements and be prepared undertake a site induction if required.

2. Discuss arrangements for positioning of Kabin(s) with the client. Details contained within this Method Statement and Risk Assessment must be discussed and agreed, and site-specific information completed if required.

3. Once the exact position for the building is known the driver will proceed to the loading/unloading point.

4. Siting the Lorry loader must take account of all the factors that may affect its safe operation, particularly the following;

    a. Height and width restrictions - telephone lines / tree canopy's etc...
    b. Proximity hazards such as parked vehicles and building projections.
    c. Ground conditions in the loading / unloading area.
    d. Underground services, drains, culverts and manhole covers.
    e. ETN Hazard Zone when working within the Edinburgh Tram Network. (see attachments)

5. When satisfied that all obstacles have been identified and addressed the lorry loader can be set up in accordance with the manufacturer's instructions, generally in accordance with the following procedure.

    a. The operator will manoeuvre the vehicle in to position adjacent to the final position of the building.

    b. Marker boards, flashing lights, securing straps, chains or other restraints will all be removed from the building.

    c. Steadying ropes (Tag Lines) will be attached to the load if required to ensure the operator has full control of the building during the lifting operation

    d. Stabilisers will be extended and ground mats positioned under the stabilisers to protect the ground surface. Whilst all reasonable care will be taken to protect the ground surfaces we cannot be responsible for unstable ground conditions resulting in damage to tarmac, grass or underground duct, drains, etc.

Lifting Procedure

1. The lorry loader will be unfolded in accordance with the manufacturers operating instructions and a suitable 4-leg chain set complete with shortening clutches will be fitted to the lorry loader hook.

2. Detail as to the exact chain length required achieving the optimum 90° lifting angle can be found in the appropriate technical specification chart in the **Portakabin Drivers Manual**.

3. The operator will attach a fall arrestor block from the main D shackle and slew the chains above the kabin and lower them over the centre of the load.

4. The operator will use a suitable ladder, to access the roof of the building. The ladder should be tied or footed whilst the operator mounts/dismounts and extends at least 1m above the roof of the building to provide a secure handhold. In accordance with guidance on the Safe use of Ladders & Stepladders INDG402.

5. The operator must attach a fall arrester safety wire to his harness prior to climbing the ladder and attaching each leg of the chain set to the lifting point on the building.

6. Once the chains are connected the operator will descend the ladder.

7. Unclip the fall arrestor and remove the ladder clear of the load and vehicle.

8. The operator ensures that all personnel are clear of lifting zone and that there are no other obstructions. If the lifting area is clear the lifting operation can commence.

9. The operator under control will slowly commence the lifting operation, ensuring that tension is taken up evenly on all chain legs ensuring the master link are in a vertical position looking from all angles.

10. The operator slowly lifts building and manoeuvres the building at low level to its resting point, under guidance from site assistance.

    Under BS7121 Safe use of Cranes 1977: Part 4 Lorry Loaders; The operator of the lorry mounted crane is also given authority to STOP the lifting operation if he/she considers that a danger is likely to arise if the operation were to continue.

11. **Delivery only: -** The building is then lowered to ground, the building is levelled using a spirit level and shims to ensure the doors open and close freely.
    Paton Plant operators will move the unit into final position using pallet barrow. Follow site Instructions.
12. **Delivery only: -** When the operator is happy that the building is level the lorry loader is lowered to release all tension on chain legs.

13. Repeat Steps 4, 5, 6 and 7.

14. The operator removes the ladder clear of the building retracts the extensions and stores ladder on lorry.

15. The operator lifts the lorry loader to raise chains from top of building, manoeuvres to remove chains, which are detached and stored away. The lorry loader can now be folded away as per the manufacturer's instructions.

16. Stabilisers are fully retracted, ground mats stowed on the vehicle. PTO is disengaged ensuring the vehicle is fit to travel off site.

17. Guide ropes can now be removed from the building and stowed on the vehicle.

18. The operator ensures the client is satisfied with the installation/removal handing over or collecting the building keys and gaining a clear name and signature on the proof of delivery paperwork provided by Portakabin.

19. The vehicle will leave site.

Site Specific Information
List any other factors that are specific to the site and provide resolution.

SITE ACCESS		RESTRICTED WIDTH		RESTRICTED HEIGHT			
		SITE RESTRICTIONS					
ACCESS ROAD				SITE SPECIFIC INSTRUCTION		IF YES, SPECIFY	
WORK AREA						IF YES, SPECIFY	
		SPECIFY:					
GROUND CONDITIONS							
OVERHEAD OBSTRUCTION			OTHER POWER CABLES		TELEPHONE CABLES		
			OTHER – SPECIFY		MAX. HEADROOM		
OTHER CONSIDERATIONS							

Site Drawing

I/we confirm all necessary arrangements for the installation of the above building(s) and safety

requirements have been identified.

Signed:	
Print	
Print Name:	
Date:	

Signed on Behalf of.	
Print Name:	
Date:	

Risk Assessments – Standard Lifting Operations (BS7121: Part 4:1997)

Delivery & Collection of Portakabin Buildings

Location:		**System/Activity:**	**Delivery of Portakabin buildings using a Lorry Mounted Crane**	**Assessment No:**	
Assessor(s):		**Date of Assessment:**		**Risk Assessment Rating**	H / M / L
Signature(s):		**Date of Works**			

INSTRUCTIONS FOR USE

1. Each hazard must be assessed and qualified for the likelihood of harm occurring and the severity of any injury or illness so caused. The numeric assessments are then multiplied to achieve a risk rating for each of the hazards identified.
2. Likelihood of Harm (L): Unlikely = 1; May happen = 2; Likely = 3; Very Likely = 4; Certain = 5
3. Severity of Harm (S): First Aid injury or illness = 1; Minor injury or illness = 2; 3-day injury or illness = 3; Major injury or illness = 4; Fatality, disabling injury, etc. = 5
4. With a Likelihood of Harm rating of 5 and an Initial Risk Rating of over 4 then controls should be implemented to reduce the degree of risk. A Post Control Risk Rating of 12 or over will result in an immediate cessation of work until the risk is reduced.
5. If operations are likely to affect pedestrians or the safe operation of a public transport, the control measures must reduce the likelihood of significant harm to the level that existed before our work commenced.

Risk Rating Matrix

Likelihood of Harm (L)							
	Certain	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	May Happen	2	2	4	6	8	10
	Unlikely	1	1	2	3	4	5
			1	2	3	4	5
			First Aid Injury or Illness	Minor injury or Illness	3-day Injury or Illness	Major Injury or Illness	Fatality, disabling injury, etc.
			Severity of Harm (S)				

Risk Rating Table

Score	Priority	Action
1-4	LOW	This represents a low risk although the control measures must be maintained
5-10	MEDIUM	Action required soon to control the risks. Interim measures may be necessary in the short term.
12-25	HIGH	Action required urgently to control the risks. Further resources may be needed

Hierarchy of Controls

1. Eliminate
2. Substitute
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment

Hazards with a potential to create harm					
☑ Adverse Weather	☐ Asbestos	☐ Confined spaces	☐ Contaminated ground	☐ Collapse of structures	☐ Deep excavations
☐ Demolition	☐ Dust	☐ Electricity	☑ Falls from height	☑ Falls on the level	☑ Fall of materials
☐ Fire/Explosion	☐ Flying particles	☐ Fumes/Gases	☐ Hand tools	☐ Heat/Cold	☐ Hazardous substances
☐ Infected material	☑ Lifting operations	☐ Lighting levels	☐ Lone working	☐ Manual handling	☐ Mobile plant/Vehicles
☐ Mobile scaffold towers	☐ Noise/Vibration	☐ Overhead services	☐ Power tools	☐ Soft ground	☑ Vehicles/plant overturning

Risk Assessments – Standard Lifting Operations (BS7121: Part 4:1997)
Delivery & Collection of Portakabin Buildings

☐ Work on/adjacent to water	☐ Underground services								

Identified Hazards	Who is at risk?	What measures have already been implemented to reduce risk?	Initial Risk Rating			What additional measures will you need to take if Any?	Residual Risk Rating		
			L 1 - 5	S 1 - 5	L x S 1 - 25		L 1 - 5	S 1 - 5	L x S 1 - 25
Arriving on site Unaware of site regulations / conditions	Employee Lorry driver	Report to client and be made aware of site regulations including method statements, site induction and any site restrictions.	2	3	6	Local toolbox talk prior to operation commencing	1	3	3
The none wearing of Personnel Protective Equipment and the Injury to personnel if not worn	Employee Lorry driver	Hard hats, safety boots, gloves and hi-visibility clothing to be worn at all times.	3	3	9	Local toolbox talk prior to operation commencing to ensure all personnel have the correct PPE	1	3	3
The unsafe use of lifting equipment Defective equipment could be used resulting in injury or damage to equipment being lifted	Employee Lorry driver	Operator to ensure all equipment has a current six-month test cert and a Visual inspection to be carried out prior to each use.	2	1	4				
Setting up Lorry Loader Lorry loader not level, stabilisers not supported resulting in excess ground pressure. Stabilisers not fully extended.	Employee Lorry driver	Ensure stabiliser ground mats are used. Stabiliser to be extended in accordance with the manufacturer's instructions. Client to ensure ground conditions are adequate	1	3	3				

Risk Assessments – Standard Lifting Operations (BS7121: Part 4:1997)

Delivery & Collection of Portakabin Buildings

Working at height Falling from ladder or building during the slinging operation.	Lorry driver	For any work at height personnel will use a footed or tied off ladder. Combined with fall arrestor equipment	4	1	5				
Overhead obstructions Damage to Building / Equipment / Trees/ BT Cables	All	Client to ensure that all overhead obstructions are removed prior to arrival on site.	3	2	6	Site meeting with client to walk the route to inspect for overhead obstructions	1	3	3
Adverse weather conditions, especially high winds Lack or loss of control / movement of building, causing damage to the building, property, public, and operator.	All	Load to be controlled using guide ropes in windy conditions. Load to be kept close to the ground. Lifting operation may be stopped if weather conditions are too severe.	3	2	6	If wind speed rises above 20 Mph lifting operation will cease.	1	1	2
Minor injuries cuts and abrasions Infection, loss of blood	Employee	First Aid box carried on each vehicle.	2	1	3				
Vehicle / Lorry Loader operation Unfamiliar with the equipment or operation required.	Lorry mounted crane operator	All work to be undertaken by experienced trained operators certified to operate lorry loaders under CITIB/ALLMI or other similar body.	3	3	9	Check certification is in place and is valid.	1	3	3

PROTECT

FESTIVAL OF HOUSE

EVENT MANAGEMENT PLAN
CONTENT NUMBER. 24.

~~APPENDIX 27~~

MAJOR INCIDENT CONTINGENCY PLAN

Document Control

Document Title/Version	Major Incident and Contingency Plan
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

PROTECT



VENUE EMERGENCY RESPONSE PLAN (MAIRG)

Document Control

Document Title/Version	MAIRG V1.1
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.1
Medical Plan V0.2	
Emergency Procedures & Evacuation Plan V1.3	Major Incident Contingency Plan V1.4

VENUE EMERGENCY RESPONSE PLAN

This document is designed to provide a quick reference to all agencies with a role to play in the emergency response to a major incident during
The Festival of House.
All responders should be aware of their roles in responding to an incident and be familiar with the Major Incident Contingency Plan.

Venue:
Festival of House
Panmure Estate, nr Carnoustie
Angus, Scotland
Postcode DD76LU

Grid References:

Pitlivie Farm/Weekend Parking Entrance	56.535662,-2.728652
Day Parking Entrance	56.531745,-2.725905
North West Lodge/The Marches	56.532881,-2.771502

Event: Festival of House
Dates: 9th – 12th June 2016
Times: Event Site - 1200 hrs, Friday 11 June until 2300 hrs, Saturday 12 June
Camp Site - 1400 hrs, Thursday 10 June until 1200 hrs, Sunday 13 June
Capacity: Event Site -15,000
Camp Site - 7,000

SAD CHALETS

Survey, Assess, Disseminate

C **Casualties - approximate no. of injured, deceased, survivors & evacuees**
H **Hazards - identify existing and potential hazards. Consider secondary devices**
A **Access & Egress - nominate RVP and routes for access and egress**
L **Location - confirm exact location**
E **Emergency Services - confirm the emergency services present and required**
T **Type of incident - Confirm the nature of the incident and impact**
S **Start a log - Commence a scene log**

FORWARD CONTROL POINT / INCIDENT CONTROL POST

The Police Incident Officer in conjunction with the SFRS will be responsible for identifying a suitable **Forward Control Point** and communicating it to all other agencies.

The **Incident Control Post** will be located within the **Joint Operations Command Centre (JOCC)** located in the Production Village.

In the event that the JOCC is not available, the emergency services will revert to generic procedures and deploy command vehicles to the scene.

RENDEZVOUS POINT (RVP)

Primary RVP – B961 at Crombie Country Park

If this location is unavailable a secondary RVP will be identified by the JOCC

** If suspected terrorist attack consider secondary device and secondary hazards*

RVP - EMERGENCY VEHICLE ACCESS ROUTES

Routes to Crombie Country Park ERVP (avoiding B9128)
From Carnoustie or Dundee/south or west:

- Leave A92 at Upper Victoria, north along The Marches to the B961, east on the B961 to Crombie Country Park on left.
- Leave A92 at B962, north onto B961 and on to ERVP.

From Abroath/east:

- Follow B9127 to B961, west on B961 to ERVP.

From Forfar/north:

- Follow B9128 to Crombie Mill junction, west on B961 to ERVP.

RVP - EMERGENCY VEHICLE EGRESS ROUTES

Northbound:	east on the B961 to Crombie Mill junction, north on B9128
Southbound:	west on B961 to The Marches, on to A92
Westbound:	west on B961 onto B962

CORDONS

The deployment of cordons will be a matter for the Police Incident Officer and dependant on the nature and scale of the incident

DESIGNATED RECEIVING HOSPITALS

While any hospital in the area may be used, the designated hospital is:

Ninewells Hospital and Medical School, Dundee, DD2 1UB. Tel 01382 660111

The availability and use of hospital facilities will be identified to the Ambulance Incident Officer (AIO) by NHS Tayside.

Although designated hospital are listed above, a dynamic decision will be made by the AIO, Medical Incident Officer and Tayside Health Board to determine the most appropriate receiving hospital on the basis of capacity and type of injury.

DESIGNATED REST / SURVIVOR CENTRES

On Site: Will be identified by the Festival Manager in conjunction with partners in the JOCC. On site options include:

Rhumba Tent (Capacity 4000)
Cocktail Bar Tent (Capacity 750)
VIP Bar Tent (Capacity 750)

In addition, 1 welfare, first aid & hospital tent located in the Event Arena and 1 welfare & first aid tent in the main camp site plus a further first aid tent next to stage

Off Site: If off site centres are required these will be identified by Angus Council Emergency Planning Officer

If required, Angus Council will provide appropriate staff / volunteers to assist in Rest / Survivor Centres

EVACUATION ASSEMBLY POINTS

The identification of Evacuation Assembly points will be a dynamic decision based on the circumstances.
The decision to evacuate will be made by the Police Event Commander in conjunction with partners ir JOCC. Options for safe evacuation assembly points include:

Open Fields Surrounding
Car Park Areas
PUDO Areas
Campsites

* *All prevailing circumstances require consideration prior to nominating an EAP*
** *If suspected terrorist attack consider secondary device and secondary hazards*

EMERGENCY CONTACT NUMBERS

JOCC: ?????
I don't think we want to put any other numbers here as we would want to coordinate activity in the JOC

INTER AGENCY COMMUNICATIONS

During an Emergency each agency will continue to operate on normal communication channels. Should operational interoperability be required, the Police Silver Commander will authorise the provision of Airwave terminals to partners as required.

ADDITIONAL INFORMATION

See Appendix 6.1 for site plan

MAJOR INCIDENT
CONTINGENCY PLAN

AIMS

The main aims of the plan are to:

1. Preserve Life and Prevent Injury or Illness.
2. Protect Property.
3. Safeguard the Environment.
4. Allay Public Fear.
5. Restore normality.
6. Encourage continuous improvement.

This Plan should be read in conjunction with the Tayside LRP Generic Multi-agency Emergency Response Plan. It can be sourced via your Agency's Emergency Planning Officers.

The contents of this document are standard practice for major events but it is important that this document is restricted to those who need to see it for the roles that they will undertake in connection with the event.

DISTRIBUTION LIST

Note: This document will be distributed to the following agencies by e-mail and it will be up to each agency to determine its own distribution.

Police Scotland

Scottish Fire and Rescue Service

Scottish Ambulance Service

NHS Tayside

Angus Council

Jigsaw Events & Management Limited

SecuriGroup Ltd

FOR INFORMATION

Scottish Environment Protection Agency
HM Coastguard

CONTENTS

ABBREVIATIONS

INTRODUCTION

KEY POSITIONS

CONTINGENCY MATTERS

ROLES AND ANTICIPATED RESPONSE OF RESPECTIVE AGENCIES AT MAJOR INCIDENT

FESTIVAL OF HOUSE

POLICE SCOTLAND

SCOTTISH FIRE AND RESCUE SERVICE

SCOTTISH AMBULANCE SERVICE

ANGUS COUNCIL

NHS TAYSIDE

SECURITY/CROWD MANAGEMENT

EMERGENCY EVACUATION PROCEDURES
ROAD MAP

APPENDIX 'A'

PROCEDURE FOR TRANSFER OF SITE CONTROL

APPENDIX 'B'

SITE PLANS – VENUE AND CAMP SITES

PROTECT

PROTECT

ABBREVIATIONS

ACC	Ambulance Control Centre
CCO	Casualty Clearing Officer
CEC	Council Emergency Centre
ELC	Emergency Liaison Centre
EPA	Emergency Procedures Advisor(s)
EPO	Emergency Planning Officer
ERC	Emergency Rest Centre
EERVP	Emergency Rendezvous Point
FAIO	Forward Ambulance Incident Officer
FCP	Forward Control Point
ICP	Incident Control Post
IO	Incident Officer
JOCC	Joint Operations Control Centre
LRP	Local Resilience Partnership
MIO	Medical Incident Officer
PIO	Police Incident Officer
PDA	Pre Determined Attendance
RPU	Road Policing Unit
SMT	Site Medical Team

SECTION 1

INTRODUCTION

CONTENTS

	SUB SECTION
Address / Telephone & Fax Numbers / Contact	1.1
Function / Description	1.2
Definition of a Major Incident	1.3
Risk / Potential Hazards	1.4
Access / Exit Points	1.5
Emergency Exits	1.6
Emergency Services Access Point	1.7

FESTIVAL OF HOUSE
Organised By

FESTIVAL OF HOUSE

1.1. VENUE

Address: Panmure Estate, on the B9128 by Carnoustie

Grid References:

Pitlivie Farm/Weekend Parking Entrance	56.535662, -2.728652
Day Parking Entrance	56.531745, -2.725905
Build/Break Entrance	56.540702, -2.742899
North West Lodge/The Marches	56.532881, -2.771502

Contact: Ed Murdoch, Festival Coordinator tel. 07764 203 999

1.2. FUNCTION / DESCRIPTION

The Festival of House (FoH) music festival will take place at Panmure Estate near Carnoustie, Angus, Scotland and will cater for a target audience of electronic music fans aged 18 years and above. The event area consists of open grassed areas, woodland, a number of temporary structures and a big wheel ride.

The festival offers a variety of artists, DJ's and other acts performing throughout the festival site with a large main stage and several smaller stages within tented arenas and marquees, as well as a production area. There will be various entertainment areas, food concessions, bars and a selection of non-food vendors selling a wide variety of merchandise.

The staff, disabled and glamping campsites will have shower facilities and a campsite shop will be available for the purchase of basic foods and requisites. There is day and weekend parking on site as well as a pick up and drop of facility. The campsites will open to the public at 14.00 hours on Thursday 9 June and will remain open until 12.00 hours on Sunday 12 June 2016. **Campsite capacities are as follows:**

- Main campsite = 6,460 persons
- Main Campervan Area = 140 persons
- Secret garden/Glamping = 350 persons
- Disabled = 70 persons

- ***TOTAL = 7,020 persons***

A map showing the layout of the festival site is attached (Appendix B).

The event is anticipated to have approximately 3,000 attendees on Thursday 9 June, up to 15,000 attendees on Friday 10 June, and 15,000 attendees on Saturday 11June. Camping will continue into Sunday as above. It is anticipated that up to 600 staff will be onsite during the event.

For the purpose of this document the event organisers are Jigsaw Events & Management Ltd (Jigsaw) trading as, and hereafter referred to as, Festival of House.

This document and the plans contained herein are intended to outline how the organisers intend to manage the event, in line with the objectives of the Multi Agency Steering Group and Sub Groups chaired by representatives from Angus Council, and maintain the highest standards of health safety and welfare for all workers and attendees.

The procedures and management systems in this plan have been developed to ensure that the event is operated in line with the following objectives:

a) Preventing crime and disorder
b) Preventing public nuisance
c) Securing public safety
d) Protecting public health

1.3. DEFINITION OF A MAJOR INCIDENT

1.3.1 For the purposes of this Contingency Plan it should be understood that a major incident is any emergency that requires the implementation of special arrangements by one or more of the Emergency Services, the NHS or the Local Authority for:-

- the initial treatment, rescue and transportation of a large number of casualties;

- the involvement either directly or indirectly of large numbers of people;

- the handling of a large number of enquiries likely to be generated both from the public and the media usually to the police;

- any incident that requires the large scale combined resources of the emergency services;

- the mobilisation and management of the emergency services' and supporting services' joint activity to protect life, reduce serious injury or prevent homelessness of a large number of people.

1.4. RISK / POTENTIAL HAZARDS

The main risks within the venue have been assessed as:-

- Crushing of spectators
- Fire within tented or concession areas
- Structural Collapse
- Severe medical emergency/Public Health issues
- Severe weather conditions
- Any external factors impacting on the event e.g. National Threat Levels

1.5. ACCESS / EXIT POINTS – see Appendix 3

General Parking

Access to General Parking for day ticket and weekend/camping ticket holders is from the south field access on the B9128. Vehicles will egress via the north exit.

Car, Taxi & Coach PUDO plus Campervan & Staff Parking

Access to the Car, Taxi & Coach PUDO plus Campervan & Staff Parking is via the farm track directly opposite Pitlivie Farmhouse on the B9128. Exit is via the estate's south drive access.

Build/Break plus Disabled & Glamping (Secret Garden) Campsite Parking

Access to Disabled/Glamping Campsite Parking & PUDO; build traffic for main arena, backstage, JOCC, boneyard and production areas is from

the access into Machlands (the field within which the main arena is contained) from the B9128. They will exit via the same access.

Pedestrian Access to Event Site
The main pedestrian access and egress points to the event site are at grid references G11 (main gate, site plan reference Y1) and B9 (gate 2 for disabled/glamping, site plan reference Y8) on the event site plan (Appendix 6.1).

Access from the main campsite to the arena is via a heras fenced thoroughfare and the main access points to/from the main arena are located at grid references D7 (site plan reference Y13) & C9 (site plan reference Y5) on the event site plan.

All access and egress points will be clearly signed.

The most current version of the site map must be used. A copy of each of the most current plans and maps will be held within the Event Office in the production area and also in the JOCC. Copies of the site map will be circulated to all multi agency partners.

1.6. EMERGENCY EXITS – see Appendix 3

The access and exit points above are also designated emergency exits. There are a number of others spaced at intervals around the arena perimeter. These locations are indicated on the attached map (APPENDIX B). These points are signed with green background with the letters exit and a running man symbol. The emergency exits will be staffed by stewards at all times when the public are permitted access to the various locations.

1.6.3 Public Emergency Egress

In the event of an emergency evacuation, event staff will direct members of the public to the nearest available emergency exit. Emergency Exits are distributed around the event arena and campsites and indicated in the Emergency Procedures and Evacuation Plan.
They are located at event site plan grid references detailed in Appendix 6.5

1.6.4 Emergency Services Access

The Montague Bridge to the west of the site cannot be confirmed as structurally sound for the crossing of fully laden fire appliances or heavier emergency services vehicles.

The main access points available to the emergency services are as follows:

Please refer to Site Plan, Appendix 6.1.

From the B9128

- General Parking via access points shown on site plan marked as A1 & A2 at grid references L20 & J19 respectively;
- PUDO, overflow, taxi rank, campervan area, main gate, main campsite, staff car park, overflow car park and bus station on site plan marked A3 at grid references H17 or A4 at grid reference E13;
- Main arena, staff area, JOCC, boneyard/storage, glamping, disabled and glamping car parks, build break accreditation, concessions, bars, backstage, all tents, artist area on site plan marked A5 at grid reference B10.
- Further access to all event areas, excluding general parking, is available via South drive (access A4 at site plan grid reference E13). Note that this route is a narrow tarmac road with soft verges.
- North drive (access at event site plan grid reference C10). Note that this access is suitable for small vehicles only due to the narrow iron gate.

Primary Emergency Routes – Fire Service

It is noted from Scottish Fire Service that the most direct route to the festival site for fire appliances attending from Carnoustie is along via the B9128 (access as described above) and this takes circa 9 minutes.

Should an incident occur requiring the attendance of a fire appliance from Carnoustie the following procedures will be implemented:

- In order to clear the southbound lane for use by northbound emergency services, southbound traffic on the B9128 will be held by switching the temporary traffic lights at the south drive (A4) to red.
- Traffic management response/contingency operatives will be despatched to initiate the traffic control equipment already positioned at Crombie Mill and to hold southbound B9128 traffic at red lights at this point also. Note: Police attendance may be required to ensure compliance at these points if traffic held for long periods of time with no indication as to why.

- All northbound event traffic already on the B9128 between Muirdrum and the event will be directed by marshals into the 'General Parking' and 'Overflow Parking/Coach/PUDO' and 'Disabled/Secret Garden Parking & PUDO' areas as quickly and efficiently as possible.
- In this scenario, no payments will be taken and no tickets scanned, the priority will be to move the traffic from the B9128 into the event site as quickly and safely as possible.

Should both lanes of the B9128 be blocked northbound from Muirdrum for any reason forcing fire appliances to re route through Carnoustie or along the A92 to the Upper Victoria junction and northbound along The Marches onto the B961 to enter the event site from the north on the B9128 the following procedures will be implemented:

- Traffic management response/contingency operatives will be despatched to initiate the contingency traffic control at Crombie Mill and to operate the temporary traffic lights already positioned there.
- Traffic at this point will be held at red lights to clear a lane on the B961 for use by the emergency services.
- A temporary advisory 'road closed' sign would be implemented on the B9128 south of the intersection.
- If on approach to the sharp bends beyond Crombie Country Park traffic has queued back making the navigation of the bends difficult SFRS can advise the JOCC to authorise eastbound traffic to be changed to a green light to push vehicles east and north to create movement in the queue, which should create enough space for vehicles to permit the SFRS to pass under blue lights

See appendices 6.8 & 6.11 in relation to the sections below

Contingency Route – Emergency Vehicles (excl. Fire Service appliances)

Written confirmation (see appendices 8.12 & 8.13) from both landowners has been received granting permission for emergency services under blue light conditions via the west route from The Marches and over the Montague Bridge. Police & ambulance plus smaller fire service vehicles - fully laden fire appliances will access the site via the various entrances to the east along the B9128 or via the contingency forestry route as outlined below.

Sterile/Contingency Route – All Emergency Services & SFRS Appliances/Heavier Vehicles

A sterile/contingency route between the B961 to the production roads within the event site is available via the forestry road **for all emergency vehicles.** Forestry vehicles in excess of 30 tonnes regularly travel this route and cross the culvert on it. However, should SFRS require it the organisers guarantee that suitable reinforcement work will be carried out to the culvert prior to the event to the satisfaction of SFRS. This is a longer route

to the site but is provided as a contingency should primary access routes be blocked. A key for the gate on entry to this route would be provided or, if preferred, the gate would be left unlocked.

Vehicles entering the site from either the west or the forestry route would arrive at the same point to the west of the site by the Production Village and would then access the festival areas via the estate roads, trackway routes and the Production Road around the main arena.

Routes to Contingency Forestry Route (avoiding B9128)
From Carnoustie or Dundee:
- Leave A92 at Upper Victoria, north along The Marches to the B961, east on the B961, right onto the forestry track just before entrance to Crombie Country Park on left.
- Leave A92 at B962, north onto B961, right onto the forestry track just before entrance to Crombie Country Park on left.

From Abroath:
- Follow B9127 to B961, west on B961, left onto the forestry track just after entrance to Crombie Country Park on left.

From Forfar:
- Follow B9128 to Crombie Mill junction, west on B961, left onto the forestry track just after entrance to Crombie Country Park on left.

Medical Vehicles
It may be necessary for medical vehicles to transport casualties from areas of the site to the on site hospital. Production routes will be used wherever possible. Scottish Ambulance Service is extremely experienced in these vehicle movements. A number of pre determined holding areas around the site have been designed for the medics to use where they can be based on standby if required in order to reduce the number of movements across the site. Many medical responses may be on foot.

The Festival Manager will arrange for site tours of the production roads and sterile route around the arena perimeter fence for the emergency vehicles on site so that crews and personnel are familiar with them.

Under normal circumstances the direction of travel around the Production Road and trackway routes is clockwise, however, emergency vehicles responding to an incident under blue lights may travel in the most appropriate direction to the incident. Passing places are provided for vehicles to allow passing of emergency vehicles in such situations.

ERVP 1 / ERVP 2
ERVP 1 - The main ERVP will be at Crombie Country Park on the B961.

ERVP 1 will be positively signed off the A92 at Upper Victoria and on The Marches and B961 in both directions to Crombie Country Park RVP.

Contingency signage will be positioned, ready to be implemented should the situation arise that the ERVP is to be used, to indicate that no other traffic is permitted access and the traffic marshal implementing the signage will remain on site to prevent access to the ERVP by any vehicles other than emergency services or the property owner.

Emergency services will obviously determine their preferred route to any ERVP based on circumstances on the day, below are the main routes from the immediate area for information:

Routes to Crombie Country Park ERVP (avoiding B9128)
From Carnoustie or Dundee:
- Leave A92 at Upper Victoria, north along The Marches to the B961, east on the B961 to Crombie Country Park on left.
- Leave A92 at B962, north onto B961 and on to ERVP.

From Abroath:
- Follow B9127 to B961, west on B961 to ERVP.

From Forfar:
- Follow B9128 to Crombie Mill junction, west on B961 to ERVP.

ERVP 2 - To be determined by emergency services.

Tankered water will be stored within the event site for the dedicated use of
- Scottish Fire & Rescue Service.
- 20,000 litres of water is specifically held for Scottish Fire and Rescue in the boneyard. The pump, with suitable connections, will be provided by Festival of House. A.lternatively there is an hydrant at Pitlivie Farm

The emergency access points into the site are as follows (see also Appendix 3):
- General Parking via the south or north field access gates.
- PUDO, taxis, coaches & campervans, main campsite and main gate via the track directly opposite Pitlivie Farm/ ERVP 1.
- Access via the west over Montague Bridge as described above.
- Access via the south drive.
- Access via the north drive (not suitable for large vehicles).
- Access via the build/break, disabled/secret garden entrance.

SECTION 2

KEY POSITIONS

CONTENTS

	SUB SECTION
FORWARD CONTROL POINT (FCP)	2.1
INCIDENT CONTROL POST (ICP)	2.2
CONTINGENCY	2.3
TACTICAL/STRATEGIC CO-ORDINATION	2.4
EMERGENCY LIAISON CENTRE	2.5
RENDEZVOUS POINT (ERVP)	2.6
ERVP ACCESS ROUTES	2.7
CORDONS	2.8
SURVIVOR RECEPTION CENTRE/PLACE OF SAFETY	2.9
MEDIA BRIEFING CENTRE	2.10
DESIGNATED HOSPITAL	2.11
BODY HOLDING AREA/EMERGENCY MORTUARY	2.12
FAMILY/FRIENDS RECEPTION CENTRE	2.13
CASUALTY CLEARING /AMBULANCE LOADING POINT	2.14

2.1. FORWARD CONTROL POINT (FCP)

2.1.1 The Police Incident Officer (PIO), in conjunction with the SFRS, will be responsible for identifying a suitable Forward Control Point and for communicating its location to all other services / agencies involved.

Some incidents may present more than one identifiable scene simultaneously, in which case a FCP may be required for each one.

A log of all personnel entering/exiting the inner cordon must be maintained by Police, Fire and Ambulance.

2.2. INCIDENT CONTROL POST (ICP) AND JOINT OPERATIONS COMMAND CENTRE (JOCC)

2.2.1 The Incident Control Post (Tactical Command) for all emergency services and agencies at the event will be the Joint Operations Command Centre (JOCC). This is located within the Production Village as shown on the site map (Appendix 6.1).

2.3. CONTINGENCY

2.3.1 In the event that the JOCC is unavailable, then emergency services will revert to generic procedures where command vehicles will be deployed to the scene. Each Agency will be responsible for notifying other agencies of their arrangements.

2.4. TACTICAL/STRATEGIC CO-ORDINATION

2.4.1 In the event of an emergency requiring tactical / strategic co-ordination involving Tayside LRP members they will be located at Police Scotland, Tayside Division, Headquarters, Bell Street, Dundee, DD1 9JU, where each agency can utilise the communications facilities and infrastructure.

2.5 EMERGENCY LIAISON CENTRE

2.5.1 Emergency Procedures Advisors (EPA) from the emergency services and Angus Council will be allocated an area within the JOCC as a base should a major incident occur. These EPA's will operate in support of the relevant agencies Incident Officers should a major incident be declared.

2.5. RENDEZVOUS POINT (ERVP)

2.6.1 ERVP 1 location confirmed as Crombie Country Park. As shown on Appendix 6.7. If this facility is unavailable, a secondary ERVP should be identified depending on the nature and location of the incident.

2.6.2 The Police Incident Officer (PIO) will task a police officer to assume the role of ERVP / Vehicle Marshalling Officer ensuring appropriate parking, security and access to the vehicles. This officer will maintain a log of vehicles and numbers of personnel in attendance. He / she will be assisted by relief points operators as required.

2.6.3 The ERVP will be clearly signed on the approach. No public vehicles will be allowed access to this location.

2.7. ERVP ACCESS ROUTES

2.7.1 **Access**

ERVP 1 / ERVP 2
ERVP 1 - The main ERVP will be at Crombie Country Park on the B961.

ERVP 1 will be positively signed off the A92 at Upper Victoria and on The Marches and B961 in both directions to Crombie Country Park RVP.

Contingency signage will be positioned, ready to be implemented should the situation arise that the ERVP is to be used, to indicate that no other traffic is permitted access and the traffic marshal implementing the signage will remain on site to prevent access to the ERVP by any vehicles other than emergency services or the property owner.

Emergency services will obviously determine their preferred route to any ERVP based on circumstances on the day, below are the main routes from the immediate area for information:

Routes to Crombie Country Park ERVP (avoiding B9128)
From Carnoustie or Dundee:
- Leave A92 at Upper Victoria, north along The Marches to the B961, east on the B961 to Crombie Country Park on left.
- Leave A92 at B962, north onto B961 and on to ERVP.

From Abroath:
- Follow B9127 to B961, west on B961 to ERVP.

From Forfar:
- Follow B9128 to Crombie Mill junction, west on B961 to ERVP.

ERVP 2 - To be confirmed by emergency services.

2.7.2 **Festival of House / Panmure Estate Access – see Appendix 3**

Main arena access
Via build/break/disabled/Secret Garden entrance off B9128 - **this entrance/exit IS SUITABLE for HGV sized vehicles.**
This route gives **vehicular** access to:
- Main arena including backstage
- All main arena locations including BumbleBee VIP area
- Secret Garden (glamping) & car park
- Disabled campsite & car park
- Gate 2 & security area
- North drive
- West route to The Marches
- Staff area including JOCC, key staff parking, crew catering & staff campsite
- Boneyard including fuel storage
- Bus station, main gate, campervans, weekend parking
- **(AGAINST FLOW OF NORMAL EVENT TRAFFIC)**
- Evacuation muster points for
  - Main arena
  - Backstage, BumbleBee, Secret Garden
  - Disabled
  - Staff/JOCC
  - Disabled

General Car Park access (for day ticket car parking & weekend parking)

South of Pitlivie Farm off B9128.
This route gives **vehicular** access to:
- Day parking car park
- Weekend car park
- Evacuation muster point for

- General Car Park

Car, Taxi & Coach PUDO plus Campervans & Staff Parking

Access is opposite the entrance to Pitlivie Farm off B9128 - **this entrance/exit IS SUITABLE for HGV & coach sized vehicles.**

This route gives vehicular access **WITH FLOW OF NORMAL EVENT TRAFFIC** to:

- Main campsite
- Overflow car park
- Main gate & security area
- Main campsite campervan area
- Main staff car park
- Bus station
- Campervans
- Evacuation muster points for above areas

2.7.4 **Alternative Routes**

North drive (through iron gates)
ENTRANCE GATE IS NOT SUITABLE for large vehicles.

This route gives **vehicular** access to smaller vehicles (less than 7'/2.1m wide / 10'/3m high:

- Main arena including backstage
- All main arena locations including BumbleBee VIP area
- Secret Garden (glamping) & car park
- Disabled campsite & car park
- Gate 2 & security area
- North drive
- West route to The Marches
- Staff area including JOC, key staff parking, crew catering & staff campsite
- Boneyard including fuel storage
- Bus station, main gate, campervans, PUDO, overflow parking **(AGAINST FLOW OF NORMAL EVENT TRAFFIC)**
- Evacuation muster points for
  - Main arena
  - Backstage, BumbleBee, Secret Garden
  - Disabled
  - Staff/JOCC
  - Disabled

South drive

Emergency access to all vehicles, **note** - road is narrow, corners tight and the verges soft.

This route gives **vehicular** access to:

- Main arena including backstage
- All main arena locations including BumbleBee VIP area
- Secret Garden (glamping) & car park
- Disabled campsite & car park
- Gate 2 & security area
- North drive
- West route to The Marches
- Staff area including JOC, key staff parking, crew catering & staff campsite
- Boneyard including fuel storage
- Bus station, main gate, campervans, PUDO, overflow parking **(AGAINST FLOW OF NORMAL EVENT TRAFFIC)**
- Evacuation muster points for
  - Main arena
  - Backstage, BumbleBee, Secret Garden
  - Disabled
  - Staff/JOC
  - Disabled
  - Main campsite, Campervans, Weekend parking, Main gate & Main staff car park

2.8. CORDONS

2.8.1 Inner Cordon

This will be dependent on the location and scale of the incident. The Police Incident Officer (PIO) will be responsible for setting up and maintaining a suitable cordon utilising stewards in the first instance.

2.8.2 Outer Cordon

This will depend on the location and scale of the incident and determined by the Police Incident Officer.

2.9 EMERGENCY REST / SURVIVOR RECEPTION CENTRE

In the event of a requirement for an Emergency Rest/Reception Centre to be set up, one or more of the tents within the arena will be utilised. The selection of a suitable tent(s) will be the responsibility of the Festival Manager in consultation with the Emergency Services, Angus council Emergency Planning Advisor and other appropriate organisations and agencies.

Additionally there are 2 welfare tents in the arena and 1 welfare tent in the campsite, all are attached to first aid posts and staffed to offer advice and a means of communication with customers (see Welfare Plan Appendix 29).

Arena	Capacities
Rhumba Tent	4,000
Cocktail Bar Tent	750
VIP (BumbleBee) Bar Tent	750

2.9.2 Angus Council can provide appropriate staffing and voluntary agencies to assist with a Survivor Reception Centre if required.

2.9.3 If a decision is taken to move people off site, Police Scotland will ask the Angus Council Emergency Planning Officer or Emergency Planning Duty Officer to identify suitable facilities and call out appropriate staffing and voluntary agencies for an Emergency Rest Centre.

2.10. MEDIA BRIEFING

2.10.1 In the event of a major incident all members of the media will be directed to attend Media Briefings from time to time throughout the incident. Timings and locations will be arranged on the day as necessary.

The Police Scotland Media Services Officer will be responsible for the co-ordination of information being released to the media and for the running of the Media Briefing centre, assisted by Information/Media officers from the other agencies/organisations in attendance at the incident.

2.11. DESIGNATED RECEIVING HOSPITAL

2.11.1 Whilst any hospital in the area may be utilised the designated hospital will be:-

Ninewells Hospital and Medical School, Dundee DD2 1UB
Tel. No. 01382 660111

2.11.2 The availability and use of the designated facilities will be identified to the Ambulance Incident Officer by NHS Tayside and the Ambulance Incident Officer will thereafter ensure that Police Scotland are informed accordingly in order that appropriate Police personnel are deployed to the hospital.

2.12. BODY HOLDING AREA / EMERGENCY MORTUARY FACILITY

2.12.1 In the event of significant fatalities within the venue one of the large tents or any other facility designated at the time will be utilised in the first instance as a Temporary Body Holding Facility. Police Scotland will be responsible for the security of this facility.

2.12.2 Should emergency mortuary facilities be required the Police Mortuary facilities at West Bell Street, Dundee will be utilised in the first instance. This facility can store up to 25 bodies.

2.12.3 Should additional or emergency mortuary facilities be required a decision as to which facilities will be used will be taken by the Procurator Fiscal, following consultation with Police Scotland and, where appropriate, the appropriate NHS Board and Local Authority and the Local Emergency Mortuary (LEMA) or National Emergency Mortuary Arrangements (NEMA) plans will be activated.

2.13. FAMILY / FRIENDS RECEPTION CENTRE

2.13.1 Suitable accommodation for a Family / Friends Reception Centre will be organised as required. This facility will be arranged by the Angus Council Emergency Planning Officer / Angus Council Emergency Planning Duty Officer on the day as required.

2.14 CASUALTY CLEARING STATION / AMBULANCE LOADING POINT

2.14.1 In the event of a serious incident a casualty clearing station (CCS) will be identified by the Medical Incident Officer and the Ambulance Incident Officer dependant on the site, nature and circumstances of the incident. The Ambulance Loading Point (ALP) will be located near to the identified Casualty Clearing Station as required.

SECTION 3

CONTINGENCY MATTERS

CONTENTS

	SUB SECTION
EVACUATION PROCEDURES	3.1
IDENTIFICATION OF INCIDENT OFFICERS	3.2
LOCATION OF EMERGENCY ADVISORS	3.3
COMMUNICATIONS – EMERGENCY - BRONZE INTEROPERABILITY RADIOS	3.4
MAJOR INCIDENT BOX	3.5
SITE MAP – VENUE AND CAMPSITE	3.6

NOTES:

- A Traffic Management Plan (appendix 37) has been produced by Festival of House and contains details of contingency arrangements relating to traffic matters.

3.1. EVACUATION PROCEDURES

3.1.1 It is most unlikely that evacuation of the entire site will be necessary or desirable. The Police Event Commander in consultation with the organiser and other partner agencies will determine the scale of any evacuation and make appropriate arrangements in these areas. The Police Incident Officer will ensure co-ordination of these arrangements.

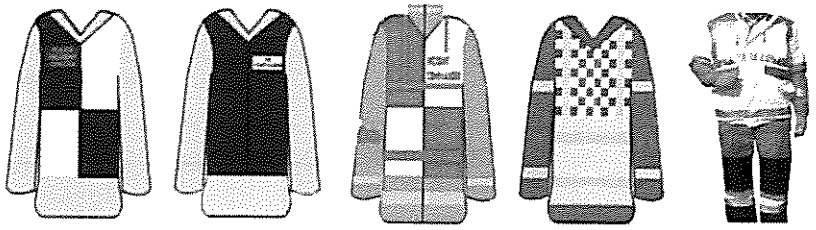
3.1.2 Should there be a need to evacuate the venue then all emergency gates will be opened and staffed by security staff.

3.1.3 All persons evacuated will be directed to a safe area, to the campsite, the car park and PUDO areas, the event arena or then Mount, but close to the venue in order that further arrangements for transport can be arranged. These options must remain flexible dependent on the incident.

3.1.4 Evacuation will be instigated as per the procedures identified in the Emergency Evacuation Procedures within Section 5 of this Plan and the Emergency Procedures and Evacuation Plan (appendix 30).

3.2. IDENTIFICATION OF INCIDENT OFFICERS

3.2.1 All Emergency Services Incident Officers will wear the appropriate tabard in the event of an emergency and these officers will ensure constant liaison with each other. The table below shows the style of each agency's tabard.



POLICE COASTGUARD FIRE AMBULANCE MEDICAL

3.3. LOCATION OF EMERGENCY PLANNING ADVISORS

3.3.1 During the event Emergency Planning Advisors of each agency namely :-

Agency	Designated Person	Contact
Police Scotland	**Office Hours** – Inspector Alan Wilson or Constable Graham Thomson **Out of Hours/Weekends** – Constable Graham Thomson	07891999835(AW) 07891999905(GT) 07891 999905
Scottish Fire and Rescue Service	Call Fire Control Centre	01382 835804
Scottish Ambulance Service	**Thursday / Friday** – Duty EPA **Saturday / Sunday** – Duty EPA	
NHS Tayside	Duty Executive / Manager	Ninewells switchboard 01382 660111
Angus Council	Duty Officer	Pager

may be located in the Emergency Liaison Centre as described previously.

3.3.2 During an emergency these officers will operate in support of their respective Incident Commanders as appropriate.

3.4. COMMUNICATIONS – EMERGENCY – BRONZE INTEROPERABILITY RADIOS

3.4.1 During the event normal communications will be maintained by all services and agencies. In the event of a major incident being declared each service and agency will retain their own communications with the nominated Incident Officers attending at the Forward Control Point. Incident Commanders will attend at the Incident Control Post.

3.4.2 A system to broadcast emergency announcements via the stage Public Address systems will operate from the JOCC. Stewards throughout the site will have access to loudhailers to assist this process

3.4.3 Police Scotland hold a number of Airwave radio terminals for deployment at incidents where Operational level (Bronze) interoperability is desirable and for these terminals to be issued to all multi agency partners, i.e. Ambulance Incident Officer, Fire and Rescue Service Incident Officer, Medical Incident Officer, for the duration of any major incident.

3.4.4 With the agreement of the Police Incident Officer these radios can also be deployed to other services / agencies Incident Officers at the scene of an incident, i.e. Angus Council, Festival Manager, etc.

3.4.5 Twelve such radios are stored within the EERP office, Baluniefield, Dundee

3.4.6 Police Scotland Dundee Area Control Room staff will advise these Incident Officers of the Airwave talk group to be utilised and arrange for it to be monitored and recorded.

3.4.7 The ability of Operational (Bronze) Commanders from the Emergency Services to be able to communicate with each other at the scene of incidents will enhance the safety of all officers across the services whilst dealing with the incident, but also the safety of the public as a whole.

3.4.8 It is not intended that this arrangement will replace 'same service communication' between Operational (Bronze) Commanders and the respective Tactical (Silver) Commanders, or their own units. This protocol is designed simply to ensure that life threatening or critical incident information, which needs to be passed between commanders of the emergency services is achieved without delay.

3.4.9 The radios will be kept within the Police Logistics Office in the Production area and issued on the instruction of the Police Silver Commander.

3.4.10 Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, Angus Council, Festival of House, Traffic Management and Securigroup will all be based in office accommodation within the Production area, near to the JOCC during the event.

3.4.11 Agencies may use this accommodation to muster and brief staff or, alternatively, may make use of the shared muster/briefing tent in the production area referred to in the site map (appendix 6.5) as 'shared office space.'

3.4.12 Festival of house will undertake to gather briefing schedules from agencies, prior to the event, to ensure that best use is made of the facility.

3.4.13 This accommodation may also be used for multi agency briefings.

3.4.14 Additionally, the JOCC meeting table will be made available, in order for agencies to liaise informally or in scheduled meetings.

3.5 POLICE SCOTLAND MAJOR INCIDENT BOX

3.5.1 A Major Incident box is stored within the Public Enquiry Office at Divisional Headquarters, Bell Street, Dundee. It contains a quantity of documentation and administrative items which would assist when dealing with a major incident.

SECTION 4

ROLES AND ANTICIPATED ACTIONS OF RESPECTIVE AGENCIES AT A MAJOR INCIDENT

CONTENTS

	SUB SECTION
ROLES AND ANTICIPATED ACTIONS OF: FESTIVAL OF HOUSE	4.1
ROLES AND ANTICIPATED ACTIONS OF: POLICE SCOTLAND	4.2
ROLES AND ANTICIPATED ACTIONS OF: SCOTTISH FIRE AND RESCUE SERVICE	4.3
ROLES AND ANTICIPATED ACTIONS OF: SCOTTISH AMBULANCE SERVICE	4.4
ROLES AND ANTICIPATED ACTIONS OF: ANGUS COUNCIL	4.5
ROLES AND ANTICIPATED ACTIONS OF: NHS TAYSIDE	4.6
ROLE AND ANTICIPATED ACTIONS OF: SECURITY AND CROWD MANAGEMENT CONTRACTORS	4.7

4.1. ROLE OF FESTIVAL OF HOUSE

In responding to an incident at the event, the responsibilities of FESTIVAL OF HOUSE or persons employed on their behalf, may be summarised as follows:

(a) To alert the emergency services via the JOCC.

(b) To liaise with the emergency services and provide technical advice and support.

(c) To provide accurate information on all aspects of the venue.

(d) To consult with Police Scotland Corporate Communications Officer relative to any release of information to the press as per the Media and Communications Plan (appendix 25)

(e) To liaise with the emergency services on the continued delivery of those aspects of the event that are unaffected by an incidents.

(f) To provide welfare provision and resources to customers (see Welfare Plan, appendix 29)

4.1.1 ACTIONS OF FESTIVAL OF HOUSE (OR PERSONS EMPLOYED ON THEIR BEHALF) IN AN EMERGENCY

(a) When a member of staff becomes aware of an incident on site that member of staff will, without delay, notify the JOCC and the Festival Manager.

(b) FESTIVAL OF HOUSE will notify the JOCC and Scottish Fire and Rescue of any fire its staff are called to. In such situations FESTIVAL OF HOUSE Event Manager will ensure that Multi agency Partners are alerted via the JOCC. The JOCC manager will record the incident in an occurrence log and coordinate and record any inter agency taskings.
Small fires may be dealt with initially by trained and qualified Fire Stewards from Cannonfire who will supply 2 Fire Stewards, in an all terrain vehicle, with 200 ltr water tank and pump for the duration of the event as per the Fire Safety Plan (appendix 13.32). In any case, following the report of a fire, a Police officer, Security, Cannonfire or SFRS member of staff in closest proximity to the incident will be directed by the JOCC to attend and gather and disseminate information using the SAD CHALETS pneumonic

S - Survey

A - Assess

D - Disseminate

the situation with particular reference to identifying -

C - Casualties (Numbers and Type).

H - Hazards (Present and Potential)

A - Access (Confirm Routes)

L - Location (Provide Precise Details)

E - Emergency Services (Present / Required)

T - Type (Chemical, Fire etc.)

S - Start a log

(c) The alert should not be delayed to get the answers to all of the SAD CHALETS points.

(d) FESTIVAL OF HOUSE, Festival Manager will assume the role of Festival of House Site Incident Officer and he / she will attend at the Forward Control Point (FCP).

(e) FESTIVAL OF HOUSE will, in the event of an incident requiring the setting up of Tayside LRP, provide a senior representative to liaise with other agencies tactical/strategic officers at Divisional Headquarters, Bell Street, Dundee DD1 9JU.

(f) FESTIVAL OF HOUSE will ensure that all aspects of their contingency plan are thereafter complied with.

(g)The Vine PR Company for FESTIVAL OF HOUSE will liaise fully with Police Scotland's Media Officer who will act in a co-ordinating role relative to press releases.

4.2. THE ROLE OF POLICE SCOTLAND

Responding to emergencies is a normal feature of the work of the Police Service. The normal role and responsibilities of the Police encompass the protection of life and property.

In responding to an emergency incident at the event the actions of Police Scotland may be summarised as follows.

(a) Saving of life in conjunction with the other emergency services.

(b) Co-ordination of the emergency services, voluntary aid and other organisations during the response phase of the incident.

(c) Protection and preservation of the scene.

(d) Setting of cordons (controlling traffic / keeping access routes clear).

(e) Co-ordination of all information releases to the media.

(f) Collation and dissemination of casualty information.

(g) Identification of the dead on behalf of the Procurator Fiscal, who is the responsible authority for the investigation of all sudden deaths in Scotland.

(h) Investigation of the incident in conjunction with other investigative bodies where applicable.

(i) Submission of appropriate reports.

(j) Assistance with the restoration of normality at the earliest opportunity.

4.2.1 ACTIONS BY POLICE SCOTLAND IN AN EMERGENCY

It should be noted that a major incident can be declared by any Category 1 responder.

(a) **JOCC STAFF**

A JOCC Police Liaison Officer will be located within the JOCC for the duration of the event. On receipt of message alerting Police Scotland of such an incident, the JOCC Liaison Officer will inform the Event Commander via Airwave radio or mobile telephone in the first instance

and immediately thereafter, the Police Scotland Area Control Room located in Dundee

(b) **THE FIRST OFFICER ON SCENE** will

S - Survey

A - Assess

D - Disseminate

the situation with particular reference to identifying -

C - Casualties (Numbers and Type).

H - Hazards (Present and Potential)

A - Access (Confirm Routes)

L - Location (Provide Precise Details)

E - Emergency Services (Present / Required)

T - Type (Chemical, Fire etc.)

S - Start a log

(c) **THE FIRST SUPERVISOR ON SCENE**

The first Police Scotland supervisor on scene will initially assume the role of Police Incident Officer and wear the Police Incident Officer Tabard. If required, he/she will be replaced by the OPERATIONAL (BRONZE) COMMANDER who will assume the role of PIO and:

- Confirm SAD CHALETS update
- Determine initial strategy
- Establish Command and Control Structure
- Co-ordinate the response and assign functions

Use mnemonic 'ACE TACTICS' and hold multi-agency meetings and coordinate the emergency response

A - Access (Safe FCP / ERVP)
C - Cordons (Inner / Outer / Above / Below)
E - Evacuation (Shelter / Public Safety)

T	-	Traffic (People / Vehicle / Flows)
A	-	Advice (What / Who)
C		C4 (Command / Control / Coordination/Communication)
T	-	Tactical (Consider if required)
I	-	Information (Management - what & how)
C	-	Care (Casualties / Personnel)
S	-	Strategy (Scene / Siege)

Should there be a requirement for Casualty Bureau to be activated this can only be requested by a Police Gold Commander (ACC rank or above) via Force Overview, Glasgow.

(d) **THE POLICE INCIDENT OFFICER (PIO)**

The Police Event Commander will delegate the role of Police Incident Officer to an on-site supervisor in the first instance. This position will be reviewed by the Event Commander in the light of new information received regarding the scale of the incident and if required will escalate through the Police Scotland Dundee Area Control Room.

The Police Incident Officer will **wear the Incident Officer's Tabard**.

Consideration will be given to the following issues as priorities; -

(i) Forward Control Post

(ii) E.R.V.P. / Vehicle Marshalling Area

(iii) Inner and outer cordons

(iv) Adequate communications

(v) Consider the use of Casualty Bureau

(e) **THE POLICE EVENT COMMANDER**

The Event Commander will assume the role of Police Incident Commander and will require to deploy police personnel to the following, when established -

(i) Rendezvous Point

(ii) Ambulance Loading Point

(iii) Casualty Clearance

(iv) Survivor Reception Centre / Place of Safety

(v) Body Holding Area

(vi) Emergency Mortuary

(vii) Designated Hospitals

(viii) Traffic Control

(ix) Crowd Control

(x) Media Briefing Centre

(xi) Family/Friends Reception Centre

(xii) Consider initiation of Casualty Bureau

4.3. THE ROLE OF SCOTTISH FIRE AND RESCUE SERVICE

Responding to emergencies is a normal feature of the work of the Scottish Fire and Rescue Service and their normal roles and responsibilities encompass the protection of life, property and the environment.

In responding to an emergency incident at Festival of House, the Scottish Fire and Rescue Service's responsibilities may be summarised as follows.

(a) Undertake duties and activities related to -

(i) Firefighting;
(ii) Rescue;
(iii) Dealing with incidents involving hazardous materials;
(iv) Assist the Scottish Ambulance Service with Mass Public Decontamination;
(v) Dealing with incidents involving flood water.

(b) Liaise with other emergency services engaged at the scene.

(c) As appropriate advise Police Scotland and other managers of the appropriate response to particular hazards and the steps necessary to protect emergency services and other personnel and safeguard the well being of the public.

(d) Humanitarian services.

(e) In consultation with Police Scotland's Corporate Communications Officer release relevant information to the media.

(f) Salvage operations.

(g) Assist with Fire Investigation where necessary.

4.3.1 ACTIONS BY SCOTTISH FIRE AND RESCUE SERVICE IN AN EMERGENCY

(a) FIRE AND RESCUE CONTROL

On receipt of the message alerting the Scottish Fire and Rescue Service of an incident, the Scottish Fire and Rescue Service's Control Room staff will mobilise the appropriate response according to the details provided and the risk involved as detailed in the Standard Operating Procedure.

(b) **THE FIRST FIRE AND RESCUE OFFICER IN CHARGE**

The first Fire and Rescue Officer in Charge will make an assessment of the situation and react accordingly. A Fire and Rescue Incident Commander will be identified and will wear the appropriate Tabard.

(c) **THE FIRE AND RESCUE INCIDENT COMMANDER**

The Fire and Rescue Incident Commander will co-locate in the Forward Control Point and liaise with the other agencies as required.

Liaise fully with Police Scotland's Corporate Communications Officer who will act in a co-ordinating role relative to press releases etc

If not immediately required at the incident, Fire and Rescue Vehicles will wait at the ERVP for further instructions from their Incident Commander.

4.4. THE ROLE OF SCOTTISH AMBULANCE SERVICE

The purpose of the Service is to provide immediate care to patients at the scene of an incident and care during transportation, to, from and between healthcare facilities. To supplement road transport, the Service operates and controls an integrated ambulance service using fixed wing aircraft and helicopters.

In the case of an incident requiring decontamination of people exposed to hazardous substances in the community the Service would assume responsibility for the triage and decontamination of those affected, as an extension of normal operational or major incident procedures.

In responding to an incident, the responsibilities of the Scottish Ambulance Service may be summarised as follows:

(a) The saving of life and the provision of immediate care to patients at the scene of the incident and in transit to hospital.

(b) The alerting of Hospital services and other NHS agencies.

(c) Decontamination of casualties affected by hazardous substances, prior to evacuation.

(d) The evacuation of the injured from the scene in order of medical priority.

(e) Arranging and ensuring the most appropriate means of transport for the injured to the receiving hospital.

(f) The supply of patient care equipment to the scene of a major incident.

(g) The transport of appropriate medical staff and their equipment to the scene of a major incident.

(h) Alerting and co-ordinating the work of the Voluntary Aid Societies acting in support of the ambulance service at the incident site.

(i) The provision and maintenance of communications equipment for medical staff and appropriate Voluntary Aid Society personnel at the scene.

(j) The restoration to normality.

4.4.1 ACTIONS BY SCOTTISH AMBULANCE SERVICE IN AN EMERGENCY

On receipt of a message indicating that a major incident involving casualties has occurred, the Service will implement major incident procedures as contained in the publication Scottish Ambulance Service Operational Arrangements – Civil Emergencies.

(a) **AMBULANCE CONTROL CENTRE (ACC), EDINBURGH**

As required, appropriate to the scale of the incident:

(it) Dispatch an initial response to the incident – first crew to act as Ambulance Incident Officer (AIO) and Site Communications Officer.

(ii) Hold staff due to go off duty (operational and control) and consider further call out of personnel.

(iii) Dispatch Ambulance Officers to manage activity at the scene.

(iv) Establish effective communication with the ACC as the focal point of NHS activity at the site.

(v) Confirm major incident and obtain a standard situation report in respect of:

(a) Casualties - number injured, number trapped, type of injury, triage category
(b) Hazards - actual or potential hazards
(c) Access - best access to the site for ambulances
(d) Location - exact location of the incident
(e) Emergency Services - present and required
(f) Type - of incident
(g) Start - a log

(vi) Inform / Activate:

(a) Scottish Ambulance Service Air Desk
(b) Other Emergency Services
(c) Designated Receiving Hospitals / Public Health and Health Protection Scotland
(d) Immediate Care Doctors
(e) Neighbouring Control Rooms
(f) Blood Transfusion Service
(g) Voluntary Aid Societies acting in support of the Service.

(vii) Deploy:

(a) Ambulances; including Accident and Emergency, Non-Emergency resources and Air Ambulance support, Emergency Support Units, mobile Ambulance Control Unit, Special Operations Response Team, Support vehicles and other major incident equipment and communications assets, as appropriate.
(b) Personnel to act as Liaison Officers at Designated Receiving Hospitals and other key areas.

(b) **AMBULANCE INCIDENT OFFICER (AIO)**

(i) The Ambulance Incident Officer (AIO) is in command of Ambulance Service operations on site. The AIO will work in liaison and co-ordination with the Medical Incident Officer, if present and the other Emergency Services.

(ii) Tactical considerations may be summarised as:

(a) Command and Control
(b) Safety

(c) Communications
(d) Assessment of requirements
(e) Triage
(f) Treatment
(g) Transport

(iii) The AIO will, as appropriate:

(1) Ensure that command roles such as Forward Ambulance Incident Officer(s) (FAIO) and Casualty Clearing Officer (CCO) are established.

(2) Ensure that key points of activity such as the Ambulance Control Point and Casualty Clearing Station, Ambulance Loading Point and Parking Point are established.

(3) Ensure that all NHS and Voluntary Aid resources attend the ERVP and report to the Ambulance Control Point for documentation and tasking.

(4) Brief personnel and deploy resources to triage, treat or transport patients.

(5) Ensure that appropriate dynamic triage and labelling of casualties is carried out using standard triage systems (sieve and sort), in consultation with the MIO, if present.

(6) Develop a casualty evacuation and distribution plan, in consultation with MIO, if present, co-ordinated and documented at the Ambulance Control Point and communicated to ACC and Receiving Hospitals.

(7) Request additional / special resources, including personnel or bulk patient care equipment to be delivered by air.

(8) Liaise with the police regarding patient destination, transportation of patients by Air Ambulance / Search & Rescue helicopter, scene management and any requests for ambulance assistance at Rest Centres or other sites.

(9) Participate in regular co-ordinating group meetings arranged by Police Scotland.

(10) Ensure that suitable arrangements are made for relief, welfare and health and safety of ambulance personnel.

(11) Make suitable arrangements for media liaison, in co-operation with the other emergency services.

4.5 THE ROLE OF ANGUS COUNCIL

In responding to an emergency incident at the event Angus Council's responsibilities may be summarised as follows.

(a) Selection of appropriate Emergency Rest and Reception Centres (as requested by Police Scotland).

(b) Organising the reception, registration and refreshments at these Emergency Rest Centres in the event of evacuation from the event site / campsite(s).

(c) Transport to the Emergency Rest and Reception Centres following consultation between Angus Council and Festival of House - subject to the availability of transport under contract to them.

(d) Support for the Emergency Services and Festival of House as required.

(e) Liaison with the Emergency Services and Festival of House engaged at the locus.

(f) The Angus Council Communications Team to organise the opening and setting up of a Media Reception Centre in collaboration with media officers from all agencies.

(g) In the event of a major incident, on request from Police Scotland, the Angus Council EPO and / or Emergency Planning Duty Officer will assist in the identification of, contact and co-ordinate the setting up of an initial Family and Friends Reception area.

(h) Angus Council Communications Team Staff, in consultation with Police Scotland's Corporate Communications Officer and other appropriate agencies, to release media information in accordance with the Tayside LRP Media Guidance.

(i) Co-ordination of external non-emergency services during an incident response.

(j) Angus Council will co-ordinate the emergency, non-emergency and other organisations and agencies during the recovery phase of a major incident response.

4.5.1 ACTION BY ANGUS COUNCIL IN AN EMERGENCY AND WHERE APPROPRIATE

(a) THE EMERGENCY PLANNING OFFICER (EPO)

Will arrange for:

(i) Contact details of the Angus EPO and Angus EP Duty Officer are supplied to the Police Incident Officer via the Police Emergency Procedures Advisor to facilitate consultation.

(ii) Activation of the Council's Emergency Centre as required.

(iii) The formation of the Council's Emergency Management Team as required.

(b) THE EMERGENCY PLANNING OFFICER

Will, upon being requested by the Police Incident Officer, arrange:

(i) Activation and staffing of appropriate Emergency Rest Centre(s).

(ii) Temporary care, reception, registration and the provision of refreshments and emergency feeding at Emergency Rest Centre(s).

(iii) Activation of a Media Briefing Centre if required.

(iv) Assist in the identification of appropriate accommodation for a Friends and Relatives Reception Centre as required.

(v) When necessary, mutual aid assistance from adjacent local authorities.

(vi) Release of appropriate information to the Angus Council Communications Staff Team for consideration prior to release to the media.

(vii) Suitable accommodation which may be utilised as an Emergency Mortuary. This will be done in consultation with Police Scotland

where requirements exceed the existing capacity at the James Black Mortuary, West Bell Street and Ninewells Hospital, Dundee.

(c) ANGUS COUNCIL COMMUNICATIONS TEAM

Representatives of Angus Council Communications Team will liaise fully with the Police Scotland Corporate Communications Officer who will act in a co-ordinating role relative to press releases etc.

4.6 THE ROLE OF NHS TAYSIDE

The National Health Service faces many emergencies in the course of its routine activities.

The routine work of the National Health Service encompasses Acute Services, Primary Care Services and the protection of Public Health.

Contingency plans have been created by NHS Tayside to meet the health care needs of the population arising out of incidents involving large scale casualties, including those contaminated with radiation, chemicals or other toxic materials and situations which cause a risk to Public Health.

In responding to a major emergency the responsibility of the National Health Service may be summarised as follows.

(a) Provision of a Medical Incident Officer and Site Medical Team as required. Festival of House will provide suitable accommodation for this purpose and will ensure that the location is properly services with power and access to piped drinking water see site plan (appendix 6.5) and Medical Plan (appendix 34)

(b) Health care needs of casualties and those affected by the incident.

(c) Safeguard the population at large from the possible effects of the incident.

(d) Assessment of the risk from communicable diseases and environmental hazards which pose, or potentially pose a risk to the public.

(e) Leading on the investigation and management of any communicable disease or environmental hazard in collaboration with partners.

(e) In conjunction with the Local Authority the provision of counselling and psychological support to casualties and those responding to the incident.

(f) In consultation with Police Scotland's Corporate Communications Officer the release of information to the media.

The Public Health role includes;

Information gathering and analysis to help characterise the hazard(s) and the
potential for further spread

Instituting or advising control measures such as; excluding individuals from
specific locations or tasks and

Supporting communication and deployment of wider health services as required
in order to manage the incident and minimise the impact on health for customers, staff and the general population.

In the event that injuries/illness are linked to the possibility of communicable
Disease, chemical or toxic material, including fire, the on duty Consultant in
Public Health Medicine (CPHM) should be contacted.

Further appropriate action will be determined by the CPHM. (contact telephone
Number 01382b596987 or via Ninewells Hospital 01382 660111 out of hours).

4.6.1 ACTIONS OF NHS TAYSIDE IN AN EMERGENCY

In the event of a serious incident occurring on the site the Designated Receiving Hospital will be alerted by the Scottish Ambulance Service through the Ambulance Control Centre.

If necessary, major incident procedures at the Designated Receiving Hospital will be instigated and this will include preparation to receive the estimated number and type of casualties.

The Medical Incident Officer and Site Medical Team will be alerted as part of the Major Incident Procedures at Ninewells Hospital.

The Scottish Ambulance Service will make arrangements to transport the Medical Incident Officer and Site Medical Team to the site of the incident or to a location/map reference agreed by the police and the Ambulance Incident Officer on site.

The Medical Incident Officer and the Site Medical Team will thereafter be transported from Ninewells Hospital to the scene of the incident or to a location / map reference agreed by the Police and the Ambulance Incident Officer on site.

The Medical Incident Officer will manage and co-ordinate all medical resources on site. In consultation with the Ambulance Incident Officer they will decide on the location of the Casualty Clearing Station.

The Site Medical Team will treat, triage, resuscitate and stabilise casualties at the Casualty Clearing Station and around the site of the incident prior to evacuation.

The Medical Incident Officer in consultation with the Ambulance Incident Officer will oversee the triage and treatment of casualties and formulate a casualty Emergency Procedures and Evacuation Plan to include which hospitals will be utilised.

The Medical Incident Officer will procure further medical assistance as required, advise on the medical hazards associated with the site and monitor the welfare of all personnel on site.

The Medical Incident Officer in conjunction with the Police will arrange for the certification of the dead prior to removal from the site.

In the event that injuries / illness are linked to the possibility of communicable disease, chemical or toxic material including fire the on

duty Consultant in Public Health Medicine (CPHM) should be contacted. Further appropriate action will be determined by the CPHM. (Contact telephone 01382 596987 or via Ninewells Hospital phone 01382 660111 out of hours).

4.7 THE ROLE OF THE SCOTTISH ENVIRONMENTAL PROTECTION AGENCY (SEPA)

SEPA is responsible for environmental protection in Scotland and adopts an integrated approach to the protection and enhancement of water, air and land and associated natural resources.

SEPA has powers to prevent, minimize, or reduce pollution of the environment (air, water and land) and enforces environmental legislation.

SEPA also performs the following functions:

(a) Regulates the treatment, storage, movement and disposal of water

(b) Provides, as flood warning authority, regularly updated information on flood warnings (Floodline) across Scotland.

(c) Administers jointly with the Health and Safety Executive the Control of Major Hazards (COMAH) legislation.

(d) Regulates the disposal of radioactive waste and manages Scottish interests in the Radioactive Incident Monitoring Network (RIMNET).

In general, during an emergency, SEPA, as a regulatory body, will not be responsible for any clean-up operations leading to the restoration of normality. It will, however, deploy its comprehensive scientific capability to give support and advice to Government, other agencies and to the general public on related environmental matters.

4.7.1 ACTIONS OF SEPA IN AN EMERGENCY

As a Category 1 responder in the terms of the Civil Contingencies Act 2004 SEPA will deploy appropriate staff to co-operate with and support other responder organisations in the response to, and recovery from, any incident or emergency;

a) Provide advice on all aspects of environmental impact, protection and recovery

b) Assist in determining the footprint and movement of any contamination

c) Provide advice about implications to the environment regarding containment, storage, transportation and disposal of contaminated liquid or solid waste products

d) In consultation with Health Protection Scotland, deploy our Airborne Hazard Emergency Response (AHER) team to a significant incident involving an airborne hazard release which has or has the potential to impact on human health

e) Support communicating with the public and media management arrangements

f) Maintain operational links with Scottish Water, Local Authorities, Environmental Health Departments and Health & Safety Executive.

4.8 THE ROLE OF SECURITY AND CROWD MANAGEMENT CONTRACTORS (SECURIGROUP) (CANNON FIRE)

Festival of House, through their security and crowd management contractors Securigroup, have produced a Crowd Management Plan (appendix 33) which details in depth the role of their personnel. In the event of an emergency fire safety contractors Cannon Fire Safety have produced a fire safety plan (see appendix 13.32 – 13.37) These responsibilities are summarised below.

SECURIGROUP

(a) To alert the Police, Emergency Services and Festival of House.

(b) Manage the scene of the incident until the Police and Emergency Services have arrived.

(c) Provide accurate information on the incident to the Police, Emergency Services and Festival of House.

(d) Liaise with the Emergency Services throughout the incident.

(e) Provide staff to assist where and when directed by the Police and Emergency Services.

CANNON FIRE

(a) Distribute firefighting equipment at regular intervals around the site (extinguishers, fire blankets).

(b) Patrol site and advise customers regarding fire safety.

(c) Patrol site, respond to small fires assess reports of fires and report back to JOCC.

(d) Provide an all terrain vehicle with 200 ltr capacity water tank and pump.

SECTION 5

EMERGENCY EVACUATION PROCEDURES

CONTENTS

	SUB SECTION
ASSESSMENT	5.1
TRANSFER OF COMMAND	5.2
ALERT CODES	5.3
EMERGENCY EVACUATION AIDE MEMOIRE	5.4

5.1 ASSESSMENT

5.1.1 An evacuation of the whole or part of the event site(s) may be considered for a number of reasons. The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary. (see Emergency Procedures and Evacuation Plan appendix 30)

5.1.2 The Event organisers accept that they are normally responsible for dealing with most emergencies that could occur and can take the appropriate decisions.

5.1.3 In the event of a major incident developing it may be necessary to evacuate the Event site or individual areas of it. Police Scotland is responsible for determining the requirement for a site or partial site emergency evacuation. The Police Event Commander will take this decision and liaise with the Event Organiser or their nominated representative.

5.1.3 The decision to partially or fully evacuate the site, will however be made on the basis of a Festival of House and multi-agency evaluation of the prevailing conditions at the time on the event site.

5.2 TRANSFER OF COMMAND

5.2.1 In the event of a transfer of command, the process detailed in the Event Minute of Agreement will be followed including a written transfer of command and return of command to the organisers when suitable (See Appendix A).

5.2.2 In any circumstance where the Police Commander decides that he/she has to take overall control of safety, security and/or crowd control by virtue of his/her duty under section 20 of the Police and Fire Reform (Scotland) Act 2012 to prevent and detect crime, to maintain order and to protect life and property, he/she will immediately notify the Event Organiser of that decision.

5.2.3 Such transfer of control may apply to a localised site area or the whole site. The notification, which will detail the specific area for which responsibility is being transferred, will be confirmed in writing as soon as practicable, detailing the specific area for which responsibility is being transferred. This process will be subject to an audit trail.

5.2.4 **If an evacuation is called the following procedure will be adhered to.**

5.3 **ALERT CODES**

5.3.1 **NOTE: Police Scotland and the other Emergency Services utilise a different code to alert officers of a potential evacuation or partial evacuation of an event site. (See Sections 5.3.2 and 5.3.3)**

5.3.2 In the event of an incident occurring whereby some form of evacuation is required the following alert message will be immediately transmitted over all radio channels;

"WILL SAFETY OFFICER ERIS PLEASE COME TO THE EVENT OFFICE"

All staff to stand by and await further instructions.

Sound system staff to prepare for sound system shut down.

Stewards to stop more persons entering the site and clear exit routes

5.3.3 If, on further assessment of the incident, a full evacuation of the site is required, the following alert message will immediately be transmitted over all radio channels;

"THIS IS AN URGENT POLICE ANNOUNCEMENT. WILL SAFETY OFFICER ERIS PLEASE GO TO THE CONTROL ROOM IMMEDIATELY"

This message will then be repeated.

All staff to understand an emergency evacuation is to be announced very shortly.

All security staff and sterwards to move to evacuation emergency exits.

5.3.7 **Full Evacuation** – A full evacuation will take place when you hear the following:

"ATTENTION PLEASE, ATTENTION PLEASE, THIS IS AN IMPORTANT SAFETY MESSAGE. DUE TO UNFORESEEN CIRCUMSTANCES IT HAS BECOME NECESSARY TO EVACUATE (SPECIFIC LOCATION OR THE EVENT). PLEASE LEAVE THE SITE AS QUICKLY AND QUIETLY AS POSSIBLE, USING THE NEAREST SAFE EXITS AS INDICATED BY THE STEWARDS"

If there is a need for Fire Service, Ambulance Service or any other agency to attend the festival site, this information will be relayed by the Event Commander to the ACR for prompt attention.
In the event of a partial or full evacuation of the site, the following protocols will be followed;

5.3.8 **Partial Evacuation**

In the event of a smaller localised incident which requires a partial evacuation then the **EVACUATION STANDBY SIGNAL** will differ and instead contain a reference to the area where the partial evacuation will take place e.g.

"THIS IS AN URGENT POLICE ANNOUNCEMENT. WILL SAFETY OFFICER ERIS PLEASE GO TO (AREA TO BE PARTIALLY EVACUATED) IMMEDIATELY"

This will be immediately transmitted over all radio channels and this should be actioned upon as follows:-

All personnel to understand a partial emergency evacuation is to be announced very shortly.

All Security Staff and Stewards to move to Emergency Procedures and Evacuation Plan points.

All Staff will stand by and await further instructions.

STAND DOWN

If following the delivery of the warning message, evacuation is not considered necessary; the following "stand down" message will be transmitted

"ALL POLICE AND SECURITY RETURN TO NORMAL DUTY"

Throughout the evacuation of the site the prime concern will be public safety.'

MAIN ARENA

There are two main entrances/exits to the main arena at grid references C9 (site plan access reference Y5) & D7 (site plan access reference Y13) on the site plan. Emergency gates in the heras fencing panels making up the main pedestrian routes between the arena and main campsite will

be signed to indicate the evacuation routes into 'Mount' (the unoccupied event field in the centre of the site) at grid references D8 (X3 on site plan) & D10 (X2 on site plan). During an evacuation security personnel positioned in these areas will be briefed to open the evacuation gates and to assist with an orderly evacuation into Mount. Once inside Mount patrons, depending on the nature of the incident will be held there until it is declared safe to re-enter the arena or will be directed to exit the area and make their way to the weekend parking area via the farm gates at grid references G6 and H5 (Y16. Muster point for the evacuation of this area is at grid reference K7-K9 on the site.

MAIN CAMPSITE

There is one main entrance/exit to the main campsite. In addition to the main entrance, emergency exits will be signed through the steelshield perimeter fence at grid reference J9 (X12 on site plan). During an evacuation security personnel positioned in these areas will be briefed to open the evacuation gates and to assist with an orderly evacuation into the field to the west of the main campsite and into Swanwell towards the weekend car park. Muster point for the evacuation of this area is at grid reference K7-K9 on the site plan.

DISABLED CAMPSITE/SECRET GARDEN

The emergency exit from this area is the main entrance to it (Y8 on site plan) and muster point is at grid reference B10 for ease of access of emergency vehicles.

PRODUCTION VILLAGE

There is one main entrance into the main staff area/Production Village at grid reference E5. This plus the farm gate at grid reference G6 by staff camping will act as the emergency exits for this area. Muster point for the evacuation of this area is at grid reference G4-G5 on the site plan.

BACKSTAGE AREA

The emergency exit for the backstage area is located at grid reference B4 (X8 on site plan) on the site plan through the steelshield perimeter fencing. The muster point for the evacuation of this area is at grid reference A6.

Additionally, in all areas of the site, supervisory security staff will have access to the tool used to quickly disengage heras fencing, should it be

required as a back up contingency and only when authorised by the JOCC.

5.4 EMERGENCY EVACUATION AIDE MEMOIR

5.4.1 GENERAL POINTS

- Any largescale evacuation should be agreed by the multi agency Event Commanders.

- Although largescale evacuation is achievable the resulting consequences will be difficult to predict.

- Event goers will wish to leave by the same route they have arrived.

- Event goers will want to collect their belongings and leave with family and friends.

5.4.2 CONSIDERATIONS

- Level of evacuation
  - Limited – on site to on site

- Command
  - Identification of Operational Commanders
  - Identification of Forward Control Point

- Scene
  - Cordoning site of incident
  - Prevention of unauthorised persons entering the site of the incident
  - Prevention of unnecessary contamination
  - Preservation of evidence at scene
  - Prevent looting

- Site
  - Ensure RV point is accessible
  - Clear signing on exit routes
  - Stewarding of evacuation routes
  - Emergency lighting of evacuation routes during darkness
  - Policy on returning to tents or vehicles to collect personal belongings
  - Consider crowd movements

- Emergency Rest Centres
  - Staffing of Emergency Rest Centres

- Documentation at Emergency Rest Centres
- Facilities for feeding at Emergency Rest Centres

- Transport
- Establish communications and support infrastructure at transport hubs
- Consider provision of additional coach transport for emergency evacuation
- Ensure additional staff provided at pick up and drop off points to manage crowds
- Ensure surrounding roads are kept clear for Emergency Service vehicles

- Vehicles
- Segregation of vehicles and pedestrians
- Development of a Traffic Management Plan for evacuation
- Visitors retrieving motor vehicles
- Movement of contractors vehicles
- Movement of personnel and staff vehicles

- Information
- Public information about evacuation procedures
- Consider language needs
- Use of local radio
- Use of local and national television

- Vulnerable Persons
- Segregation of frail and vulnerable – special needs
- Consider temporary shelter facilities and / or basic needs (hot drinks, warmth, drying out area, toilets)

- Disabled Persons
- Assistance in moving to a place of safety
- Consider temporary shelter facilities and / or basic needs

- Children
- Consider place of safety and re-uniting arrangements
- Consider temporary shelter facilities and / or basic needs
- Consider appropriate staff for dealing with children

- Special Considerations
- Non compliant evacuees
- Unresponsive evacuees through intoxication by drink or drugs
- Communication – diversity – language
- Security of VIPs and others if evacuation caused by security threat
- Exposure to elements and inclement weather conditions

- Access
  - Allocate Liaison Officer to ERVP
  - Review entry and exit routes for Emergency Service vehicles

APPENDIX 'A'
TO CONTINGENCY PLAN

Procedure for Transfer of Site Control to Police Scotland

SCHEDULE 4: PART (A) TRANSFER OF RESPONSIBILITY

1. TRANSFER OF RESPONSIBILITY – PROCEDURE

1.1 In any circumstance where the Police Scotland Commander decides that (s)he has to take overall control of safety, security and/or crowd control by virtue of his/her duty to prevent the commission of offences, to preserve order, to protect life and property, (s)he will immediately notify the Event Organiser through its Event Manager of that decision. Such transfer of control may apply to the whole Event Area or a part thereof. The notification, which will detail the specific area for which responsibility is being transferred, if not the whole Event Area, will be confirmed in writing (as shown below in Part (B)) as soon as practicable. This process will be subject to an audit trail.

1.2 In the period during which the control of safety, security and/or crowd control within the venue or part of the venue rests with Police Scotland, the officers, employees and agents of the Event Organiser will work in conjunction with and under the direction of the Police Scotland Commander at all times within the designated area, however liability for its actions remains with the Event Organiser provided that the instructions and directions of the Police Scotland Commander are both lawful and reasonable.

1.3 At an appropriate time, to be agreed between the Police Scotland Commander and the Event Organiser through its Event Manager the control of the whole venue will be returned to the Event Organiser. This action will be confirmed in writing as soon as practicable and will be subject to an audit trail.

SCHEDULE 4: PART (B) TRANSFER OF AUTHORITY FORM

Transfer of Authority between the Police Service of Scotland and FESTIVAL OF HOUSE

FESTIVAL OF HOUSE **TO POLICE SCOTLAND COMMANDER:**

At (time) on (date) an emergency occurred during the Event, namely *(specify the emergency and describe the Event Area or part of the Event Area coming under Police control)*

and, as Police Scotland Commander, I am assuming control. During the period of Police primacy, Festival of House and persons working on its behalf have agreed to work under my direction.

Signed	Signed
Name	Name
Rank	Position held
For the Police Service of Scotland	For FESTIVAL OF HOUSE

POLICE COMMANDER TO FESTIVAL OF HOUSE

At (time) on (date) . The emergency mentioned above has been resolved and, as Police Scotland Commander, I am returning control of the Event to Festival of House

Signed	Signed
Name	Name
Rank	Position held
For the Police Service of Scotland	For FESTIVAL OF HOUSE

APPENDIX 'B'
TO CONTINGENCY PLAN
See Appendix 6.5



EVENT MANAGEMENT PLAN CONTENT NO 27.

EMERGENCY PROCEDURES & EVACUATION PLAN

NB: Original upload listed 'track changes' formatting amends in error, this is a clean version of same plan

Document Control

Document Title/Version	Emergency Procedures and Evacuation Plan V1.3
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	MAIRG v1.0
Command Structure V 1.4	Project Plan V0.2
Major Incident & Contingency V1.4	

CONTENTS:

1. INTRODUCTION

2. EMERGENCY PLAN

3. EVACUATION PLAN

4. EVACUATION PROCEDURE

5. EXIT CALCULATIONS

6. EMERGENCY CONTACT LIST

1. INTRODUCTION

This is the first Festival of House event. This plan has been produced in consultation with Police Scotland, the Scottish Fire and Rescue Service, Angus Council, the Scottish Ambulance Service and the security contractor (Securigroup).

2. EMERGENCY PLAN

In the event of a major incident developing it may be necessary to evacuate all or part of the Festival site. The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary. The Festival management foster a multi agency approach to manage incidents whilst retaining overall responsibility. The decision to partially or fully evacuate the site, will follow this philosophy and will be made on the basis of a joint Festival of House and multi agency evaluation of the prevailing conditions at the time on the Festival site.

Despite our awareness of the risks, it is impossible to predict every eventuality that could necessitate the evacuation of the Festival and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework and procedures for action in the light of the Festival layout.

An incremental scale has been developed to provide FOH and partner organisations with a clear understanding of the status of the event:

Level 1 – Operations as normal
Level 2 – Large numbers of people arriving at event – no change to pre planned operations
Level 3 – Reportable Incident or larger than expected crowds affecting pre planned operations
Level 4 – Significant Incident with possible threat to life – JOCC & Festival manager consults emergency services and lead for each agency
Level 5 - Emergency services have taken over due to threat to life and public order

3. EVACUATION PLAN

There are many incidents which could result in the requirement for a full or partial evacuation of the site. These include, but are not restricted to:

- temporary structure collapse,
- severe weather conditions,
- crowd disorder,
- fire or bomb alert,
- power failures, safety equipment failure, PA system failure etc.

Incidents of this nature must be **immediately** reported to the JOCC for consideration and action. Any notifications made by site personnel will be made using the coded messages detailed in section 4 in order to avoid panic. Where possible, Stewards / Emergency Services personnel will cordon off the affected area and await instructions from the JOCC re any further evacuation. (see also Media and Communications Plan appendix 25).

The Festival Manager / JOCC Manager/ Event Health & Safety Manager will evaluate the information and assign the incident to the appropriate team for action.

The final decision to fully or partially evacuate the Festival site in the event of an emergency will lie with the Festival Manager. This decision will be taken in consultation with the FOH Multi agency Gold and key partners. If the Festival Status is at Level 5 and Police Scotland has assumed control of the event then the Police Silver Commander will be responsible for making any decision relating to evacuation.

Medical Emergency

In the event of notification of a medical emergency the medical service provider S.A.S. will be advised of the location and nature of

the incident and will deploy staff with steward support as necessary to secure rapid access to the incident site. Stewards, co-ordinated through the JOCC will secure, as necessary, clear routes for ambulance access and egress and the method for which will be disseminated to partners to ensure a safe coordinated response is achieved.

Fire

In adherence with the Premises Licence all fires/explosions and structural collapses must be reported to the Scottish Fire and Rescue Service, via the JOCC, to initiate a fire service response - the message will include the location and Grid reference of the fire on the site.

The steward for the area concerned will evaluate the situation and update the JOCC using SAD CHALETS, thereafter a call for relief stewards to assist and immediately cordon off the area affected by the fire/explosion/ structural collapse. All persons in the area will be removed from the area of the fire/emergency incident while taking care to keep Emergency Service Routes clear for approaching emergency vehicles.

Bomb Threat

If the reported incident is a bomb alert the police will be asked to consider the validity of the alert and advise the Festival Manager on the information and potential threat to life. The Festival Manger will be guided by the Police and facilitate their advised course of action before an evacuation is considered.

Where festival or stewarding staff identifying suspect packages, they should ensure that, where possible, the package remains under surveillance and is not disturbed, whilst a message is relayed to the JOCC. Persons notifying suspect packages should not use their radios

or mobile phones to make the notification within 100m of the package and as such should consider briefing a colleague to pass the message accurately to the JOCC whilst the 'finder' continues surveillance of the potential suspect package.

Recommended cordon radii for suspect devices is as follows

Suspect device	**Radius**
Briefcase	100 metres
Suitcase	200 metres
Car	400 metres
Lorry	800 metres

Other Situations

Other situations will be evaluated on their merits. All staff will be briefed to report any incident to the JOCC for consideration of further action. This will be achieved, where possible by site radio or telephony. Staff with no access to these means of communication, will be briefed to report the incident to a supervisor in their vicinity who will have a site radio.

4. EVACUATION PROCEDURE

During the evaluation process stewards will be instructed, via the JOCC, to put the area in question on evacuation alert using the coded radio messages as per the Major Incident Contingency Plan (appendix 27) and their evacuation code aides memoires. Stewards will secure the area concerned to prevent additional persons entering the area. Sound system staff will prepare to turn off music on the sound systems and prepare to issue evacuation instructions via the event PA where appropriate. A pre prepared evacuation message will be available at each stage as a contingency measure.

The best evacuation route will be determined by the multi agency partners within the JOCC, taking account of the nature of the incident and bearing in mind potential secondary sites. **At all times the safety of attendees, staff and responders will be the first and overriding consideration.** A clear and concise message will be agreed by partners within the JOCC and thereafter a coordinated message communicated to each service provider

The public will be advised to evacuate the area using the messages detailed in this document over the event PA systems. Loud hailers will be available in the JOCC for issue and use if required. (see Media and Communications Plan appendix 25).

Stewards will disperse the crowd away from the affected area and will secure the site and prevent re-entry until the risk has been assessed appropriately and the JOCC are satisfied that the cause for evacuation has been mitigated or deemed safe for return.

Campsite / Campervan Site

In the case of campsite and campervan areas, all people will be directed away from any incident site and cognisance paid to keeping the emergency service routes clear for approaching emergency vehicles. **No vehicles will be permitted to move in the campervan area unless instructed to through the Silver Police Commander or by attending emergency services.**

Stewards and staff will assist, where needed, disabled people to places of safety away from any incident and the event Security Manager will be responsible for ensuring that security staff are deployed to do so.

Evacuation Route Options and Dispersal Points

Clear routes of evacuation have been identified in addition to key response points indicated on the site plan (appendix 6.5). The decision of evacuation route or routes will depend on the area on site to be evacuated. The site layout provides the JOCC with several options for consideration for a safe and manageable evacuation. Any evacuation will be carried out in a manner which ensures that emergency service routes are kept clear for approaching emergency vehicles.

In extremis, where no other evacuation option exists, under the direction of the JOCC, selected stewards and staff have access to spanners for opening sections of the heras fence around all areas. This should only be done under the direction of a command from the JOCC after careful consideration and when no other option exists and is strictly held as a contingency measure.

Coded Messages

Reporting Detection of a Fire / Suspect Package:
Securigroup Staff have a series of code words with which their staff are familiar. When using unsecured radios, and in messages between Securigroup staff, they have been trained and briefed never to use the word **FIRE or BOMB** on radios; it may cause alarm if overhead by the public. All incidents must be reported to their JOCC r using the following code words:

Incident	Code Word
Small Fire (Fire service not required)	Mr Ash
Large Fire (Fire Service attendance)	Mr England
Suspect Package	Mr Case

The steward for the area will immediately evaluate the situation and report back to the JOCC using SAD CHALETS via their radio. Based

on the information provided the JOCC will determine the response and whether evacuation of the area affected is required.

DECLARING EVACUATION ALERT

Where the JOCC determines that full or patial evacuation is probable a warning to staff will be provided in the form of the following coded message:

"WOULD CONSTABLE ERIS PLEASE COME TO THE PRODUCTION OFFICE"

This is a warning that an evacuation procedure is likely. **On this message the following actions must be taken:**

- **All staff** must stand by radios and wait further instructions,
- **Sound system staff** will prepare to close down sound systems,
- **Stewards** will stop more persons entering the site and clear exit routes
- **Security Staff** will inform Stage Tent managers to 'stand by',
- **Security Supervisors** will ensure all staff and stewards are on 'Stand by'
- **Stage Managers and Artist Liaison Officers** will prepare to take artists off stage
- **Marquee and Bar Managers** will prepare for evacuation and await further instructions

EVACUATION ALERT

If the Alert State is increased to a full or partial evacuation being imminent and this will be communicated using the following message:

"THIS IS AN URGENT POLICE ANNOUNCEMENT. WILL CONSTABLE ERIS PLEASE GO TO THE POLICE CONTROL ROOM IMMEDIATELY"

- **All staff** must be aware that an evacuation is imminent,
- **All security staff and Stewards** should move to evacuation emergency exits,
- **All staff** will standby and await further instructions

EVACUATION/PARTIAL EVACUATION

If required the JOCC will initiate the **'EMERGENCY GO'** signal which will be an emergency announcement with confirmation of the type of evacuation or incident given over all radios. This should be actioned as follows:

- **Police, Security Staff and Stewards** will get ready to evacuate,
- **Sound Engineer** will shut down all sound with the exception of the designated emergency vocal microphone,
- **Stage Managers / Artist Liaison** will take all acts from stage
- **Stage Manager** will make the following announcement from 'on stage':

"LADIES AND GENTLEMEN. IT HAS BECOME NECESSARY TO EVACUATE THIS AREA *(If this is a partial evacuation state the area you are evacuating)*. **PLEASE MOVE CALMLY AND QUICKLY TO THE NEAREST EXIT. THANK YOU."**

The same announcement will be made by **Marquee Managers**

STAND DOWN

If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on the radio:

"ALL POLICE AND SECURITY RETURN TO NORMAL DUTY"

Throughout any evacuation/partial evacuation of any part of the site the evacuation the overriding concern is the safety of the public.

EVACUATION OPTIONS

The general policy for localised evacuation will be to disperse the crowd into the remaining free available space in the Festival site. The Festival site or parts of it will then be closed or secured temporarily depending on the severity of the incident.

Full Site Evacuation

In the event of a Full Site evacuation being required e.g. bomb scare, the Festival audience will initially be directed back through designated egress points, to a 'Place of Safety'. Place of safety being the largest amount of available space left on site and as per site plans.

If it is assessed that the Festival will not re start then consideration will be given to allowing the Festival attendees back to their means of transport and for them to depart the area by that means. **THIS WILL ONLY BE ATTEMPTED IF IT IS SAFE TO DO SO.**

In the event that one of the exits is obstructed due to the emergency then there is sufficient exit capacity through the other exits to allow for evacuation within an acceptable time. Stewards would direct

Festival attendees leaving the site, using loud hailers and hand signals to their destinations.

Incident Backstage

Should there be a fire or other incident backstage; the performers/artistes will be escorted by security to another area deemed safe depending on the location and severity of the incident.

5. EXIT CALCULATIONS

These calculations have been undertaken using the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regs 2006 and the Purple guide.

Escape Route Capacities

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.The following are suggested rates of passage for open-air parts of venues:

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/metre/minute; and
- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/metre/minute.

The width and capacity of the escape routes required for the number of people present can be calculated by using the formula:

Total exit width = number of people x flow rate x escape time

When calculating the overall available escape route capacity for an event or venue that has more than one way out, you should normally assume that the widest is not available because it has been compromised by fire.

Step 1 Determine risk level

For this event the risk is considered Normal

Step 2 Determine escape time

Normal risk = >5 <10 minutes

Step 3 Determine exit flow rate

On the flat area = 109 persons/metre width/minute

Step 4 Determine occupancy

This is a ticketed event, therefore 15,000 event attendees plus 1,100 working personnel = maximum number of 16,100 in the festival site at any one time.

Step 5 Determine total exit width avialable

Arena

In the unlikely scenario that every person on site was in the arena at one time:

- 16,100 persons @ 109 people/m/min = 147m/min of escape.
- Current proposals are 4 exits at 10m wide, if we discount 1 exit, evacuation time = 147/30 = 4.92 min.

Main Campsite

Max potential occupancy under normal circumstances = 6,500 including staff

- 6,500 persons at 109 people/m/min = 74m/min of escape
- Current proposals are 4 exits at 4.5m wide, if we discount 1 exit, evacuation time = 74/13.5 = 5.5 min

Note: there is scope to increase the north and east route out of the campsite to 7.5m in order to reduce the evacuation time down to 74/(4.5+4.5+7.5) = 74/16.5 = 4.5min.

Therefore the evacuation time is well within the determined escape time for a Normal risk event.

Muster Points

MAIN ARENA

There are two main entrances/exits to the main arena at grid references C9 & D6 on the site plan (appendix 6.5). Emergency gates in the heras fencing panels making up the main pedestrian routes between the arena and main campsite will be signed to indicate the evacuation routes into 'Mount' (the unoccupied event field in the centre of the site) at grid references D6 & D9. During an evacuation security personnel positioned in these areas will be briefed to open the evacuation gates and to assist with an orderly evacuation into Mount. Once inside Mount patrons, depending on the nature of the incident will be held there until it is declared safe to re-enter the arena or will be directed to exit the area and make their way to the weekend parking area via the farm gates at grid references G5 and H4. Muster point for the evacuation of this area is at grid reference G6 on the site.

MAIN CAMPSITE

There is one main entrance/exit to the main campsite. In addition to the main entrance, emergency exits will be signed through the steelshield perimeter fence at grid references H7 and J8. During an evacuation security personnel positioned in these areas will be briefed to open the evacuation gates and to assist with an orderly evacuation into the field to the west of the main campsite and into Swanwell towards the weekend car park. Muster point for the evacuation of this area is at grid reference K8 on the site plan.

DISABLED CAMPSITE/SECRET GARDEN

The emergency exit from this area is the main entrance to it and muster point is B9 for ease of access of emergency vehicles.

STAFF AREA

There is one main entrance into the main staff are at grid reference E4. This plus the farm gate at grid reference G5 by staff camping will act as the emergency exits for this area. Muster point for the evacuation of this area is at grid reference F3 on the site plan by the stable block.

BACKSTAGE AREA

The emergency exit for the backstage area is located at grid reference B4 on the site plan through the steelshield perimeter fencing. The muster point for the evacuation of this area is at grid reference A6.

6. EMERGENCY CONTACT LIST

Name	Position	Company	Contact Number
Craig Blyth	Promoter	Jigsaw Events	07969 569 804
Ian Kerr	Festival Manager	ID Resilience	07538 723 776
Ed Murdoch	Festival Coordinator	Red Pepper Events	07764 203 999 07703 481 262
Ged McGouldrick	Festival Manager (night)	ID Resilience	
Eleanor Whitby	Event Manager	Red Pepper Events	07921 311 743
Grant Russell	JOCC Manager	ID Resilience	
Mike Oates	JOCC Manager (night)	ID Resilience	
Stan Brown	Health & Safety Manager	SCR Solutions	07713 481 055
Paul Donaldson	H&S Manager (night)		
Davie Rennie	Site Manager	Red Pepper Events	07514 287 800
Johanna MacKinnon	Campsite Manager	Red Pepper Events	07827 908 422
Chris Callaghan	Security Manager	Securigroup	07791 299 912
Andrew Nicoll	Security Manager (night)		
Nick Moore	Medical Manager	S.A.S.	07717 720 659
Stuart Payne	Medical Manager (night)	S.A.S.	
SF&RS Duty Event Officer	Fire Safety Duty Event Officer	Scottish Fire and Rescue Service	Contact JOCC
Dave McIntosh	Silver Commander	Police Scotland	
Mike Whitford	Silver Commander (night)	Police Scotland	
Kenny Swann	Multi Agency Gold	ID Resilience	07975 806719

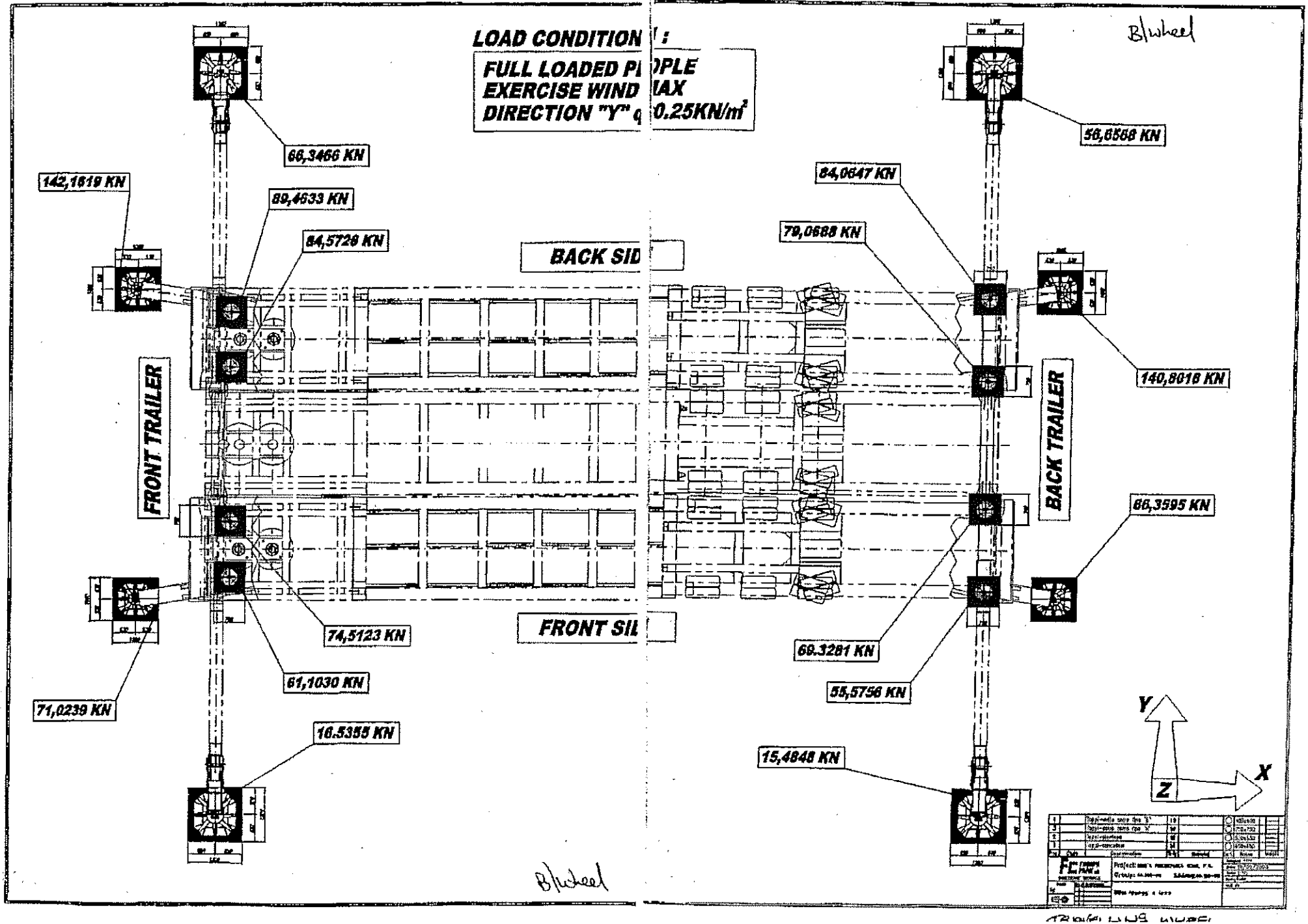
FESTIVAL OF HOUSE

APPENDIX 23 – BIG WHEEL TECHNICAL & SAFETY INFORMATION

Document Control

Document Title/Version	Appendix 23 – Big Wheel
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	
Health & Safety Plan	

05-APR-2006 MER 17:50 FABBRI PARK SRL 439 0425 804028



M&M TAYLOR RISK ASSESSMENT

RA 605 15 Giant Wheel



Reviewed By	Date	Changes

Assessment Date : 01/04/2015
Review Date : 31/03/2016

Prepared By;

HSE Solutions Ltd
Health, Safety & Environmental Solutions for Business and Industry

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RISK ASSESSMENT				LOCATION			Travelling Ride	Date		
TASK	RA 605 15 Giant Wheel			CONTRACT				01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating			Further Action Required			
					L	H	T		L	H	T
1	Structural Integrity										
2		Metal failure	Employees, Public	Regular testing of chairs / cars carried out and documented. Daily visual inspection of major stress areas and connection bolts. Program of non destructive testing implemented.	2	6	12	Monitor	2	6	12
3		Inappropriate or dangerous modifications	Employees, Public	No substantial modifications will be conducted to the attraction without the manufacturer's consent. All structural welding will be conducted by certified welder.	2	6	12	Monitor	2	6	12
4		Chairs / cars breaking free	Employees, Public	Inspections on chairs / cars carried out as per inspection checklist. Daily, weekly, monthly and annual inspections are recorded in attraction log book.	2	6	12	Refer to RA 001 General Outdoor Attractions	2	6	12
5		Failure of, or over supply of, stored energy (hydraulic, water, etc.)	Employees, Public	Failure of electricity would result in failure to minimal danger.	2	4	8	Monitor	2	4	8
6		Electricity	Employees, Public	Electrical continuity checked prior to commissioning. All generators protected by RCD.	2	6	12	Monitor	2	6	12
7		Fire	Employees, Public	Sufficient fire points are located within the park area. When travelling suitable fire extinguisher located beside machine. All accumulations of rubbish removed. Area evacuated at first sign of fire.	1	6	6	Refer to RA 001 General Outdoor Attractions	1	6	6

RISK ASSESSMENT				LOCATION				Travelling Ride	Date		
TASK		RA 605 15 Giant Wheel		CONTRACT					01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating L	H	T	Further Action Required	L	H	T
8	Access and Egress										0
9		Attraction security and uncontrolled start-up	Public / trespassers	Attraction is controlled from a locked cabin.	1	7	7	Monitor	1	7	7
10		Slips and Trips on Walkways	Public	All access walkways are inspected daily prior to opening. Any transient slip hazards are marked and cleaned as soon as reasonably practicable.	3	3	9	Monitor	3	3	9
11		Slips and trips on loading platforms	Public	Anti slip surfacing. Entrance and exit controlled by operator	3	3	9	Monitor	3	3	9
12		Fall onto track	Public	Entrance and exit controlled by operator. All potential trip hazards clearly marked. Passengers not allowed near track area.	1	6	6	Monitor	1	6	6
13		Uncontrolled movement of chairs / cars	Employees, Public	Movement of chairs / cars controlled as per the operating instruction. No person will be in the loading area when the chairs / cars move. Patrons instructed to sit still until the attraction starts.	2	6	12	Monitor	2	6	12
14		Cuts and bruises from entering/exiting chairs / cars	Public	Entering and exiting chairs / cars is controlled by the operator. Height and size restrictions apply. Passenger restraints system is secured by operator.	3	3	9	Monitor	3	3	9
15		Uncontrolled crowd movement	Public	All barriers are visually inspected daily for security, strength and condition. Protection barriers provided on loading platform.	2	5	10	Monitor	2	2	4
16		Emergency evacuation	Public	Emergency evacuation is conducted using the emergency evacuation plan.	2	4	8	Refer to RA 001 General Outdoor Attractions	2	4	8

RISK ASSESSMENT				LOCATION			Travelling Ride	Date		
TASK	RA 605 15 Giant Wheel			CONTRACT				01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating L	H	T	Further Action Required	L	H	T
17		Slips, trips and fall due to insufficient lighting	Employees, Public	Suitable lighting is provided throughout the public access area during operation of the attraction.	2	4	8	Monitor	2	4	8
18		Persons with disabilities, mental and physical	Public	Operators instruct carers on the suitability of each attraction for persons with special needs. Passenger restraint system restricts passenger movement.	2	4	8	Monitor	2	4	8
19		Crossing in front of chairs / cars	Employees, Public	All chairs / cars will be stopped during this operation.	2	6	12	Monitor	2	6	12
20	Staff Access & Egress										
21		Slips and trips from access walkways	Employee	Access walkways covered with anti-slip surface.	3	4	12	Monitor	3	4	12
22		Slips and trips from crossing track way	Employee	Employees are encouraged to minimise the need to cross track way.	2	4	8	Refer to RA 001 General Outdoor Attractions	2	4	8
23		Operator coming into contact with moving machinery and attraction	Employee	Attraction movement is strictly controlled by operator. Operator to remain in visual contact with all attendants during the attraction operation.	2	6	12	Monitor	2	6	12

RISK ASSESSMENT				LOCATION			Travelling Ride	Date		
TASK		RA 605 15 Giant Wheel		CONTRACT				01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating			Further Action Required			
					L	H	T		L	H	T
24	Build, Dismantling, Maintenance										
25		Incorrect construction	Employees, Public	All construction and build is monitored by a competent person. attraction is inspected by competent person prior to initial commissioning. All attractions are built according to the manufacturers recommendations.	2	6	12	Refer to RA 001 General Outdoor Attractions	2	6	12
26		Incorrect manual handling	Employees	Employees instructed in how to build and dismantle equipment. Use of mechanical handling equipment is used wherever reasonably practicable.	3	6	18	Refer to RA 001 General Outdoor Attractions	2	6	12
27		Access to unauthorised persons	Employees	Park area covered by CCTV. Travelling sites will be covered by dedicated site security.	2	4	8	Monitor	2	4	8
28		Falling objects	Employees	Where the risk of falling objects is identified, hard hats will be worn.	2	5	10	Refer to RA 001 General Outdoor Attractions	2	4	8
29		Electricity	Employees	Electricity disconnected prior to maintenance being carried out. All cables and junction boxes protected from the elements.	2	6	12	Refer to RA 001 General Outdoor Attractions	2	6	12
30		Access for checks	Employees	Checks conducted by experienced personnel.	3	4	12	Refer to RA 001 General Outdoor Attractions	3	4	12

RISK ASSESSMENT				LOCATION				Travelling Ride	Date		
TASK		RA 605 15 Giant Wheel		CONTRACT					01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating			Further Action Required			
					L	H	T		L	H	T
31		Slips, trips and falls	Employees	Transient slip hazards removed, trailing cables minimised, regular review of area to minimise possible trip hazards.	2	4	8	Monitor	2	4	8
32		Failure of mechanical lifting equipment	Employees	Employees are instructed to visually inspect mechanical handling equipment prior to use.	2	4	8	Refer to RA 001 General Outdoor Attractions	2	4	8
33		Contact with hazardous substances	Employees	Gloves worn when using oils and lubricants. COSHH Assessments completed for oils and lubricants.	3	4	12	Monitor	2	4	8
34		Contact with moving machinery	Employees	Maintenance/Build is only carried out when the equipment is stationary or on "inch" mode.	2	4	8	Monitor	2	4	8
35		Confined space entry	Employees	Bump cap provided.	2	4	8	Monitor	2	4	8
36		Insufficient lighting	Employee	Suitable task lighting is provided during build / dismantling of the attraction.	2	4	8	Monitor	2	4	8
37		Burns from use of welding equipment	Employees	Access restricted when welding is being conducted. Flash guards provided.	3	4	12	Refer to RA 001 General Outdoor Attractions	3	4	12

RISK ASSESSMENT		LOCATION	Travelling Ride	Date
TASK	RA 605 15 Giant Wheel	CONTRACT		01/04/2015

	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating			Further Action Required			
					L	H	T		L	H	T
38	**Working at height**										
39		Falls from height when conducting daily checks	Employees	Employees instructed in how to check equipment. Where reasonably practical all checks are conducted at ground level. Where edge protection is not provided fall arrest systems are issued.	3	6	18	Refer to RA 001 General Outdoor Attractions	2	4	8
40	Lone Working	Lack of communication	Employees	Fall arrest systems are only used in the presence of other persons, so that the alarm can be raised in the case of a fall.	1	6	6	Monitor	1	6	6
41	Working off Vehicles	Fall from height	Employees	Minimal edge protection provided. Harnesses and work positioning PPE used where possible.	3	5	15	Refer to RA 001 General Outdoor Attractions	2	4	8
42	Build/Dismantle of attractions	Fall from track onto ground or beams	Employees	Staff are required to use fall arrest systems when setting up A-Frame and attaching screws to flanges. There is a running line on an inbuilt ladder which they attach their fall arrest harnesses too. Man basket attached to crane is used to fix arms to axel Steps are used to fit the cars to the arms	2	6	12	Monitor	2	6	12
43		Suspension on fall arrest equipment.	Employees	Emergency action plan for retrieval of persons from fall arrest system is instigated when required. All staff using fall arrest systems are trained in this procedure. All staff are trained in the symptoms, and how to prevent suspension trauma. In the event of a fall and suspension the emergency services will be contacted.	1	5	5	Staff training must be monitored to ensure all new staff are trained in this procedure.	1	5	5
44	General maintenance and annual inspections	Fall from track onto ground or beams	Employees	Staff are required to use fall arrest systems when appropriate. All staff trained in the safe use of ladders and PPE. Man basket attached to crane is used for general maintenance of axel and checks	1	5	5	Refer to RA 001 General Outdoor Attractions	1	5	5

RISK ASSESSMENT				LOCATION				Travelling Ride	Date		
TASK		RA 605 15 Giant Wheel		CONTRACT					01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating L	H	T	Further Action Required	L	H	T
45		Failure of fall arrest systems	Employees	All fall arrest equipment checked prior to use. All equipment has thorough examination annually.	1	6	6	Monitor	1	6	6
46	Attraction operation										
47		Lack of operator vision and control over the whole operation	Employees, Public	The operator of the machine is within the control box during the operation of the attraction from this position they are able to see the majority of the working area during the full cycle of movement.	2	6	12	Refer to RA 001 General Outdoor Attractions	2	6	12
48		Injury from incorrect load/ unload	Employees, Public	The load/unload is conducted under the direct supervision of the attraction operator; height restrictions are clearly display at the start of the attraction.	2	4	8	Monitor	2	4	8
49		Uncontrolled movement of chairs / cars	Employees, Public	All chairs are strictly controlled by operator of attraction. Programme of maintenance checks conducted.	2	5	10	Consideration should be given to providing a skirt or cover around the cover over the bolt attaching the car to the support bar. This moves considerably when entering/exiting and may cause an entrapment.	2	2	4
50		Uncontrolled crowd movement	Employees, Public	Crowd controlled by means of queuing barrier system. One entry and exit with chain to prevent access during operation. attraction is stopped immediately if anyone enters the attraction area.	2	4	8	Refer to RA 001 General Outdoor Attractions	2	4	8
51		Violence or unruly behaviour	Employees, Public	Operators and security will restrict access to public engaged in unruly behaviour; attraction will be stopped if behaviour is seen during the operation. If passengers seem under the influence of drugs or alcohol they would not be permitted on the attraction.	3	4	12	Monitor	3	4	12
52		Faulty or incorrectly fitting passenger restraint system	Employees, Public	Cages and fixings are checked daily and after passengers have been seated. Staff trained in correct loading checks.	2	6	12	Monitor	2	6	12
53		Collision with static or moving chairs / cars	Employees, Public	Patrons instructed to sit still within the chairs / cars. Area around attraction to be kept clear at all times.	2	5	10	Monitor	2	5	10

RISK ASSESSMENT				LOCATION			Travelling Ride	Date		
TASK	RA 605 15 Giant Wheel			CONTRACT				01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating			Further Action Required			
					L	H	T		L	H	T
54		Passengers falling or being thrown from chairs / cars	Employees, Public	Passengers are informed not to exit the chairs / cars until all chairs / cars come to a complete stop. If passengers are seen to be trying to exit chairs / cars the attraction will be stopped immediately.	2	6	12	Monitor	2	6	12

RISK ASSESSMENT				LOCATION				Travelling Ride	Date		
TASK		RA 605 15 Giant Wheel		CONTRACT					01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating L	H	T	Further Action Required	L	H	T
55		Failure of rollback or safety devices	Employees, Public	Safety devices checked daily. Safety devices "fail to safe".	2	6	12	Monitor	2	6	12
56		Power failure	Employees, Public	Wheel will be manually released the cars will then be emptied using gravity to unload the heaviest cars first. All devices "fail to safe" evacuation of ride will follow emergency procedure	4	2	8	Monitor	4	2	8
57		Fall of objects from height	Employees, Public	All passengers are informed to secure loose items prior to entering ride. Any persons seen dropping items will be reported and removed from park	3	3	9	Monitor	3	3	9
58		Emergency stop operation; rapid deceleration / acceleration	Employees, Public	Operator can activate the emergency stop device which will bring the attraction to a halt as soon as it is safe to do so. The emergency evacuation procedure will then be followed.	2	5	10	Monitor	2	5	10
59		Unsafe practices by employees during attraction	Employees, Public	Employees are instructed in the safe operation of the attraction. Disciplinary action will be taken if any infringements of these practices are witnessed.	2	6	12	Monitor	2	6	12
60		Reckless behaviour of passengers	Employees, Public	All passengers are monitored by the attraction operator any reckless behaviour will be stopped where possible. The attraction will be stopped if behaviour continues.	2	4	8	Monitor	2	4	8
61		Attraction operation at a high speed	Employees, Public	Speed of attraction restricted by control.	2	2	4	Monitor	2	2	4
62		Passengers disconnecting passenger restraint	Public	Passenger restraint system is designed to reduce risk of passengers releasing the catch to the cage from inside the car during ride operation	1	6	6	Monitor	1	6	6

RISK ASSESSMENT				LOCATION				Travelling Ride	Date		
TASK		RA 605 15 Giant Wheel		CONTRACT					01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating			Further Action Required			
					L	H	T		L	H	T
63	Emergency evacuation										
64		Emergency access/egress from chairs / cars	Employees, Public	Passenger restraint cage can be accessed and released manually from out with the cage	2	4	8	Monitor	2	4	8
65		Evacuation	Employees, Public	Emergency evacuation plan would be followed.	4	2	8	Emergency evacuation plan in manual should be communicated to all relevant staff.	4	2	8
66		Lack of communication	Employees, Public	Loud hailer provided in office, signage provided before entry to attraction, passengers instructed in the safe use of the attraction by operator.	4	2	8	Refer to RA 001 General Outdoor Attractions	4	2	8
67		Panic	Employees, Public	All movement controlled by operator, emergency plan followed. Passengers reassured by operators.	2	6	12	Monitor	2	6	12
68		Passengers unwilling to move	Employees, Public	Attraction would not operate until passengers are removed. Security within park would be called to deal with such instances.	2	2	4	Monitor	2	2	4
69		Insufficient lighting	Employees, Public	Suitable lighting is provided during operation of attraction. When in the park, the attraction is only operated during daylight hours.	4	4	16	Refer to RA 001 General Outdoor Attractions	3	4	12

RISK ASSESSMENT				LOCATION			Travelling Ride		Date		
TASK	RA 605 15 Giant Wheel			CONTRACT					01/04/2015		
	Operation/ Activity	Injury, Damage	Who's at risk?	Current Preventative and Protective Measures and safe systems of work.	Current Risk Rating L	H	T	Further Action Required	L	H	T
70	Environmental conditions / positioning										
71		Underground services	Employees, Public	Ground is assessed by competent person prior to construction. attraction would not be built if existence of underground services would present a danger.	2	6	12	Monitor	2	6	12
72		Clearance of obstacles, cables, equipment and persons	Employees, Public	Site is planned and distances between attractions and obstacle are equal to, or more than, the guides set down within HSE guidance.	3	3	9	Monitor	3	3	9
73		Wind, rain and lightning	Employees, Public	Attraction will not be operated in severe weather conditions or where there is a risk from lightning strikes.	2	6	12	Monitor	2	6	12
74		Access of vehicles around machinery	Employee, Public	Vehicle movement is restricted within the park area while the attractions are in operation. Vehicle access is restricted around attraction when operation at travelling sites.	2	2	4	Monitor	2	2	4
	Signed: Risk Assessor) *Kenneth Hill*			Date: 01/04/2015	Review Date 31/03/2016						
	Signed: Authorising Manager)			Date:							

RISK RATING SCALE

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Frequency \ Severity	Trivial Injury or Loss (1)	Slightly Harmful (2)	Minor Injury/Loss (3)	Harmful (4)	Major Injury or Loss (5)	Extremely Harmful (6)	Multiple Fatality (7)
Remote (1)	Trivial Risk	Trivial Risk	Trivial Risk	Trivial Risk	Tolerable Risk	Tolerable Risk	Tolerable Risk
Highly Unlikely (2)	Trivial Risk	Trivial Risk	Tolerable Risk	Tolerable Risk	Moderate Risk	Moderate Risk	Moderate Risk
Possible (3)	Trivial Risk	Tolerable Risk	Tolerable Risk	Moderate Risk	Moderate Risk	Substantial Risk	Substantial Risk
Unlikely (4)	Trivial Risk	Tolerable Risk	Moderate Risk	Moderate Risk	Substantial Risk	Substantial Risk	Substantial Risk
Probable (5)	Tolerable Risk	Moderate Risk	Moderate Risk	Substantial Risk	Substantial Risk	Substantial Risk	Intolerable Risk
Highly Likely (6)	Tolerable Risk	Moderate Risk	Substantial Risk	Substantial Risk	Substantial Risk	Intolerable Risk	Intolerable Risk
Near Certain (7)	Tolerable Risk	Moderate Risk	Substantial Risk	Substantial Risk	Intolerable Risk	Intolerable Risk	Intolerable Risk

ACTION REQUIRED	TOTAL	RISK RATING
No action is required and no documentary records need to be kept.	0 ~ 4	Trivial
No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.	5 ~ 9	Tolerable
Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.	10 ~ 16	Moderate
Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.	17 ~ 29	Substantial
Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.	30 ~ 49	Intolerable

RISK RATING SCALE

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Risk Analysis Table

The following risk analysis table is used in calculation of the risk in respect to all activities

Template as at 03/13

Frequency (F) (how often the hazardous event is likely to occur)

1 Remote - Not aware of it ever happening
2 Highly Unlikely - Happens no more than once every 5 years
3 Possible - Happens no more than once a year
4 Unlikely - Happens no more than once in 3 months
5 Probable - Happens no more than once a month
6 Highly Likely - Happens no more than once a week
7 Near certain - Permanently present

Severity (S) / Impact (what is likely outcome of the hazardous event happening)

1 Trivial - No exposure to safety risk. Minimal loss to business process, some extra work created
2 Slightly Harmful - Nuisance, slow work process, no first aid treatment required
3 Minor Injury - Minimum safety risk (minor injury). Minor loss to business process, minor cuts, burns, abrasions, resolved by cleaning, first aider or rest
4 Harmful - Cuts, burns requiring hospital treatment. Minor breaks, such as fingers, toes or strains requiring time off
5 Major Injury - Major injury requiring immediate hospital treatment, breaks of bones other than fingers / toes. Significant loss to business process.
6 Extremely Harmful - Single fatality, substantial loss to business process
7 Multiple significant injuries / fatalities - Catastrophic loss to business process

RISK ASSESSMENT ACTION PLAN

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	Date of assessment:	**01/04/2015**
	COMPLETION SHEET	
Ref.	**Actions to be Taken**	**Target Date**
43	Staff training must be monitored to ensure all new staff are trained in this procedure.	
49	Consideration should be given to providing a skirt or cover around the cover over the bolt attaching the car to the support bar. This moves considerably when entering/exiting and may cause an entrapment.	
65	Emergency evacuation plan in manual should be communicated to all relevant staff.	
Signed:	Kenneth Hill, HSE Solutions Ltd	***01/04/2015***
Signed:		
	Date of Assessment Review:	**31/03/2016**

EMERGENCY EVACUATION PLAN

Big Wheel

Incident: Power Failure

1. Immediately call qualified personnel (QP) via radio
2. Qualified Personnel will evacuate cars on loading platform
3. QP will attach battery over ride system and will release break gradually and off load each car in turn at loading platform
4. Medical assistance will be sought if required.

Incident: If Battery Over ride system Fails

1. Qualified Personnel will manually operate drive tyres from wheel allowing the attraction to rotate and evacuate patrons one car at a time on loading platform.

Incident: Mechanical Failure

1. Immediately call qualified personnel via radio
2. Qualified Personnel will call emergency services to aid in evacuation.

IF NOT POSSIBLE TO CARRY OUT ANY OF ABOVE EVACUATION PROCEDURES THEN EMERGENCY SERVICES WILL BE CALLED BY DIALING 999.

Wind Management Plan

The wind loading of all attractions will be noted by the Event Control Manager and in the likelihood of gust of wind exceeding these levels the attractions will be closed in turn as their levels are reached.

The weather will be monitored and if gusts of winds of 19ms (40mph) or more are experienced, the Event Control Manger will close the Giant Wheel. If unforeseen gusts are experienced at 35ms(80mph) the event control manager will remove cars and make the decision to restrict access to the area, if safe to do so.

Amusement Device Inspection Procedures Scheme

Declaration of Operational Compliance (DOC)

of an amusement device in accordance with Section D of HSG 175: Fairgrounds and amusement parks – Guidance on safe practice

Controller:	M & MW Taylor	**DOC No:**	P04145
Assn. & Member No:	S5126	**Certificate Ref. No:**	K82NBY4V
Address:	Scotlands Theme Park Strathclyde County Park Motherwell ML1 3RT	**Inspection Body's Ride No:**	AISMWTGW02
		Inspection Body's Ref. No:	MWTGW02
		Assn Machine Serial No:	S1937
ADIPS ID No:	06535	**Manufacturer:**	Farfabbri
Name of Device	Giant Wheel	**Manufacturer's Serial No:**	
Generic Name & Description:	Giant Wheel	**Date of Manufacture:**	2003
		Date of Importation:	2003

Discipline	Name of Inspection Body	Report Ref. No	Expiry Date
Design Review	Dr WH Cheah	MWT/26/DR	
Assessment of Conformity	Dr WH Cheah	MWT/26/CD	
Initial Test	Dr WH Cheah	MWT/26/I	
Mechanical/Structural	Amusement Inspection Services	AIS-MTGW-MS15	21/05/2016
Electrical	Amusement Inspection Services	AIS-MTGW-E15	21/05/2016
Functional Test	Amusement Inspection Services	AIS-MTGW-MS15	21/05/2016
N.D.T.	Amusement Inspection Services	MUP14031501	13/03/2016

Issue Date: 22/05/2015 **Expiry Date:** 13/03/2016

About this document

This document confirms that the amusement device, ADIPS ID No. 06535 is registered in the Amusement Device Inspection Procedures Scheme.

This document has been issued electronically by the Registered Inspection Body, Amusement Inspection Services , Registration No. 150706, who has confirmed that:

- They have been notified of all information known to **M & MW Taylor**, regarding modifications, repairs and safety issues or incidents, that have occurred since the issue of any previous DOC and that may be relevant to the safety of the device.
- Subject to and relying upon the contents of the examination reports listed above, the safety critical aspects of the device, at the time of inspection, have not deteriorated to an extent that is likely to cause danger, provided that the device is maintained and operated in a safe and proper manner.
- The Industry required documents relating to any safety critical modifications (that they have been notified of) have been appended to the Operations Manual.
- The reports of Design Review, Assessment of Conformity to Design and Initial Test (or a Maturity Risk Assessment) are in place and available.
- The device has been upgraded where necessary to minimise danger as advised by Industry Technical Bulletins or HSE guidance specifically relating to this device

This DOC is issued by and on behalf of:

Amusement Inspection Services
41 Cuningar Estate
Downiebrae Road
Ruthergien
Glasgow
G73 1PW

Tel: 07813832234
Fax: 01413162565

Registration No. **150706**

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KIFDO LTD

METHOD STATE

'THE BIG WHEEL'

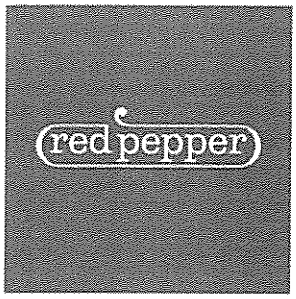
The Big Wheel will always use the manufacturers operators instructions. This is included within the operating instructions manual, which will be held on site.

The following instruction is also to be used:

1. Regular testing is chairs / cars carried out and documented.
2. Daily visual inspection of major stress areas and connection bolts.
3. All construction and build is monitored by a competent person.
4. Attraction is inspected by competent person prior to initial commissioning.
5. All attractions are built according to the manufacturers recommendations.
6. No substantial modifications will be conducted to the attraction without the manufacturer's consent.
7. Inspections are chairs / cars carried out as per inspection checklist
8. Failure of electricity would result in failure to minimal danger
9. Electrical continuity checked prior to commissioning. All generators protected by RCD
10. Sufficient fire points are located within the park area. When travelling suitable fire extinguisher located beside machine. All accumulations of rubbish removed. Area evacuated at first sign of fire.

11. Ride is controlled from a locked cabin.
12. All access walkways are inspected daily prior to opening.
13. Any transient slip hazards are marked and cleaned as soon as reasonably practicable.
14. Entrance and exit controlled by operator.
15. Movement of chairs / cars controlled as per the operating instruction.
16. No person will be in the loading area when the chairs / cars move.
17. Entering and exiting chairs / cars is controlled by the operator.
18. Height restrictions apply.
19. External doors, cage is secured by operator.
20. All barriers are visually inspected daily for security, strength and condition.
21. Emergency evacuation is conducted using the emergency evacuation plan.

22. Suitable lighting is provided throughout the public access area during operation of the attraction.
23. Operators instruct carers on the suitability of each ride for persons with special needs. Passenger restraint system restricts passenger movement.
24. Only designated competent persons will construct or dismantle any ride.
25. The ride build/dismantling system will be followed throughout the process.
26. Employees instructed in how to build and dismantle equipment.
27. Travelling sites will be covered by dedicated site security.
28. All cables and junction boxes protected from the elements.
29. Checks conducted by experienced personnel.
30. Transient slip hazards removed, Trailing cables minimised, regular review of area to minimise possible trip hazards.
31. The operator of the machine is within the control box during the operation of the ride from this position they are able to see the majority of the working area during the full cycle of movement.
32. Height restrictions are clearly display at the start of each ride
33. Employee stands at load/ unload area during ride operation.
34. Operators instructed not to enter operating area when chairs / cars are in motion.
35. Crowd controlled by means of queuing barrier system
36. Operators and security will restrict access to public engaged in unruly behaviour; attraction will be stopped if behaviour is seen during the operation.
37. Car is strictly controlled during load and unload
38. Operators ensure the correct fixing of passenger restraint systems prior the start of the attraction.
39. Cages and fixings are checked daily.
40. Body movement is restricted by the cage system.
41. Passengers are informed not to exit the chairs / cars until all chairs / cars come to a complete stop.
42. If passengers are seen to be trying to exit chairs / cars the ride will be stopped immediately.
43. All devices "fail to safe" evacuation of ride will follow emergency procedure.
44. Wheel will be manually released the cars will then be emptied using gravity to unload the heaviest cars first.
45. All passengers are informed to secure loose items prior to entering ride.
46. Operator can activate the emergency stop device which will bring the ride to a halt as soon as it is safe to do so.
47. The emergency evacuation procedure will then be followed.
48. Disciplinary action will be taken if any infringements of these practices are witnessed.
49. Passenger restraint system cannot easily be undone from inside the car / chair.
50. Site is planned and distances between rides and obstacle are equal to, or more than, the guides set down within HSE guidance.
51. Attraction will not be operated in severe weather conditions or where there is a risk from lightning strikes.



Ed Murdoch – Festival Coordinator
Ed is a director of Red Pepper Events and brings a drive to deliver the best possible event to every project with enthusiasm, honesty and dedication. Ed's experience includes managing the safe delivery of festivals with up to 30,000 attendees and he has a 13-year unblemished festivals track record in doing so. For T in the Park at Balado, Ed led a team that successfully planned, implemented and delivered the installation of an effective internal signage programme for the festival. In addition to this he managed the implementation of the first silent disco and, at a critical period of change, managed audits of the car parks and security provision to improve efficiencies.

Eleanor Whitby – Festival Coordinator Deputy
Eleanor has worked in the events industry for over 15 years. Running Red Pepper Events for the past 10 years she is a solutions driven organiser. Eleanor has successfully planned and executed the Arbroath Sea Fest for 10 years, Dundee West Fest (2009, 2010, 2011), East Haven 800, Roots Festival Angus Council, Tartan Week Angus Council and many more. All of these events have been incident free for the 10 years that Eleanor has been leading them. Eleanor has multi agency experience from working directly with local authorities, emergency services and statutory partners in the organising of a vast number of events.

Davie Rennie – Site Manager
Davie has worked with Red Pepper on events over the last 9 years and his responsibilities have included the coordination and implementation of site infrastructure, car parking, concession management and security at a wide variety of events and festivals - his skill set is truly extensive. Davie entered the events industry after a successful 20 year career as a close protection consultant managing the protection of countless celebrities, diplomats and VIPs. At that point he challenged himself qualify in many different areas of expertise, in addition to his previously achieved qualifications, and is now a fully trained first aider specialising in mountain and loan working (QA Level 2). He has specialist drug detection training, fire training, hot works supervision training, gas detection training (confined and open spaces) and holds NPORS, PASMA and VCA Vol certification.



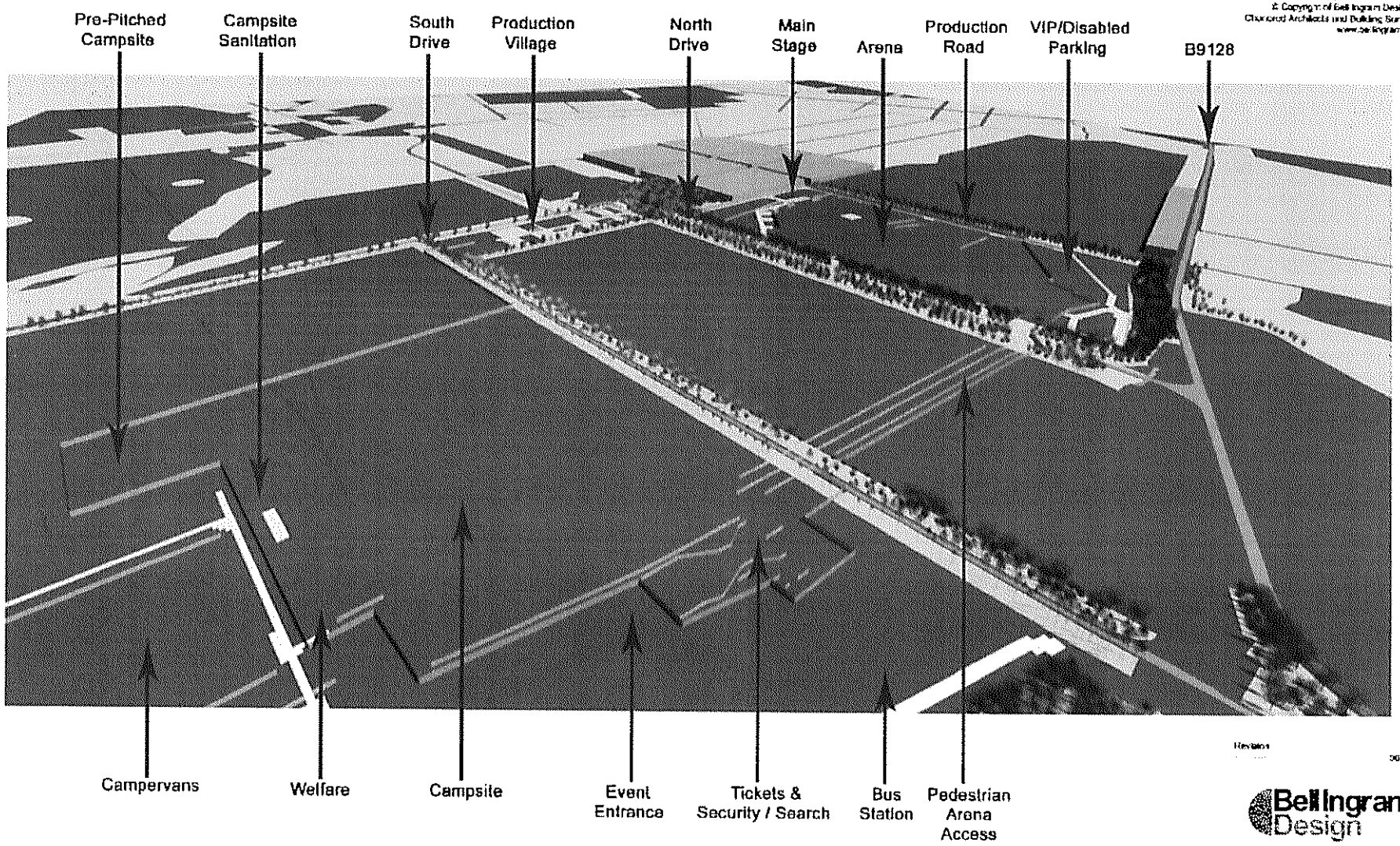
APPENDIX 6
- SITE PLANS & SCHEMATICS

PLEASE ALSO REFER TO THE SITE PLANS ISSUED FOR THE LICENSING SITE VISIT

Document Control

Document Title/Version	Site Plans & Schematics
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read In Conjunction with	
All management & operational plans	

Appendix 6.0.1



Revision
Date
06-02-09

Bellingram Design

Client
Jigsaw Events and Management Ltd
Project
Angus Music Festival
Title
Ariel View Looking North West
Branch
Perth
Telephone
01738 621 121
Drawn
BRS
Date
Apr 2010
Dwg Size
A3
Checked
Job No.
J7118
Scale
Dwg No.
1.(SK)010
Rev

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Ariel View of Site Looking North West

840

1

Appendix 6.0.1. a.

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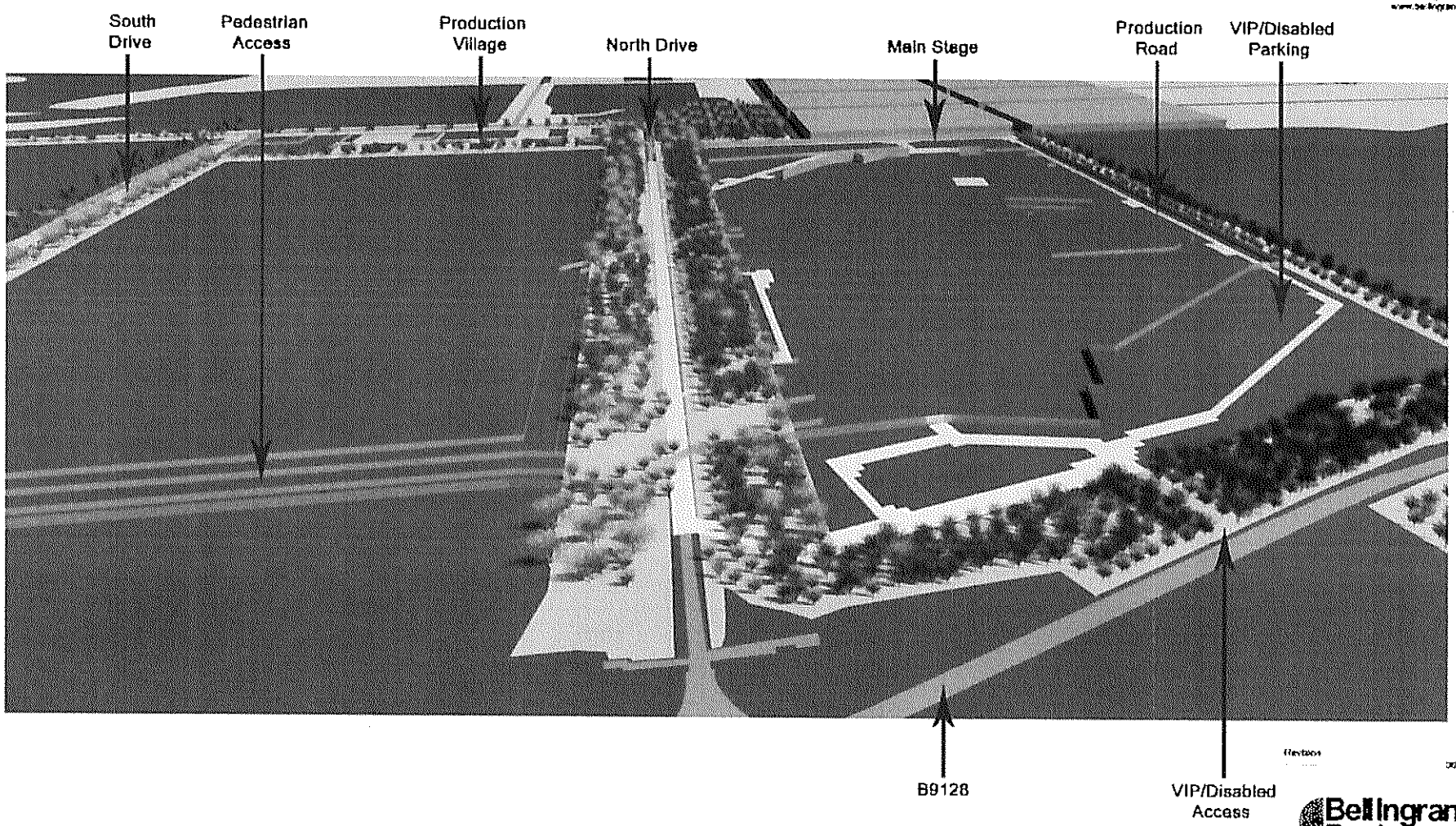

Revision
Date
06.02.09

Bell Ingram Design

Client
Jigsaw Events and Management Ltd
Project
Angus Music Festival
Title
Ariel View Looking Over North Drive

Branch Perth		Telephone 01738 621 121	
Drawn BRS	Date Apr 2010	Drg Size A3	Checked
Job No. J7116	Scale		
Drg No. L(SK)020		Rev	

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Ariel View Looking Over North Drive

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Appendix 6.0.1 (c)

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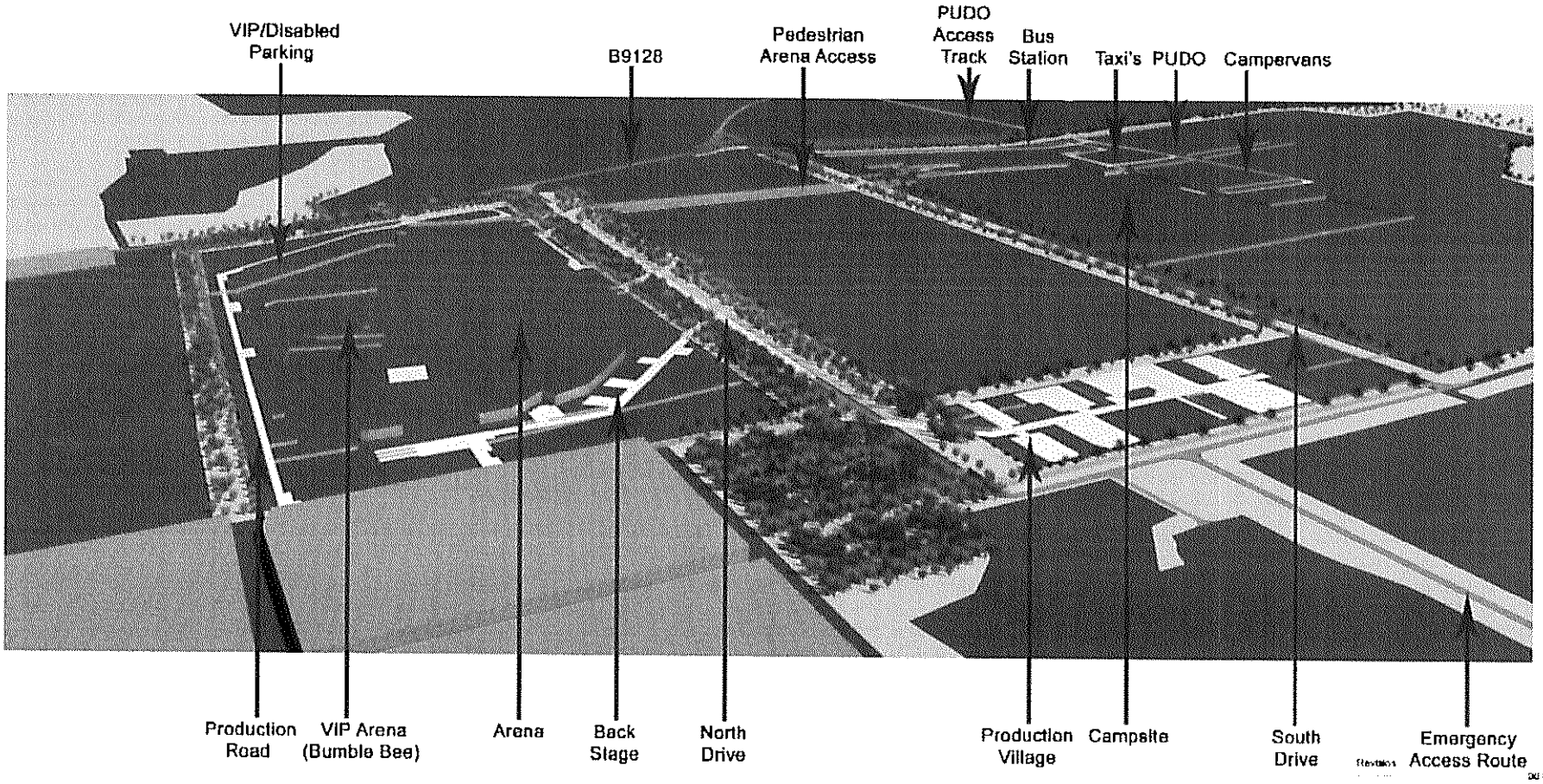

Revision
Date
06.03.00

Bell Ingram Design

Client
Jigsaw Events and Management Ltd
Project
Argus Music Festival
Title
Ariel View Looking South East
Branch
Perth
Telephone
01738 621 121
Drawn
BRS
Date
Apr 2010
Drg Size
A3
Checked
Job No.
Scale
Drg No.
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Ariel View of Site Looking South East

Appendix 6.0.2

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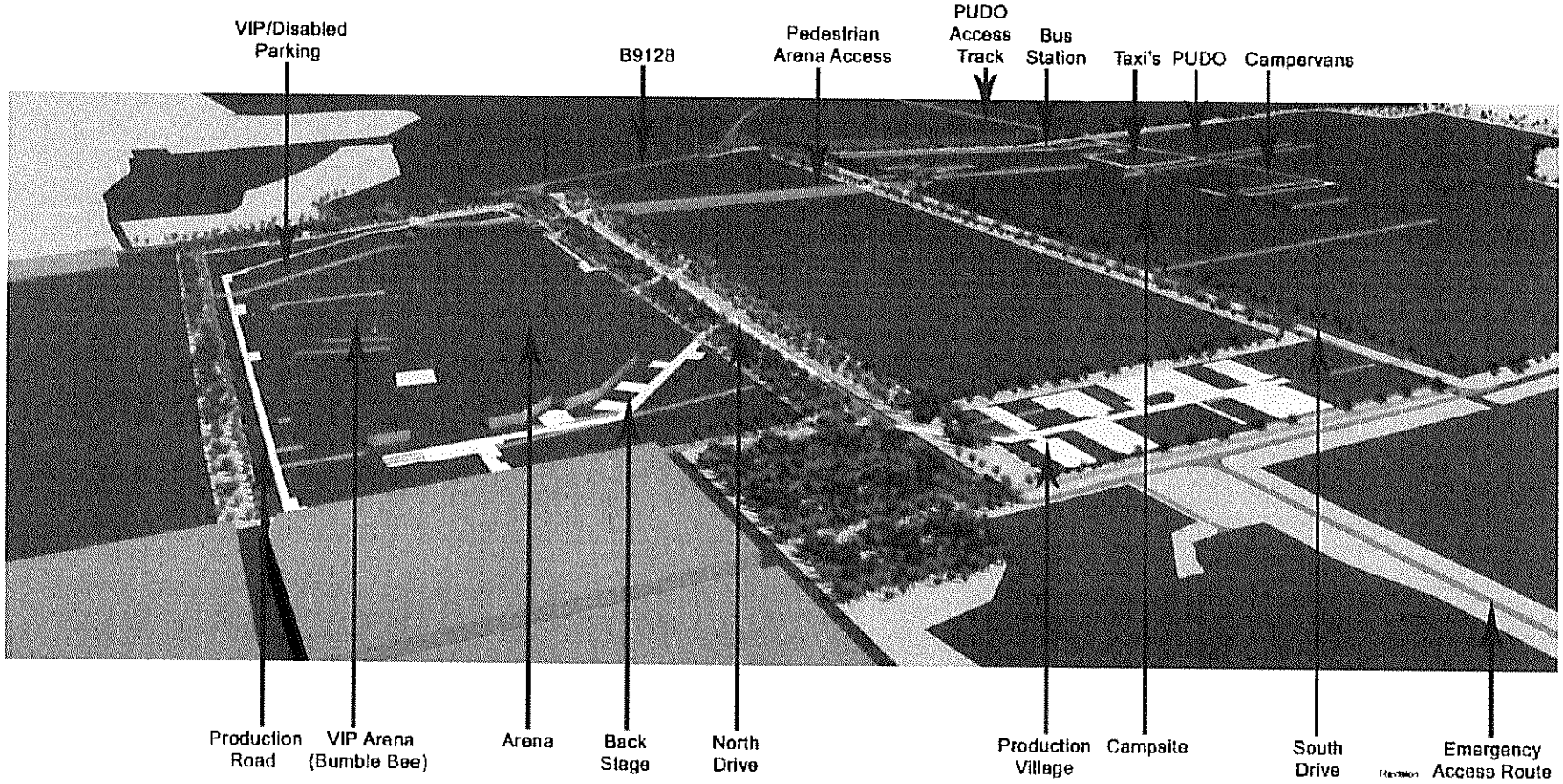

Revision Date 06.02.00

Bell Ingram Design

Client
Jigsaw Events and Management Ltd
Project
Angus Music Festival
Title
Ariel View Looking South East

Branch	Telephone
Perth	01738 621 121

Drawn	Date	Drg Size	Checked
BRS	Apr 2010	A3	

Job No.	Scale
J7116	

Drg No. L(SK)021 Rev

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Ariel View of Site Looking South East

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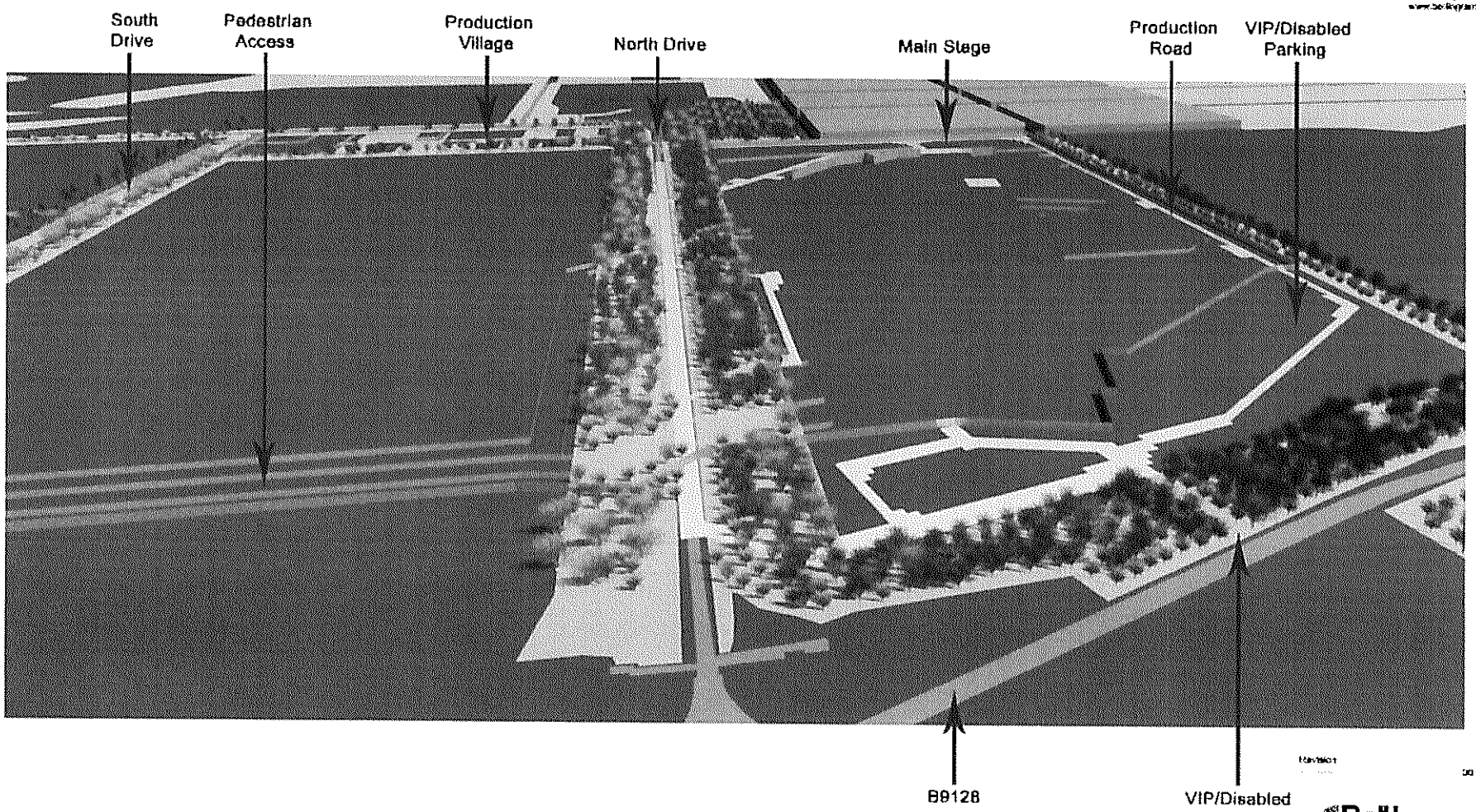

Revision Date

Bell Ingram Design

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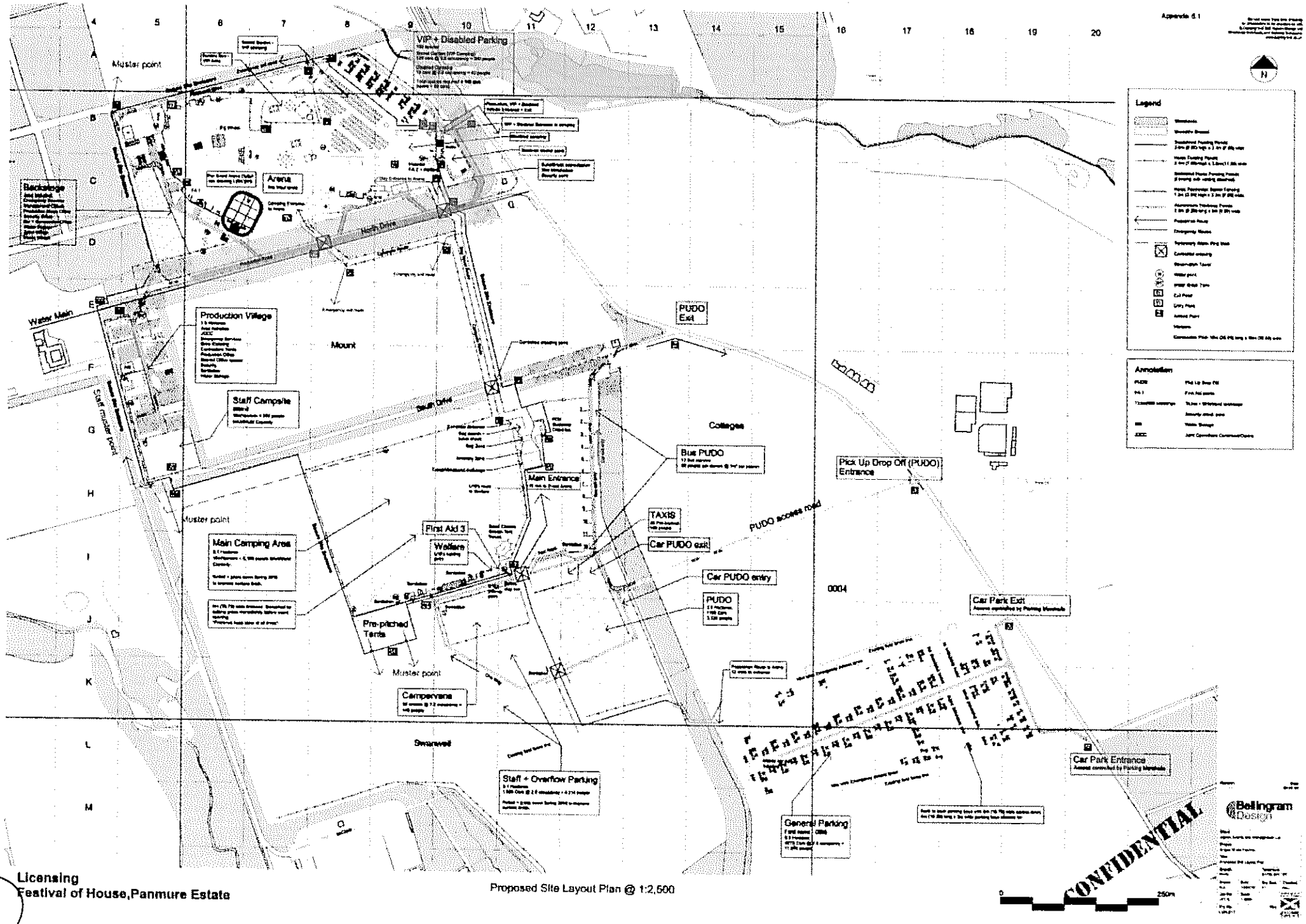
Client
Jigsaw Events and Management Ltd
Project
Angus Music Festival
Title
Ariel View Looking Over North Drive
Branch: Perth
Telephone: 01738 621 121
Drawn: BRS
Date: Apr 2016
Drg Size: A3
Checked:
Job No.: J716
Scale:
Drg No.: L(SK)020
Rev:
The Scottish Government

Licensing
Festival of House, Panmure Estate

Ariel View Looking Over North Drive



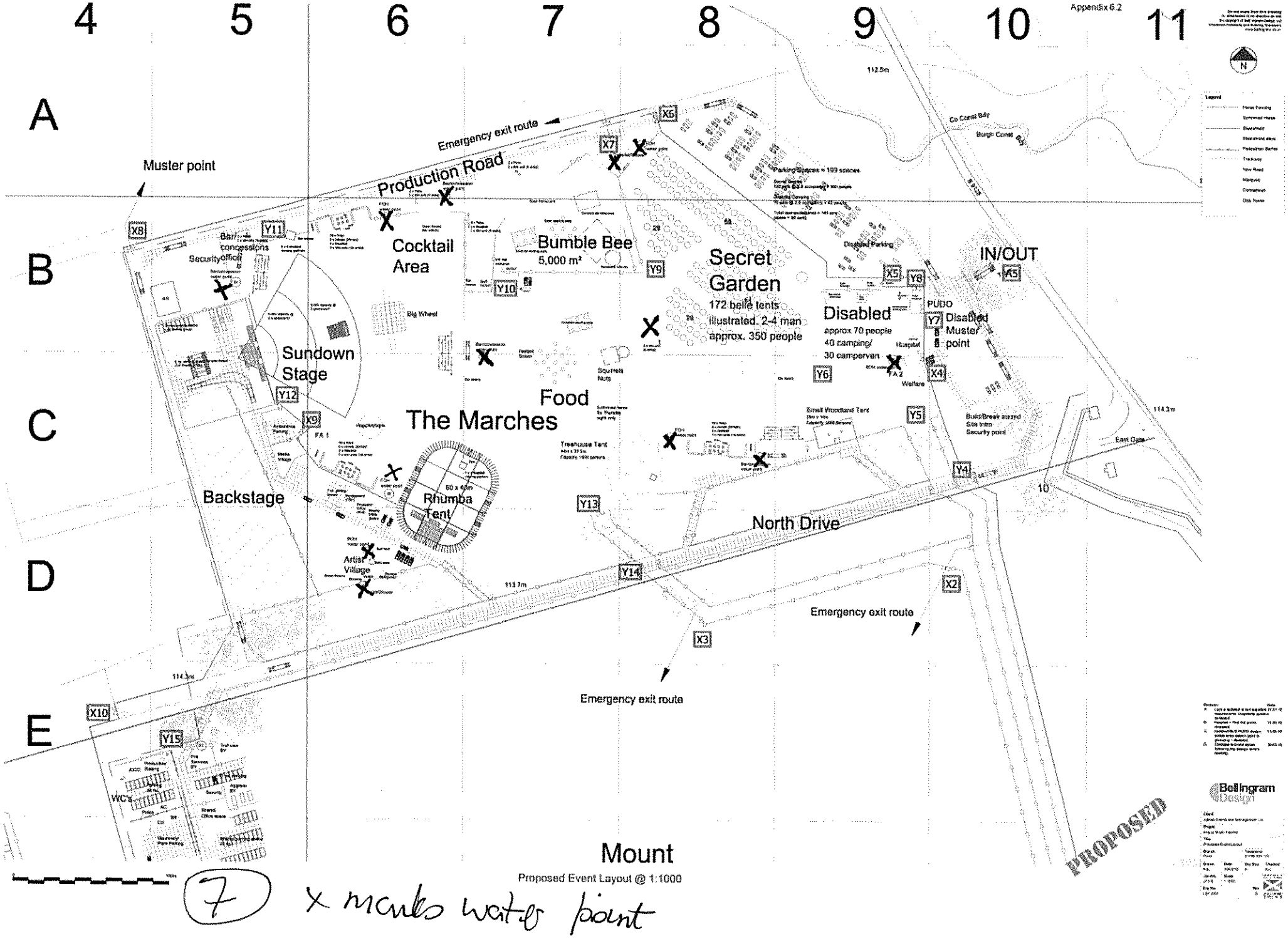
845

Licensing
Festival of House,Panmure Estate

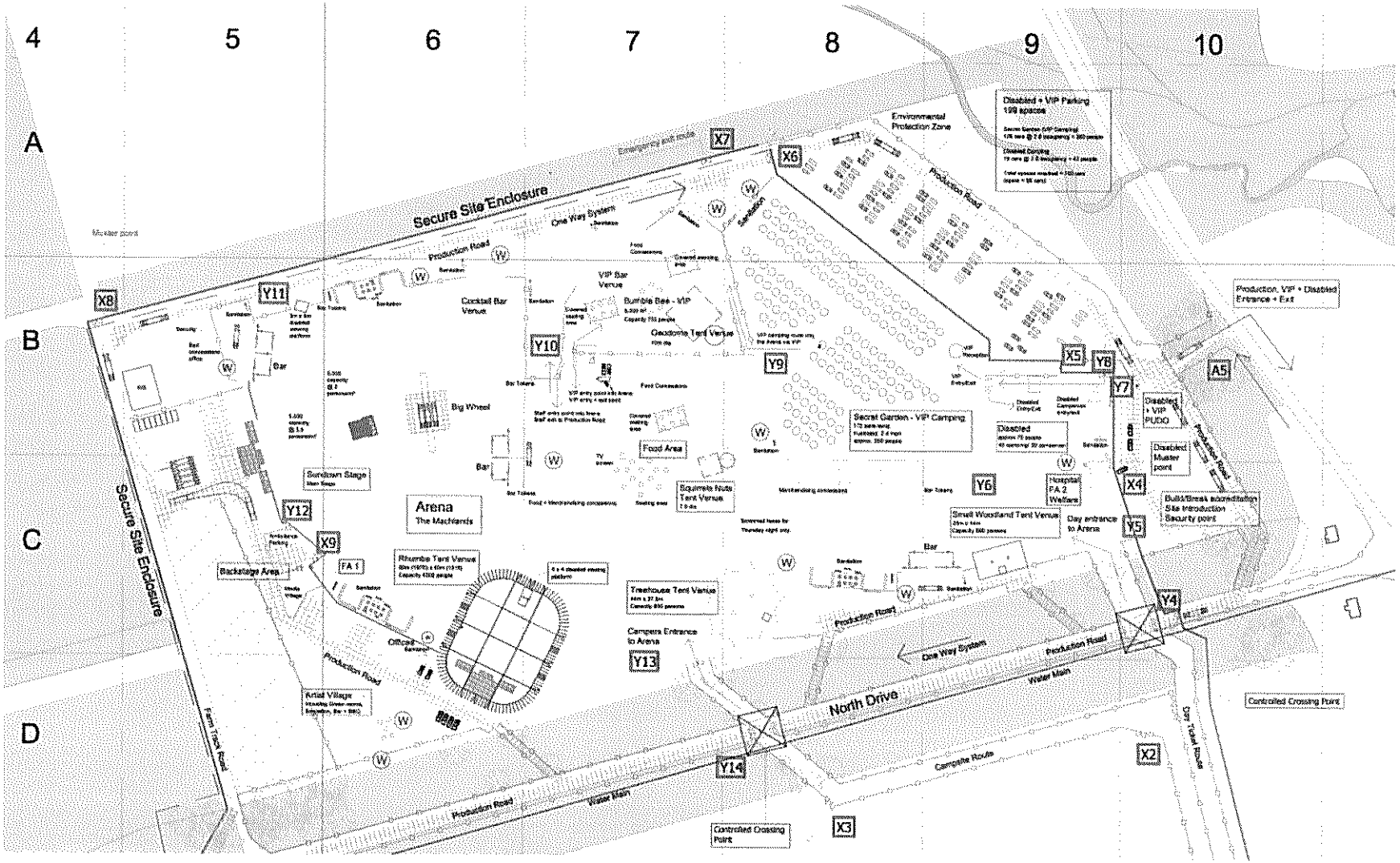
Proposed Site Layout Plan @ 1:2,500

6

Appendix 6.2



7 x marks water point

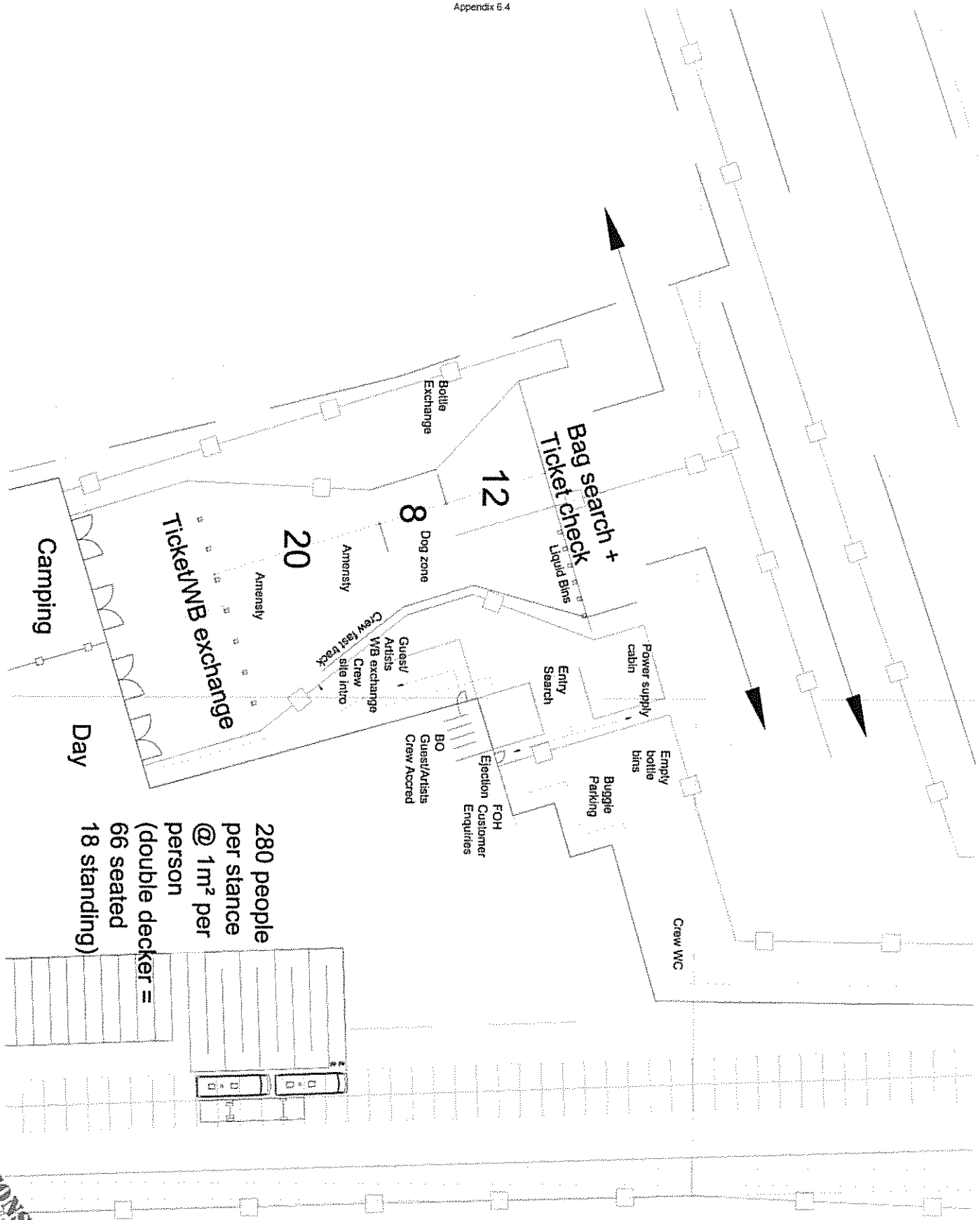


Proposed Event Arena Layout Plan @ 1:1,000

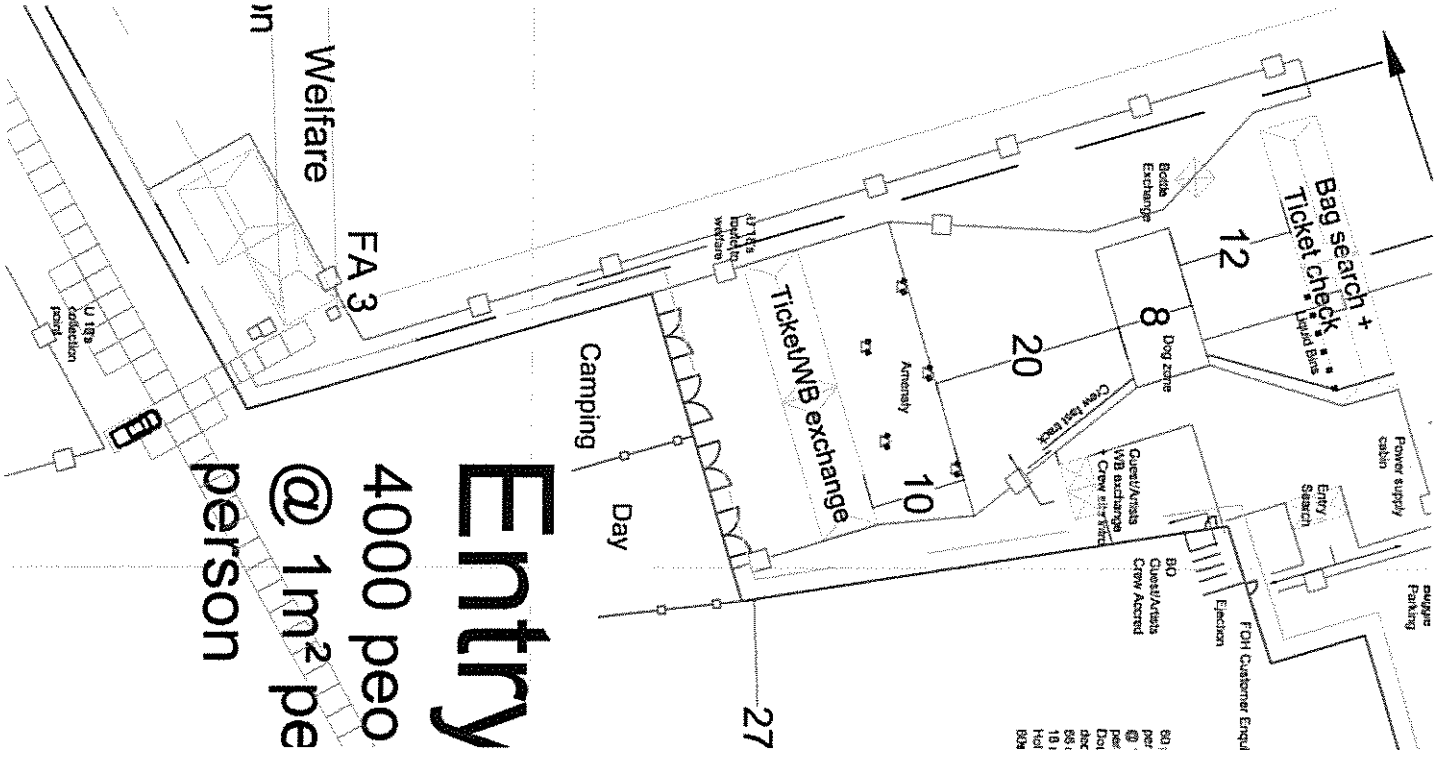
Licensing
Festival of House,Panmure Estate

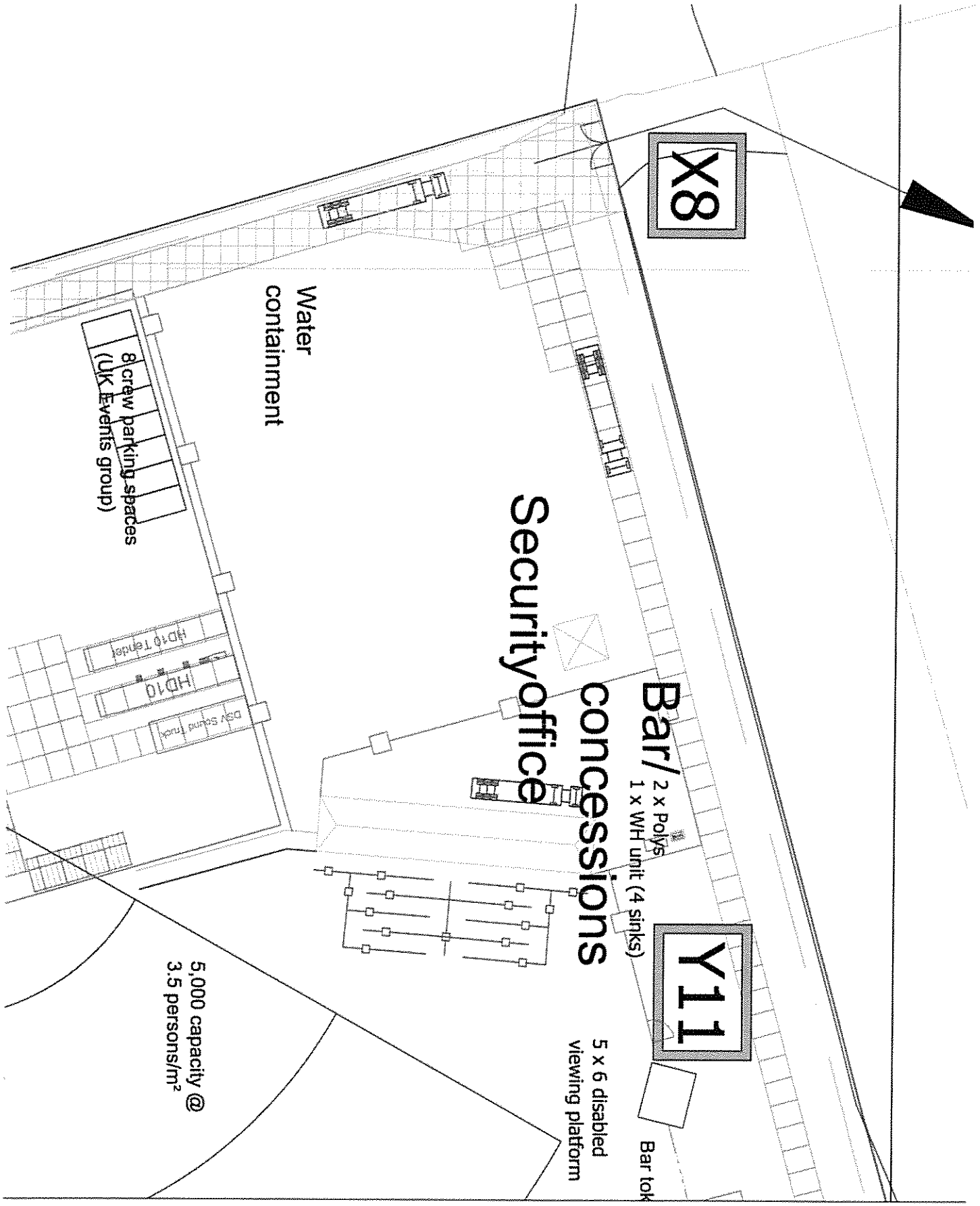
CONFIDENTIAL

Bellingram Design

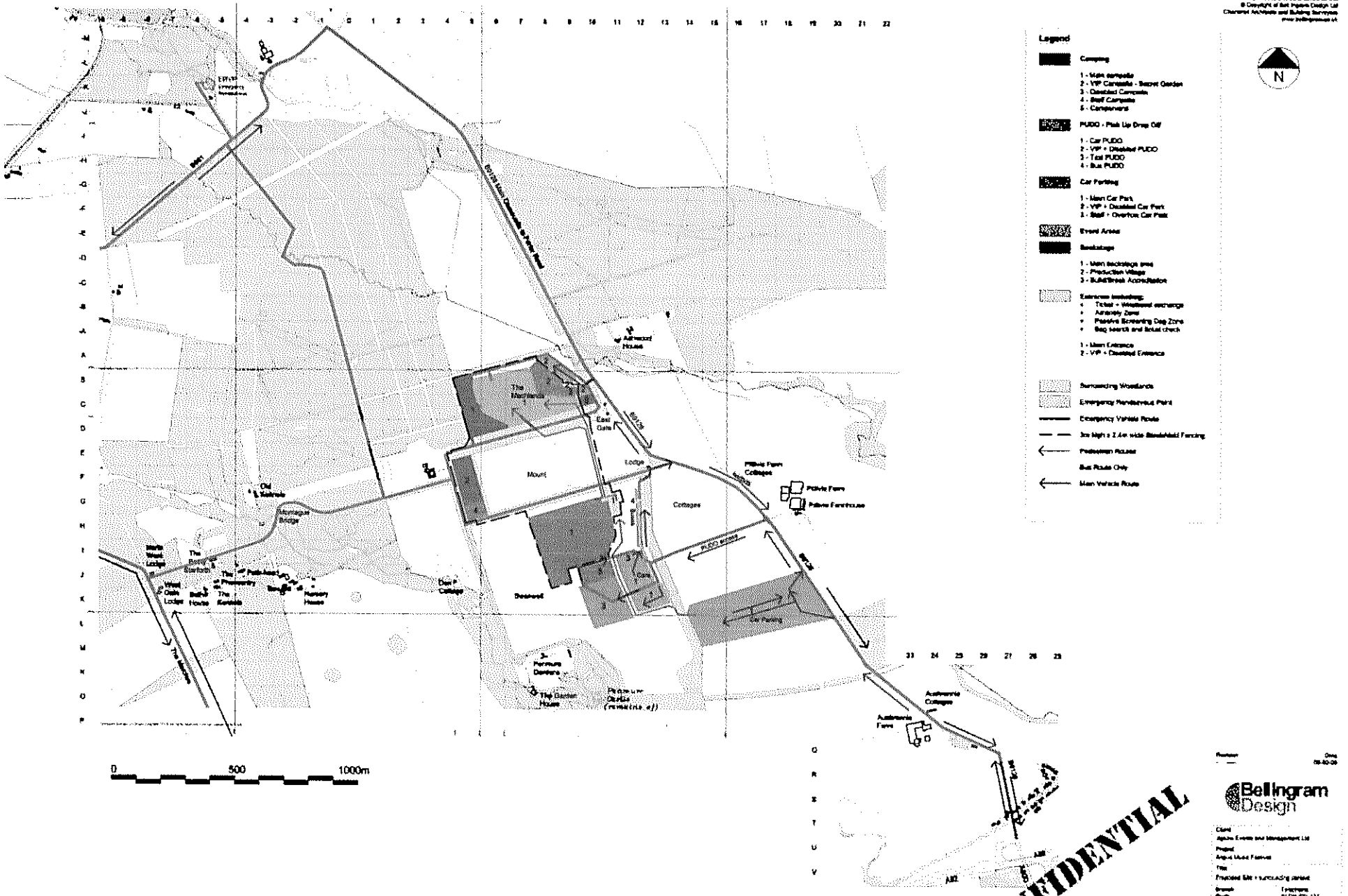

Bag search +
Ticket check
Liquid Bins
Bottle
Exchange
12
8
Dog zone
20
Amensty
Amensty
Ticket/WB exchange
Camping
Day
Crew fast track
Guest/
Artists
WB exchange
Crew
site intro
Power supply
cabin
Entry
Search
Empty
bottle
bins
Buggie
Parking
BO
Guest/Artists
Crew Accred
FOH
Ejection Customer
Enquiries
Crew WC
280 people
per stance
@ 1m² per
person
(double decker =
66 seated
18 standing)

Appendix 6.5


Entry
4000 peo
@ 1m² pe
person
Welfare
FA 3
Camping
Day
Ticket/WB exchange
Amenity
Bag search +
Ticket check
Liquid Bins
Dog zone
Bottle Exchange
Crew fast track
Guest/Artists WB exchange + Crew sign in
BO Guest/Artists Crew Accred
Entry Search
Power supply cabin
Ejection
FOH Customer Enqui
12
8
20
10
27

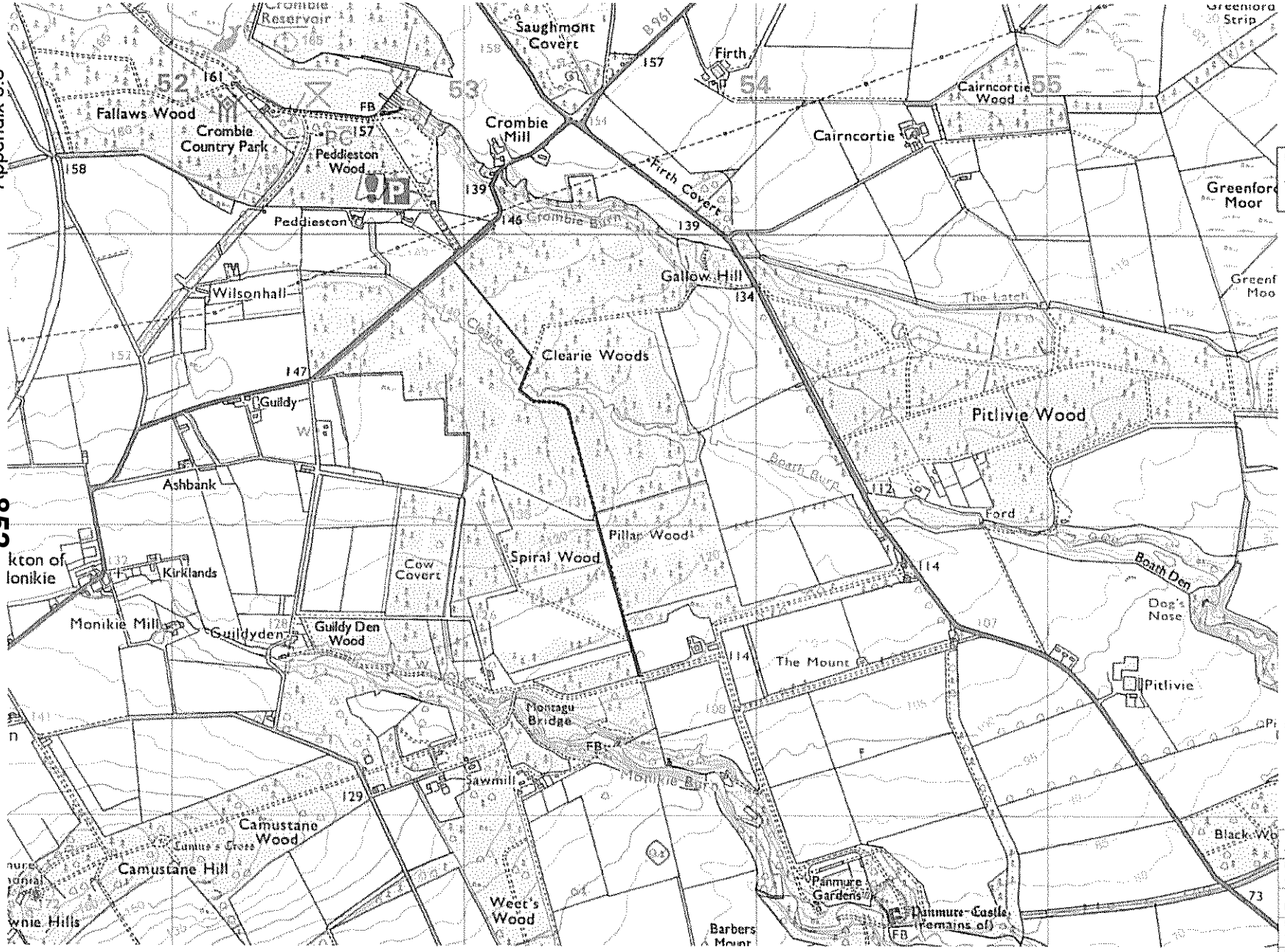

X8
Water containment
8 crew parking spaces (UK Events group)
HD10 Tender
HD10
DSV Sound Truck
Security office
Bar/ concessions
2 x Polys
1 x WH unit (4 sinks)
Y11
5 x 6 disabled viewing platform
Bar tok
5,000 capacity @ 3.5 persons/m²

17


Legend
Camping
1 - Main campsite
2 - VIP Campsite - Secret Garden
3 - Disabled Campsite
4 - Staff Campsite
5 - Campervans
PUDO - Pick Up Drop Off
1 - Car PUDO
2 - VIP + Disabled PUDO
3 - Taxi PUDO
4 - Bus PUDO
Car Parking
1 - Main Car Park
2 - VIP + Disabled Car Park
3 - Staff + Overflow Car Park
Event Areas
Backstage
1 - Main backstage area
2 - Production Village
3 - Build/Break Accreditation
Entrances including:
• Ticket + Wristband exchange
• Arrivals Zone
• Passive Screening Dog Zone
• Bag search and Ticket check
1 - Main Entrance
2 - VIP + Disabled Entrance
Surrounding Woodlands
Emergency Rendezvous Point
Emergency Vehicle Route
3m High x 2.4m wide Blockfield Fencing
Pedestrian Routes
Bus Route Only
Main Vehicle Route
N
0
500
1000m
The Mansion
Mount
Lodge
Cottages
Pillaw Farm Cottages
Pillaw Farmhouse
Old Kitchens
Rockingham Bridge
The Boxing Stables
The Pheasantry
Nursery House
Deer Cottage
Boulevard
Car Parking
Admin Offices
Admin Cottages
Admin Barn
Panmure Gardens
The Garden House
Pitch Area
Obelisk
(remains of)
East Gate
Walk
Walk
Walk

Appendix 6.8

852

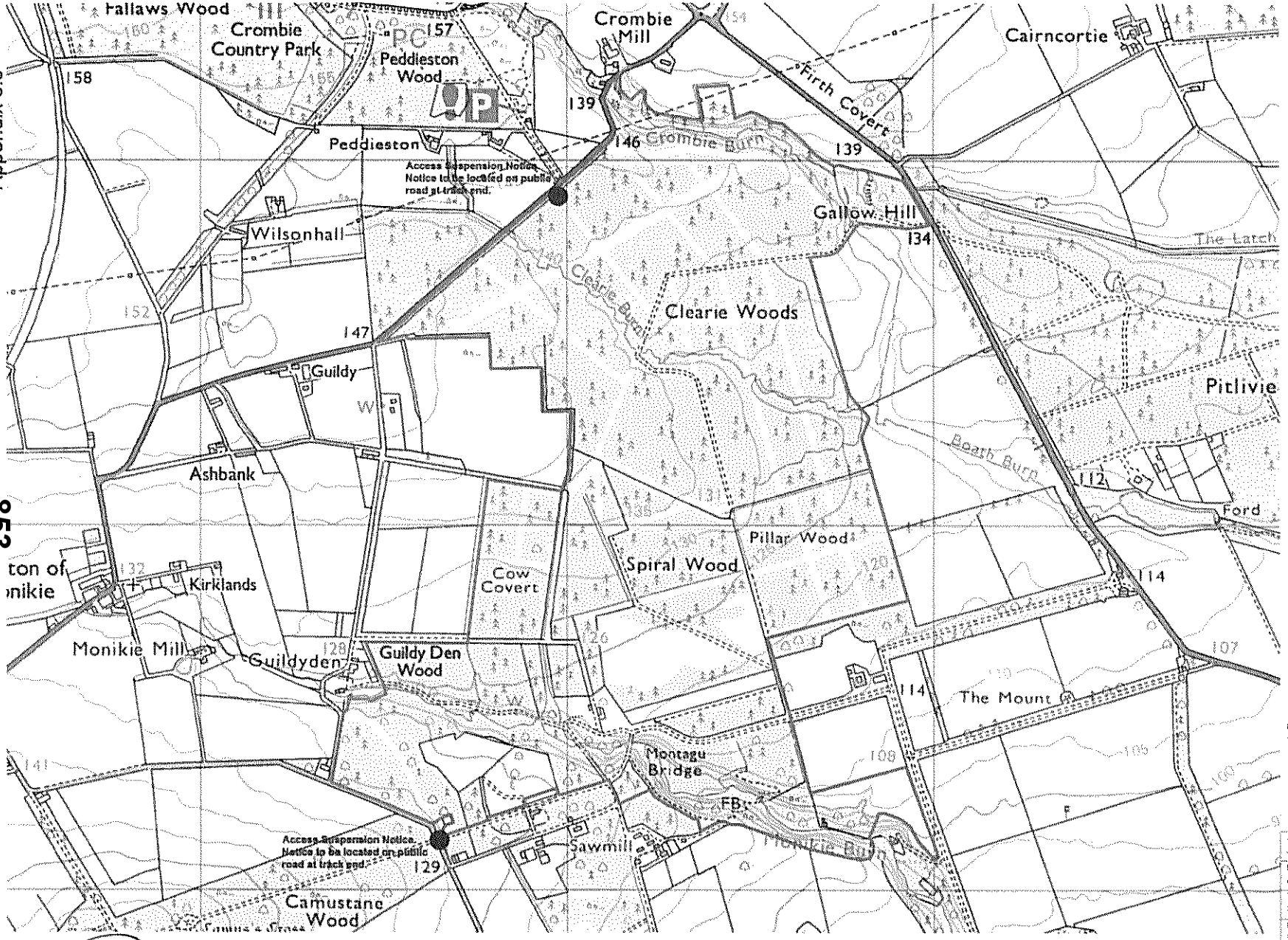


Route from B961 to FOH site @ 1:12,500

0 500 1000m

13

Appendix 6.9



853

(14)

Section 11 - Core Path + Forest Closure @ 1:10,000

0 500 1000m

~~Do not scale from this drawing~~
All dimensions to be checked on site
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Chartered Architects and Building Surveyors
www.bellingram.co.uk

Revision	Date
-	00-00-00

Bell Ingram Design

Client: Jigsaw Events and Management Ltd			
Project: Angus Music Festival			
Title: Section 11 - Core Path + Forest Closure			
Branch: Perth		Telephone: 01738 621 121	
Drawn: K.B.	Date: 25/02/16	Drg Size: A3	Checked: K.B.
Job No.: J7116	Scale: 1:10000		
Drg No.: LISK1015		Rev	

The Scottish Government

APPENDIX 6.10

Do not scale from this drawing
All dimensions to be checked on site
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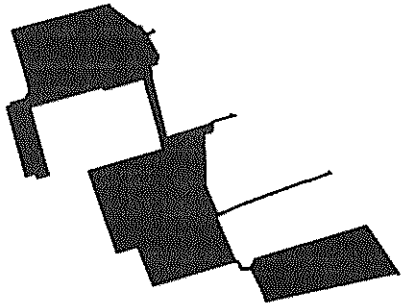
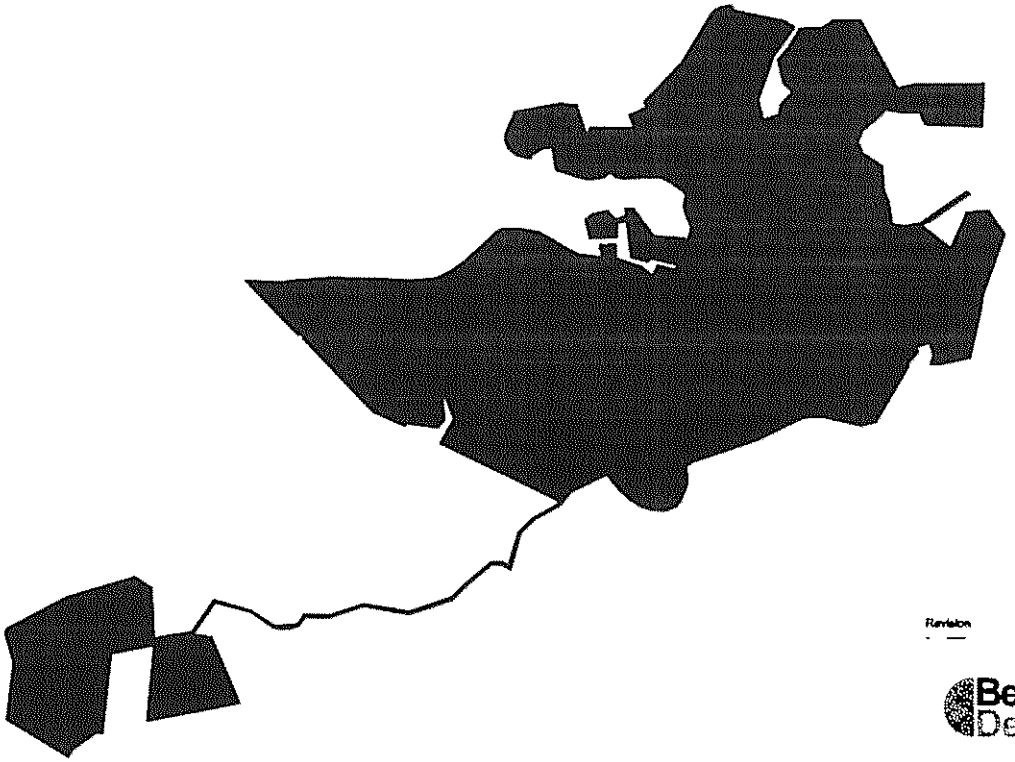
Comparative site areas





Panmure Estate

1: 20,000

Strathallan Estate

1:20,000

15

0 500 1000m

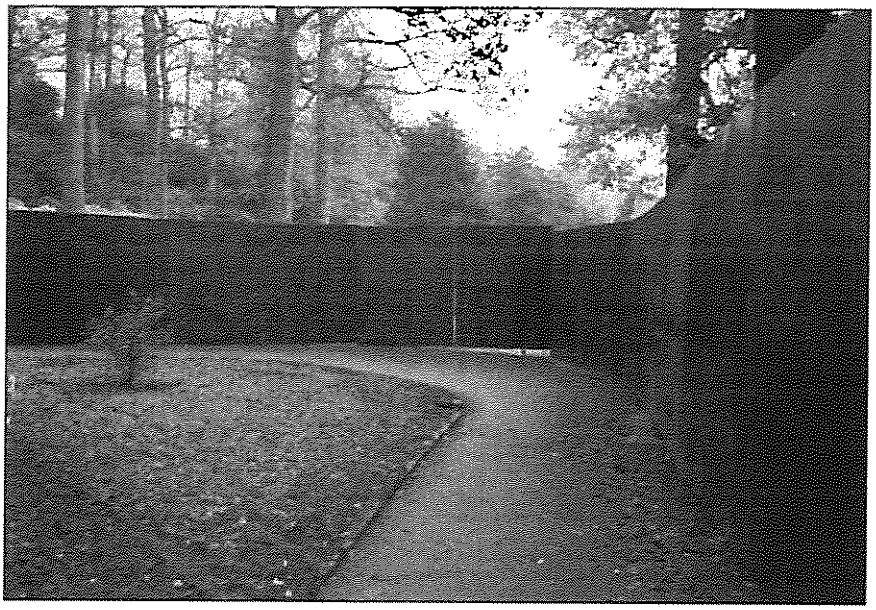
In Progress

Revision	Date
-	00-00-00

Bell Ingram Design

Client: Jigsaw Events and Management Ltd			
Project: Angus Music Festival			
Title: Schematic Site Layout			
Branch: Perth		Telephone: 01738 621 121	
Drawn: SIC	Date: 11/04/2016	Drg Size: A3	Checked
Job No.: J7116	Scale: 1:20,000		
Drg No.: L(PL)012		Rev:	

Technical and Safety Data



SteelShield
Event Fencing System

SteelShield Event Fencing System

CONTENTS

Cover Page 1
1 Introduction 3
1.1 Commercial Confidentiality 3
1.2 Target Readership 3
1.4 Introduction to SteelShield Event Fencing System 4
2 Legal Requirements 5
2.1 The 'Pop Code' 5
2.2 British Standards 5
3 Project Background 6
4 Side Stage Area Requirements 6
5 Specifications 7
5.1 Special Panels For Ground Slope Changes 7
5.2 Gates 8
5.3 Extra Large Vehicle Gates 8
5.4 Pit Exit Doors 8
5.5 Door & Gate Locks 8
6.1 Transport 8
6.2 Erection 9
6.3 Verification & Stand-By 9
7 Load Testing 10
7.1 Background 10
7.2 Type 3 Test 10
7.3 Conclusion 10
8 Wind Load Calculations 11
9 Drawing - General Layout & Sections 12
10 Drawing - Panel Dimensions 13
11 Drawing - Bracing Struts 14
12 Example Safety Check Certificate 15
13 Steelshield.co.uk Limited 16
13.1 Offices 16
13.2 Technical Department ..... **Error! Bookmark not defined.**
14 Standards & Procedures for ensuring quality and excellence ..... Error! Bookmark not defined.
14.1 Trade Associations ..... **Error! Bookmark not defined.**
Appendix A - Type 3 Load Test Report 17

1 Introduction

1.1 Commercial Confidentiality

As a company we believe that secrecy has no place in public safety. However the provision of advanced technology to public events is the lifeblood of Steelshield.co.uk Limited and our technology is a valuable commercial asset. Consequently you are requested to treat our technical submission as confidential. Please note that this document remains the property of Steelshield.co.uk Limited at all times and must be returned to Steelshield.co.uk Limited on request. Copyright exists in all information given in this data pack and the recipient is only authorised to use it as follows:

Event Organisers may pass it on to a Local Authority with regulatory powers over the event or may retain it to form part of an event safety manual.

Local Authorities must not pass it on or copy it to any third party (specifically including external consultants) outside the local authority represented by the recipient without our express written consent.

1.2 Target Readership

Those persons called upon to verify the suitability of a temporary structure for use at events to which members of the public are admitted, and those who assess the potential risks for workers engaged in the erection of such structures. We expect this readership to include

- Building Control Officers
- District Surveyors
- Structural Engineers
- Health & Safety Officers
- Fire Officers
- Electrical Engineers
- Local Authority Licensing Officers.

1.3 Introduction to SteelShield Event Fencing System

SteelShield is the first system specifically designed and used to form the perimeter fence at pop concerts and similar events.

Key requirements of the original design were:-

a) All parts to be of a weight suitable for manual handling.
b) To comply with what were then the draft requirements of the new 'Pop Code'
c) To provide a system which was opaque to prevent unauthorised viewing.
d) To provide a system which was safe in use, and which in the unlikely possibility of a failure was sufficiently light in weight to avoid crushing people.
e) To provide an attractive and non-threatening appearance.

There are several issues to consider apart from the mechanical design, including suitability for intended use, ease and method of erection, ease of transport and handling, particularly with regard to mechanised handling in bulk.

SteelShield is firmly established in the market-place, being used as the main perimeter system for:

Reading Festival
Leeds Festival
Glastonbury Festival (Camping Areas)
Homelands
Fleadh in Finsbury Park
Radio One
V Chelmsford
V Weston park
Download
Princes Trust concert - Hyde Park
T in The Park
BBC Proms in Hyde Park

It is also used for creating secure back-stage compounds at many smaller events and for blocking sight lines at all sorts of different events, including sports fixtures.

Any fence system that is 3m high can be climbed over by fit, determined concert goers. When perimeter security is paramount we recommend using a mesh panel system such as Heras in a parallel run to the SteelShield. This should be on the outside, so that people have difficulty in reaching the SteelShield at all. It is important to note that the gap should be a minimum of 4m, so that it is not possible to lean the Heras against the SteelShield as an aid to climbing.

2 Legal Requirements

2.1 The 'Pop Code'

November 1993 saw the publication of the 'Guide to Health, Safety and Welfare at Pop Concerts and Similar Events', known colloquially as the 'Pop Code'. Although it is a matter of regret to us that the section on fencing was just one paragraph in the final version.(para 2.18). The previous draft version dealt with the differences between crowd control systems ('police barriers'), area delineation systems ('Heras' and derivatives) and load bearing perimeter systems such as SteelShield.

2.2 British Standards

Although there are many British Standards relating to fencing, none of them deal specifically with temporary installations of solid systems for public events. However the requirements of the Pop Code are quite clear (ability to withstand 2.0kN per metre run, applied horizontally between 1.0m and 1.5m above the ground, and with an overall height of 3.0 metres.)

The fence also needs to be able to withstand load due to wind. A calculation is included based on BS6399-2.

3 Project Background

The first type of panel used plastic covered steel sheets riveted to the steel frame. There were various problems protecting the edges of the plastic coated facing sheets . This lead to the introduction of vertical 'T' section pieces which were located between adjoining panels, thereby covering the edges of the sheet.

A second type was then introduced, which used welded plain steel facing sheets, that were subsequently painted. Both versions employ the same frame. The T-pieces were retained for these panels for compatibility with the earlier type.

Both Type 1 & 2 panels were made by outside contractors. Load tests were undertaken to prove compliance with the design requirements.

In 1993 Steelshield was manufactured in house, producing a Type 3 panel. The problem of sharp edges has been resolved by using larger sheets, and folding the edges around the frame. Consequently we have been able to go back to the superior plastic coated material and dispense with the T-pieces between the panels. A key feature of the new panels is that they overlap each other at the joins, completely preventing even the smallest gap that can be seen through or have pass-outs slipped through.

The other significant change is that the rakers were fabricated from 40mm x 40mm steel angle for the Type 1 & Type 2 versions. These have been changed for the Type 3 panels to 35mm dia steel tube which have proven to be much superior, and better able to resist compression loads.Plus type 3 panels can be Turned on their side to give a 2.4 meter high fence.

Following the success of the Type 3 panels we asked trained structural engineers (Messrs Scott-White & Hookins of Bedford) to witness a load test on the new panels and their report is attached as Appendix A.

As part of our policy of on-going improvements we decided to convert all the Type 1 & Type 2 panels to Type 3, and this work was undertaken between the 1995 and 1996 concert seasons.

4 Side Stage Area Requirements

It is common practice at major events for SteelShield to be used at either side of a front stage crush barrier. Consequently the first few panels adjacent to the barrier are potentially subjected to higher than normal crowd pressures.
It is our recommendation that as many of the following options as possible are utilised:

1) Additional ground anchorage or extra pins, to be used behind the fence.
2) Connection from the top of the inner panel to the stage PA wing to be made with scaffold tube or similar, thereby forming a bridge above the escape route from the pit area.
3) A rigid bolted (or clamped) connection to be made between the inner fence panel and the outer section of crush barrier.

SteelShield Event Fencing System

5 Specifications

1. Each panel is nominally 3m high by 2.4m wide.
2. The main frame is of 40mm x 40mm x 3.2mm RHS, with angle sections of the same dimensions as the RHS substituted on one long and one short edge to form the overlap to the next panel.
3. An additional horizontal member in the same material as the main frame is located 1.2m above ground level to absorb crowd pressure. Another horizontal member is fitted approx 2.4m above the ground to provide additional stiffness adjacent to the raker location points.
4. The frame is covered with solid panels of .7mm steel sheet. These are polyester coated and riveted to the frame with steel rivets. The original Mk 2 version panels are welded to the frame and then painted. All frames and rakers produced from January 1997 are hot dip galvanised.
5. The panels bolt together, and by selecting one of a series of holes in each frame the panels may be 'stepped' up and down slopes. For particularly steep slopes we have a stock of triangular panels.
6. The panels are joined together with two bolts. The top fixing bolt between each pair of panels also locates the main brace (raker), which extends to a point on the ground approx. 1.8m inside the fence. The lower end is secured with a 600mm ground stake. Additional stakes go through holes in the base of the fence frame to locate the bottom of the fence. It should be noted that none of the joining bolts or stakes are accessible from the outside of the fence.
7. In the very unlikely event of the fence ever being pushed over it is light enough to prevent serious injury. (Panel weight 72kgs)
8. SteelShield complies with the 2kN/m pushover requirement of the 'HSE Pop Code' and meets CP3 wind loads in any direction. Calculations and test results are included to verify this.

Following conversion to Type 3, the panels can now be used either way up. This provides economy for smaller events where a 2.4m height is acceptable, and is useful at larger events to clear sight lines when required.

5.1 Special Panels For Ground Slope Changes

We have also developed a range of 'V' shaped panels to accommodate changes of ground angle without leaving gaps.

5.2 Gates

Gates are arguably the most important part of any fence system. Almost any type 3 panel can be turned into a gate by the use of our special hinge sections which bolt to the vertical edge of any panel.

Consequently the following sizes are possible:

a) 1 x 1.2m panel for staff and personnel access doors

b) 1 x 2.4m panel for public access and Emergency Exits

c) 2 x 2.4m panels for vehicle entrances

d) 1 x 3m panel for small vehcle entrances

e) 2 x 3m panels for large entrances

For events where an audience is enclosed by SteelShield we recommend that where possible all gates are 4.8m wide to enable easy access for Emergency Vehicles.

All gates have a simple swing over bar to hold them closed. Welded collars prevent the gates being lifted off their hinges.

5.3 Extra Large Vehicle Gates

This can be done by swinging 2 x 3meter panels either on 3meter or 2.4meter High fencing

5.4 Pit Exit Doors

Special 1meter wide panels containing an inset pedestrian (wicket) door are available to deal with the specific problem of returning members of the audience from the 'pit' to the public arena after they have been passed over the stage front barrier.

5.5 Door & Gate Locks

All our doors and gates have holes to enable them to be padlocked shut in the interests of site security. These are clearly visible from the inside of the fence, enabling easy verification that they have all been removed before the public are admitted.

It should be noted that some exits must be unlocked, and clearly identified, when personnel are working within a fenced area, and that when the public are on site, all exits must be manned by stewards.

5.6 Transport

Panels are transported in stillages that hold 16 panels each. These are designed to stack up to four high, depending on the type of trailer in use. The normal stack is three high. There are legal requirements relating to the height versus gross weight of a commercial vehicle and consequently no employee is authorised to stack stillages four high without the express permission of the companies Transport & Operations manager.

All stillages are fitted with forklift pockets. Any forklift used for handling SteelShield stillages must be capable of lifting 2,500 kgs at 600mm load centres, and be fitted with forks that are a minimum of 1.10m long. Under no circumstances may fork extensions be used. Although a full stillage weighs 1,250 kg, the effective load centre is at 1200mm, and so one stillage constitutes a full load for the forklift.

Under no circumstances may more than one stillage be handled at once, regardless of the capacity of the forklift truck.

5.7 Erection

SteelShield was designed to be erected by three people. Following a painted or rope line on the ground the forklift driver proceeds with a stillage, accompanied by two crew who remove panels from the stillage and place them on the ground. Once the required number of panels are in place, the crew commence erection. Two stand a panel upright whilst the third places the support raker. One of the two crew supporting the panel simultaneously bolts the panel to the previous one which also locates the top of the raker. The process is repeated ad infinitum. Depending on the time available, more crew can be used to enable the various processes to take place concurrently.

The ground pins that position the base of the fence are not normally driven fully home but the raker must be driven fully home. If the ground conditions prevent this, alternative measures must be taken to prevent the panel or raker sliding up the pin. This can often be achieved with an additional pin inserted at a different angle.

The bolts that join the panels are acting in shear, and so do not need to be particularly tight. We recommend that they are just tight enough to prevent them being undone by hand. (i.e. A special tool is needed to undo them.)

5.8 Verification & Stand-By

We recommend that the fence is divided into zones, by numbering each gate. Standby crew then check each zone on a daily basis, and sign off the check on a master sheet kept in the site office. An example is included within this document.

In particular they will check for unauthorised moving of components, especially rakers and pins.

It is our policy to have stand-by crew on site when public are on site or a show is taking place.

6 Load Testing

6.1 Background

SteelShield was introduced into the marketplace in 1991, with one large scale use for the 'Happy Mondays' concert at Heaton Park in Manchester and several smaller usages. At the time of the original design there was no published requirement for concert fencing, although the first draft of the 'Pop Code' became available during 1991, with the proposed specification of 2.0kN/m run.

Consequently we decided to arrange an actual load-test, and this was carried out on 26th February 1992. This test took place on Type 1 panels and satisfactorily demonstrated that the fence complied with the 'Pop Code' specification.

6.2 Type 3 Test

In March 1995 we carried out a test similar in all essential ways to that previously carried out on the Type 1. This was carried out by the same personnel as previously, but on this occasion we asked our retained structural engineers (Messrs Scott-White & Hookins) to witness the test. Their report is attached as Appendix A.

6.3 Conclusion

No damage was done to the panels during any of our tests, which confirmed our belief that the ground anchorage is the most critical area of any temporary fence system.

These tests clearly demonstrate the ability of Steel Shield to withstand the 2.0kN/m requirement of the 'Pop Code'.

7 Wind Load Calculations

From the Type 3 test results it can be seen that the fence will withstand 3.77kN/m. Each panel is 2.4m wide. Consequently if it can be shown that the maximum force that could be applied to the fence due to wind pressure is below **9.0kN per panel** it can be stated that Steel Shield is safe in any weather conditions.

The following calculation is based on BS6399-2. Due to the calculation method within BS6399-2, it is not possible to include, in this document, a site specific calculation for all possible sites that may utilise SteelShield. However the calculation assumes most onerous conditions for the majority of installations within the UK.
Assumed conditions are; site wind speed of 25m/s (this covers most of the UK up to the north of Inverness), site altitude of 100m, directional factors is taken as 1.0 (other directions reduce final load) and the seasonal factor is based on a one month installation during the the worst month of the year (January).

Maximum Height of structure		3.0m
Basic Wind Speed	Vb =	25.0m/s
Altitude factor	Sa =	1.1
Directional factor	Sd =	1.0
Seasonal factor	Ss =	0.98
Probability factor	Sp =	1.0

Design Wind Speed **(Vs)** :-
= Vb. Sa. Sd. Ss. Sp. = **26.95m/s**

Dynamic Pressure **(q)** :-
$= Vs^2 \times 0.613 \times 10^{-3}$ = **$0.445 kN/m^2$**

Size of each panel **(A)** :-
= 3.0m x 2.4m = **$7.20\ m^2$**

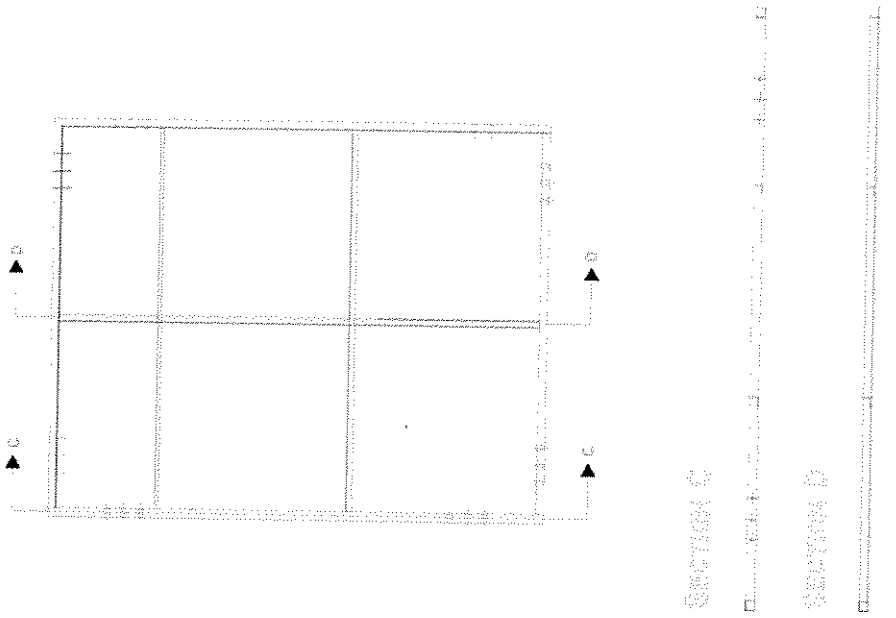
Pressure coefficient **(Cp)** ...= **2.1**

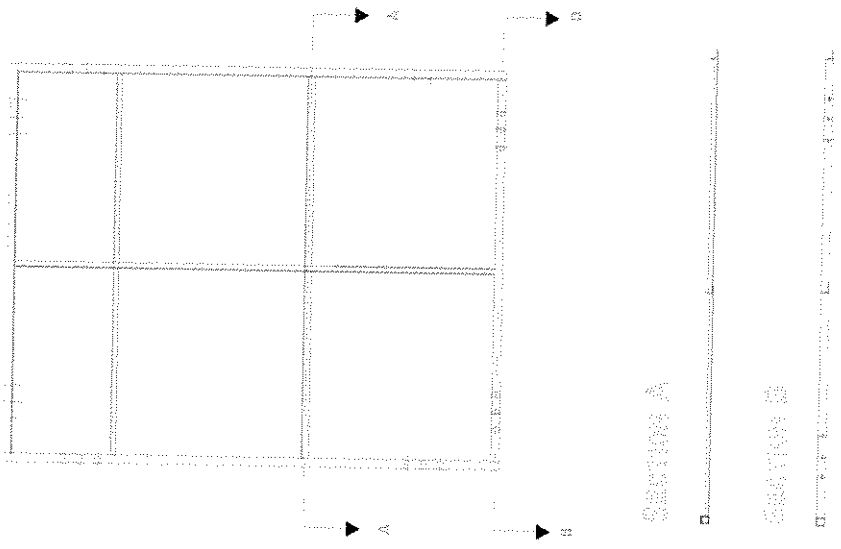
Overall load applied to one panel:-
= q x A x Cp = 0.445 x 7.2 x 2.1 ...= **6.73kN**

Therefore it can be seen that the load applied by the maximum wind (6.73kN) is less than the test load applied (9.0kN).

SteelShield Event Fencing System

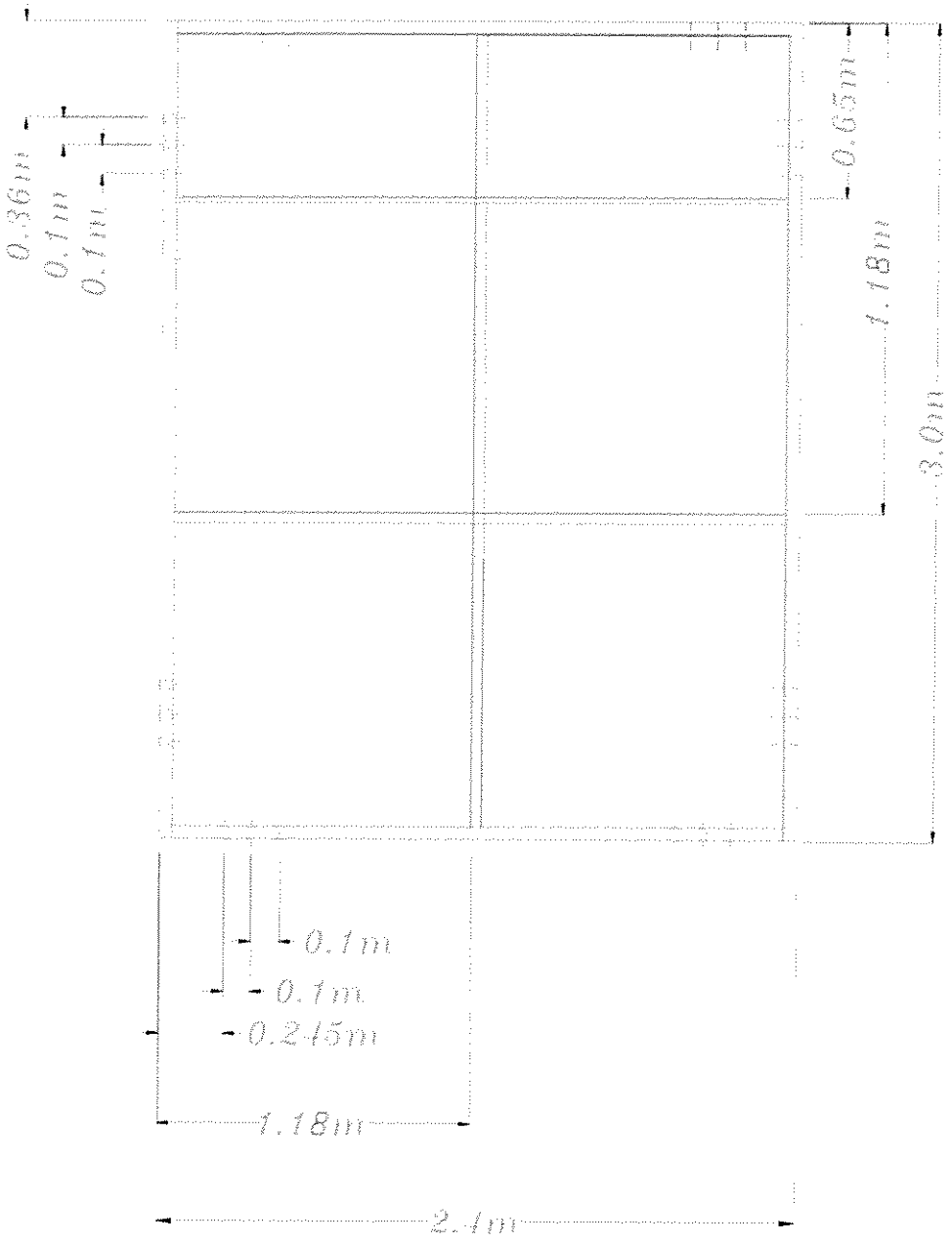
8 Drawing - General Layout & Sections





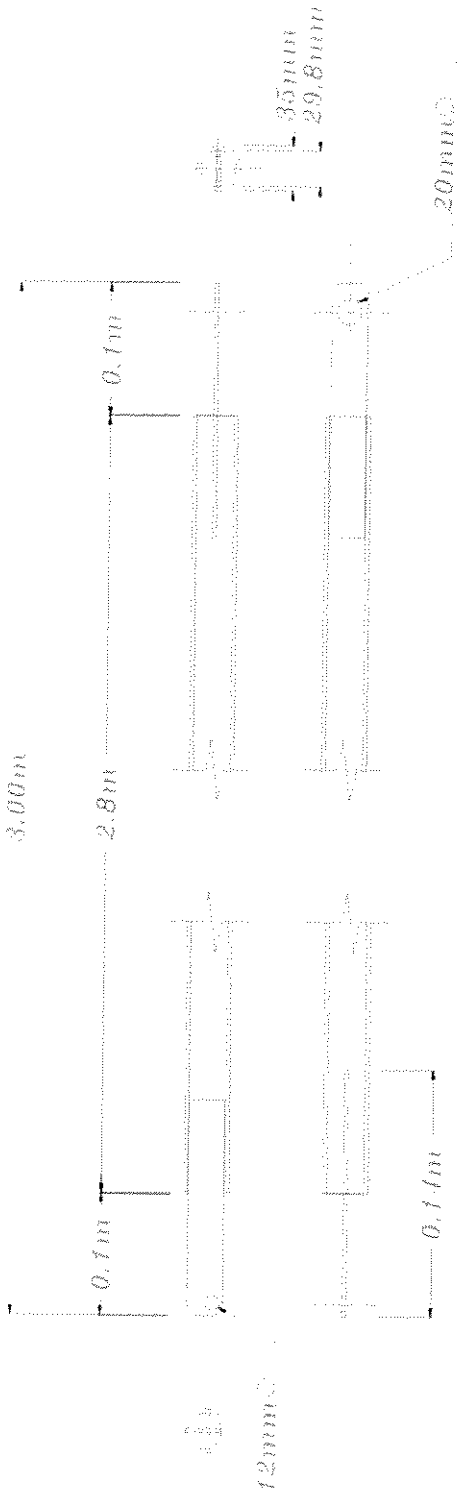
SteelShield Event Fencing System

9 Drawing - Panel Dimensions



SteelShield Event Fencing System

10 Drawing - Bracing Struts



11 Example Safety Check Certificate

STEELSHIELD.co.uk

VENUE/ACT ..... NAME OF CREW BOSS .....

DATE	REASON	Stage L	Stage R	Zone:	Zone:	Zone:	Zone:	Zone:	Zone:
	Completion								
	Before 1st show								
	Before 2nd show								
	Before 3rd show								
	Before 4th show								
	After High Winds								
	After accidental or malicious damage								

Sign after first (completion) inspection **Crew Boss:** ..... (c/o STAR HIRE) **Client:** .....

A complete list of personnel authorised to assign, modify or remove Star Hire equipment is available on request from Star Hire

TEL.:- +44 (0)1234 772233 **FAX:- +44 (0)1234 772272**

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12 Steelshield.co.uk Limited

12.1 Offices

Steelshield.co.uk Limited is the general trading name

Steelshield.co.uk Limited head office:

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Glencroft
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Appendix A - Type 3 Load Test Report

SCOTT - WHITE & HOOKINS

CONSULTING ENGINEERS

FOUNTAIN HOUSE, 26 ST JOHN'S STREET, BEDFORD MK42 0AQ. TEL 01234-213111 FAX 01234-213107

Report on Load Test of Star Hire Steelshield (Mk3) Fencing

Introduction:

At the request of Star Hire, Scott-White & Hookins witnessed a full scale load test of the Steelshield Mk3 fencing undertaken at Star Hire's premises on 28 March 1995. This was undertaken in order to report upon and verify the results and to comment upon the fencing systems ability to comply with the requirements for perimeter fencing stated in Section 2.18 of the Guide to Health, Safety and Welfare at Pop Concerts and similar events, published by HMSO.

Testing Procedure:

The method of testing the fencing was agreed prior to the test and was as follows:-

1. 3 no. fence panels to be erected on a grassed site typical of 'normal' conditions.

2. A horizontal load to be applied between 1.1 and 1.5m above ground level. The load to be applied using a 3 metre length of 450 x 450 aluminium lattice beam held against the central panel within the required height range.

3. The loading to be applied in increments until failure of the panel.

Drawing F669/100 details the load test arrangement. Attached are a set of three photographs taken during the test to assist in clarification of the aspects discussed.

During the test the aluminium lattice beam was held against the central panel (see photograph no. 1) and was pulled against the front face by steel cables fixed to each end of the beam (see photograph no. 2). Force was applied in increments by a Trifor winch connected to a load cell. Anchorage was provided by the front unit of a Scania 113H articulated truck (see photograph no. 3).

Observations:

Two practice tests were carried out prior to the main test by Star Hire to check the equipment. On each occasion a total force of up to 7.0kN had been applied to the test rig.

continued ..

CARSHALTON BEDFORD WINCHESTER CHESTER IPSWICH EXETER

SCOTT - WHITE & HOOKINS

During the full test the following was observed:-

Winch force kN		Observations
6.0	-	No movement
7.2	-	Slight bowing of the raking struts and vertical sections of the fence frame (photograph no.2)
9.0	-	Further bowing of the rakers and vertical sections. Ground anchor pins lifted slightly along the unclad section of the fencing.
9.2	-	Ground anchor pins pulled out of ground.

When the loading was released from the frame all struts and fencing sections appeared to return to their original shape and alignment with no noticeable permanent deformation.

Conclusions:

The mode of failure during the observed test was that the ground anchor pins were pulled out. It is considered likely that some adhesion between the anchor pins and soil had been lost due to the two previous practice tests. There was deformation of both the raker struts and fencing panels during the test. However, this did not appear to remain once the loading was released. They had not, therefore, failed under the imposed loading.

The applied winch force of 9.2kN equates to a uniformly distributed load of 3.77kN/m acting as a line load at 1.4 metres above ground level. We therefore conclude that the Steelshield Mk3 fencing system complies with the Guide to Health, Safety and Welfare at Pop Concerts and Similar Events requirement for perimeter fencing of at least 2kN/m applied within a 1.1 to 1.5m zone.

Comments and Recommendations:

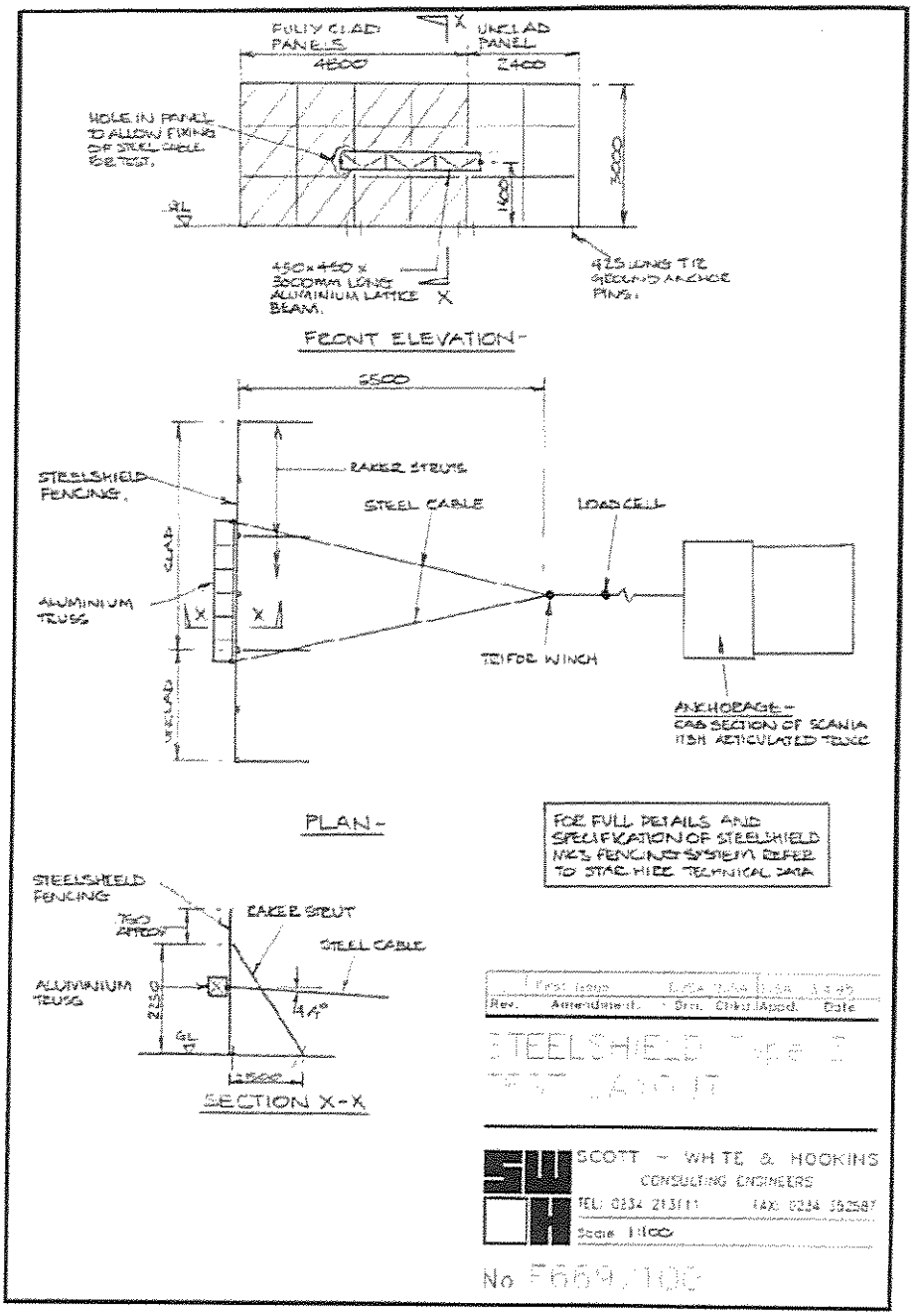
Where ground conditions are considered to be below average we recommend that either the number of steel anchor pins is increased or their length is increased to obtain an equivalent anchorage in the soil.

Douglas J S Alcock
BEng C Eng MICE
Engineering Manager

Eur Ing Gary J Brown
CEng MIStructE
Partner

DJSA/jmc/5564
6 April 1998

SteelShield Event Fencing System



~~Appendix 28~~

FESTIVAL OF HOUSE

Alcohol Management Plan – V1.9

~~Appendix 28~~

OCCASIONAL LICENCE
PUBLIC ENTERTAINMENT LICENCE

Document Control

Document Title/Version	Alcohol Management Plan/ V1.9
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.7	Crowd Safety Plan V11

ALCOHOL MANAGEMENT PLAN

Overview:
The aim of this alcohol management plan is to assist in ensuring compliance with the Licensing (Scotland) Act 2005 and the 5 licensing objectives:

- Preventing crime and disorder
- Preventing public nuisance
- Securing public safety
- Protecting and improving public health
- Protecting children from harm

This will be achieved by ensuring that alcohol is sold safely and responsibly during the period of **Festival of House, Panmure Estate June 9th – 11th 2016.**

To prevent crime and disorder, and public nuisance and to secure public safety we are working closely with Police Scotland and our security contractor, SecuriGroup, to implement a robust security plan with the deployment of substantial numbers of officers and security personnel throughout the festival site (see Security and Crowd Management Plan ***appendix 33***).

Communications

Festival of House is committed to ensuring the safety of customers and staff by providing a safe and responsible environment for people to enjoy.

The Vine PR Company will ensure that the festival's commitment to public safety in relation to alcohol consumption is carried prominently through;

- The Event website
- Social Media
- Media advertising
- Where appropriate, partner agency websites and messaging

As per the Media and Communications Plan (***appendix 25***)
To protect children from harm no under 18s will be permitted to access the event. This is made clear on the festival website, ticket terms & conditions; via social media and examples can be seen at the end of this plan.

Challenge 25 will take place at the entrance to the event; at the token booths where tokens may be purchased to exchange for alcohol in the main bar areas; at the VIP area (BumbleBee) cash bar and randomly in queues at all bar areas and at the bar counters.

To protect and ensure public health and security bar staff will be trained to undertake challenge 25 and to refuse service to persons under the influence of drink or drugs and to report any such persons to supervising staff/security who will deal with them in an appropriate manner (see Crowd Management Plan ***appendix 33***).

Details of the deployment locations of security personnel can be found in the Crowd Management Plan.

Full cover of all event areas will be provided until the close of specific areas (arena, car parks, entry gates, pick up/drop off areas, etc.) at which point those areas will either be locked down and/or patrolled until the following morning.

24-hour cover is provided for the external event perimeter, wider perimeter (residents access roads, Montague Bridge, etc.), JOCC (Joint Operations Control Centre) and all campsites.

The total number of security personnel to be deployed throughout the event site is:

- Thursday until 23.00 = 90
- Thursday 23.00 – 09.00 = 52
- Friday & Saturday until 23.00 = 156
- Friday & Saturday 23.00 – 09.00 = 54
- Sunday until 14.00 = 57 with a phased reduction thereafter

As an additional step to assist in the protection and improvement of public health, alcoholic drinks can only be exchanged for pre paid tokens purchased from booths, situated in the arena, but separate from the bars. Customers will be permitted to redeem four tokens, per visit to the bar, in exchange for alcoholic drinks. The Bumblebee Bar accepts cash payment.

Free drinking water will be available from points throughout the event site including points within the main arena and campsites (see Site Plan ***appendix 6.1***).

Soft drinks will be available for sale separately from concessions located throughout the event.

A mix of open air and tented bars are planned for different areas within the Festival of House site to accommodate a wide range of tastes including wines, beers, spirits, cocktails and soft drinks.

The open air bars do not hold any patrons and therefore do not have a capacity, as shown by n/a (not applicable) in the table below.

Outline of bars:

	Style	Location	Capacity	Open	Close
Main Bar 1	Open air	Main arena	n/a	12.00	22.45
Main Bar 2	Open air	Main arena	n/a	12.00	22.45
Bottle Bar (Thursday	Open air	Main arena	n/a	17.00	22.45
Bottle Bar (Fri & Sat)	Open air	Main arena	n/a	12.00	22.45
Cocktail Bar	Tent	Main arena	***See Appendix 10***	12.00	22.45
VIP (BumbleBee) Cash Bar	Tent	VIP area	***See Appendix 10***	12.00	22.45

Bar locations are shown on the site plans submitted with the relevant licences (see Site Plan appendix 6.2).

Opening / Closing Times:

Thursday 17.00 – 22.45

A small area of the main arena will be opened on Thursday for the entertainment of campers only. This area will provide entertainment and alcohol will be served from the Bottle Bar (to include beers, spirits, wine, etc.). Last orders will be called 30 minutes before the closure of the entertainment area and the bar will close 15 minutes before the entertainment area to assist with a controlled, staged shutdown and clearance of the area.

Friday & Saturday 12.00 – 22.45

Last orders at all bars will be called 30 minutes before the closure of the main arena and all bars will close 15 minutes before the main arena to assist with a controlled, staged shutdown and clearance of the arena.

To reduce the risk of over consumption purchase quantities of alcohol will be strictly monitored by security and bar staff.

Clearance of the arena will be carried out by security personnel conducting a sweep from the main stage to the exits, taking in searches of all public areas including toilet facilities as outlined in the Crowd Management Plan (appendix 33).

Plastics / PET, Sealed Containers:
No beverage shall be sold or supplied in any glass container and no person shall be permitted to bring glass containers onto the licensed site. All alcohol will be served in/decanted into plastic vessels.

No alcohol shall be sold or supplied in a sealed container for consumption off the licensed site. All containers will be opened by bar staff at the point of service and searches will take place on egress to remove drinks/vessels from patrons leaving the arena and on entering the campsites.

Campsites:
Alcohol in plastic containers and cans will be permitted into the campsites for personal consumption. No alcohol may be taken from the campsites into the main arena. No alcohol may be taken from the main arena into the campsites. Glass containers will not be allowed anywhere on the festival site.

Experienced and well trained (including alcohol and substance abuse awareness trained specialists) security patrols dedicated to the campsites will monitor activity and behaviour within their respective campsites.

The 24-hour campsite security team comprises 19 staff, reporting to the Head of Security and Deputy Head of Security, and consists of the following personnel:

- Campsite Security Manager
- Campsite Security Supervisors (SIA x 2)
- Main Campsite Patrol (SIA x 4)
- Campervan Patrol (SIA x 2)
- Secret Garden (glamping) Patrol (SIA x 2)
- Disabled Camping Patrol (SIA x 2)
- Campsite Entertainment Additional Security (x 2)
- Public Information Stewards (x 4 Safety Stewards)

Welfare & Medical:
Festival of House will provide the following medical facilities as shown on the site plans (appendix 6.1 & 7).

- Event Hospital within Secret Garden/Disabled Campsite and adjoining First Aid (FA2) and Welfare Tent which will be accessible from the main arena
- First Aid tent at main stage (FA1)
- First Aid tent within main campsite (FA3) adjoining the Main Campsite Welfare Tent

24-hour medical and welfare cover will be provided and the personnel on site will consist of paramedics, doctor, nurse practitioner, first aiders and trained welfare specialists.

A copy of the Medical Plan and Welfare Plan can be found in the list of appendices.

Vulnerable Persons

Alcohol Awareness Stewards from SecuriGroup will be deployed around the festival site with a focus on looking for customers displaying early signs of distress due to over consumption and will liaise with first aid, welfare and medical teams as required.

Security personnel encountering persons who appear drunk, or are displaying anti social behaviour, will alert the Police if they suspect that person is committing an offence, or if they are uncertain if an offence has been committed.

Security personnel encountering persons who appear drunk, or are displaying anti social behaviour but are not committing an offence will escort the customer to a First Aid Point, Welfare Point or Ejection point as appropriate. The JOCC will be updated in all such circumstances.

Welfare will assist in providing a 'safe place' for those under the influence of alcohol who require a calm environment with first aid on hand. Medical and First Aid will coordinate any medical treatment required.

People identified as being in a vulnerable state will be brought to a welfare tent for their own protection, as they will have been determined to not be in control of their own wellbeing. Examples of vulnerable states may include:

- Lone persons
- Persons under the influence of drugs or alcohol
- Persons displaying erratic behaviour
- Persons showing early signs of distress

SecuriGroup personnel are trained to identify vulnerable persons and to provide the appropriate assistance where required, ensuring a safe and positive festival experience.

Bar Staff / Licence Holders:

The Licence Holder will ensure that sufficient staff are on duty throughout the event to operate the bar and to supervise licensed areas

The relevant licence holders shall be present on the licensed site whenever the sale of alcohol is taking place.

At least one personal licence holder will supervise all bar sales at each bar location. A notice will be displayed at each bar with the bar manager's details, their contact number and the opening hours for the bar.

The occasional licence holder and sufficient responsible persons will be present throughout the event to ensure compliance with the Licensing (Scotland) Act 2005

All staff engaged in the sale of alcohol shall be aged at least 18 years and will be a combination of experienced and less experienced bar staff and the licence holder shall provide all mandatory training or instructions in advance of the event (minimum 2 hours as per Premises Licence regulations) to all staff engaged in the sale of alcohol. A written record shall be made of the delivery of such training or instruction and will be available for inspection at the on site filing facility by any relevant authorities.

It is the responsibility of the personal licence holders to ensure that all staff members are aware of the content of this policy.

Over 18s Only, Challenge 25 & Statutory Notices:
All statutory notices will be prominently displayed at all outlets for the sale of alcohol including posters to the effect that a 'Challenge 25' policy is in place.

The licence holder will comply with the mandatory conditions application to all occasional licences and any local conditions expected by the Licensing Board. See Annex A.

Festival of House is an over 18 event. Proof of age ID checks will be in operation from the main entry and ticketing gates. In addition, proof of ID checks will be in operation at the entry to each outlet selling alcohol and at the point of purchase

The 'Challenge 25' policy will be adopted, so that alcohol shall not be sold to anyone appearing to be under the age of 25 unless that person provides satisfactory documentary proof that he/she is over the age of 18. This is regularly communicated to the Festival of House customers and potential customers via social media and the festival website.

Suitable ID includes current passport (not encouraged & advised against on Festival website), EU ID, photographic driving licence & provisional driving licence, military ID, biometric immigration card, Young Scot and other PASS hologram cards.

Security, SIA & Crowd/Queue Control:
Circa 30 members of SecuriGroup personnel implementing proven search techniques and methods will be operating at the main gates/ticket points and at the entry point to/from the campsites to prevent alcohol being taken into unauthorised/unlicensed areas. No person shall be permitted to bring any alcoholic drink into the licensed site/arena (excluding campsites) and security personnel will employ recognised search techniques at the entry gates.

Members of the public are forbidden access behind the event bars at all times

Experienced and well trained security personnel with appropriate Security Industry Authority (SIA) licences will be provided to, amongst other duties, control and restrict the supply of alcohol to anyone not meeting the criteria of Challenge 25; ensure that persons deemed intoxicated are not admitted into the queuing system; manage the queuing system and the flow of people to the bar serving counter.

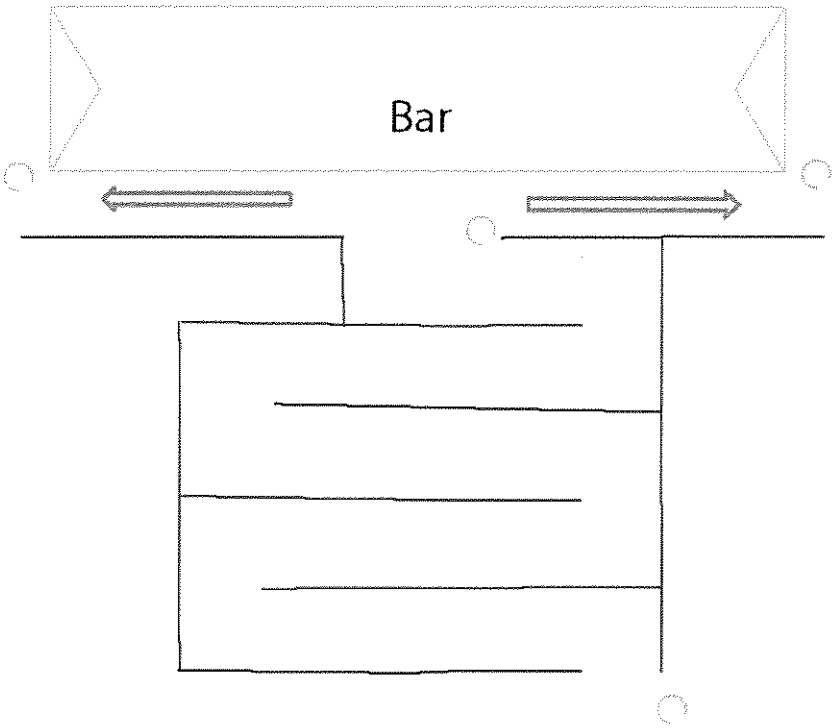
The licensed area/arena will be clearly defined by suitable fencing (in this instance a combinations of Heras and SteelShield fencing.

SIA accredited security personnel will be positioned at/within all bars to: - control the number of customers entering the queuing system; monitor customer activity within the area; ensure that no drunk persons enter the queuing system; enforce the Challenge 25 criteria; assist in ensuring compliance with the licensing objectives.

Security personnel will clear the arena in a sweep with a line of personnel starting at the main stage and working towards the exits and encompassing checks on all publicly accessible areas (toilets, catering areas, bar areas, etc.).

Numbers and positions of security personnel at each location are outlined in the Crowd Management Plan (***see appendix 33***).

Low-level crowd control/pedestrian barrier will be utilised to control entry into and exit from all bar areas in a one-way system as shown in the diagram below.

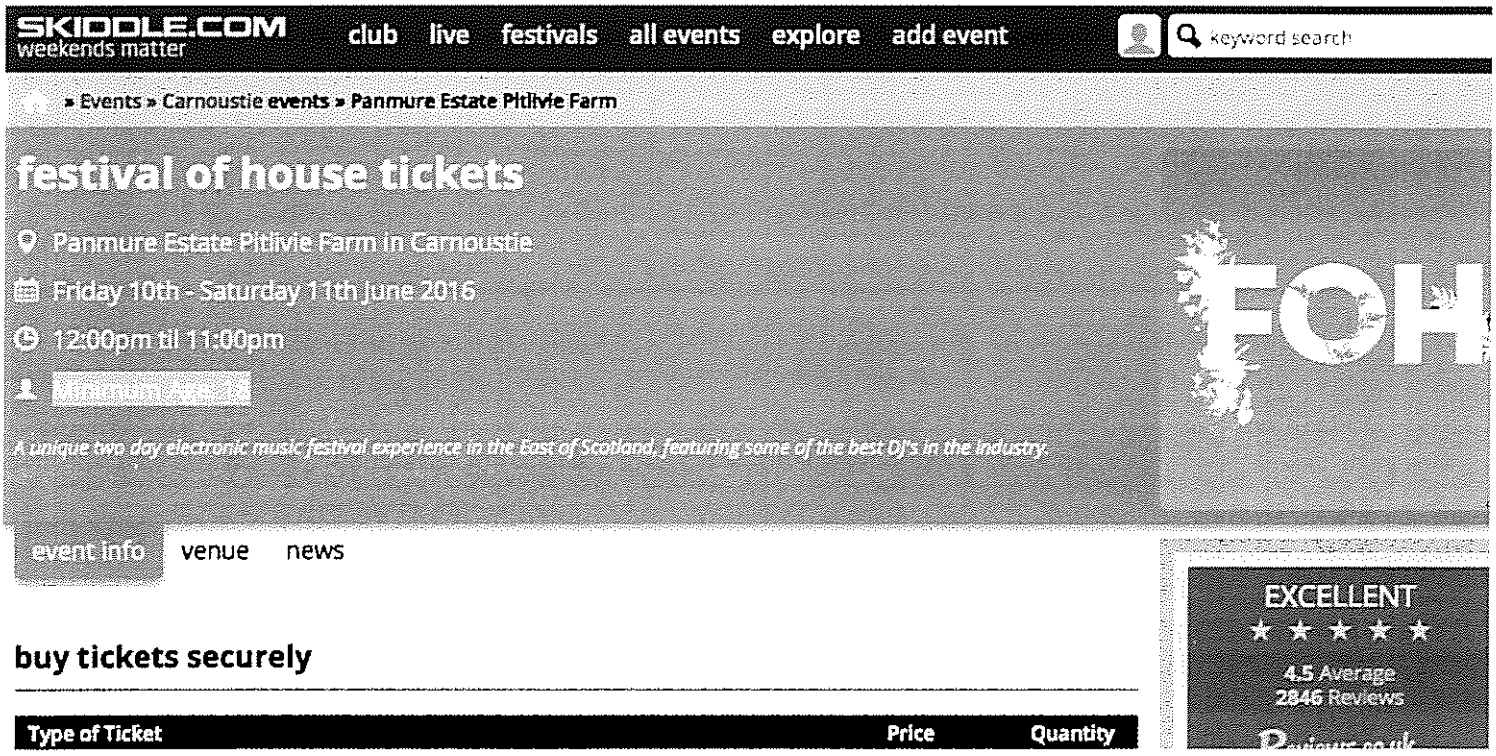


SIA Personnel

OVER 18s MESSAGE SAMPLE - FESTIVAL OF HOUSE WEBSITE



VER 18s MESSAGE SAMPLE - FESTIVAL OF HOUSE
Γ POINT OF TICKET SALE IN SKIDDLE AND VIA TWITTER

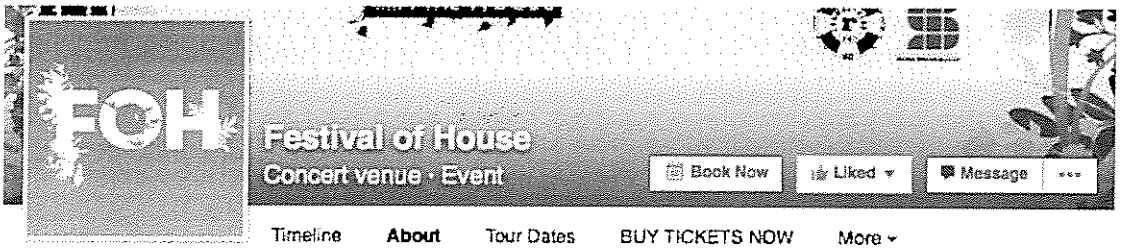


VER 18s MESSAGE SAMPLE - FESTIVAL OF HOUSE TICKET TERMS & CONDITIONS

As per the Terms and Conditions You agreed to at the point of purchasing your ticket - Management reserves the right to refuse You entry to and/or eject You from the Event and may take appropriate action to enforce this right if You breach ANY of the Conditions, including submitting to a security search.

This event is strictly for over 18's only. We operate the Challenge 25 police and if you appear to be younger than 25 you may be asked to provide ID at the entry gate. If you do not have acceptable identification (current passport, EU ID, photographic driving licence & provisional driving licence, military ID, biometric immigration card, Young Scot and other PASS hologram cards are the only acceptable forms of ID) you may be refused entry from the event. If you are travelling with someone who cannot prove their age on request you will also be refused entry in order that you can provide a duty of care to your companion. Tickets for refused entry are non refundable.

VER 18s MESSAGE SAMPLE - FESTIVAL OF HOUSE FACEBOOK



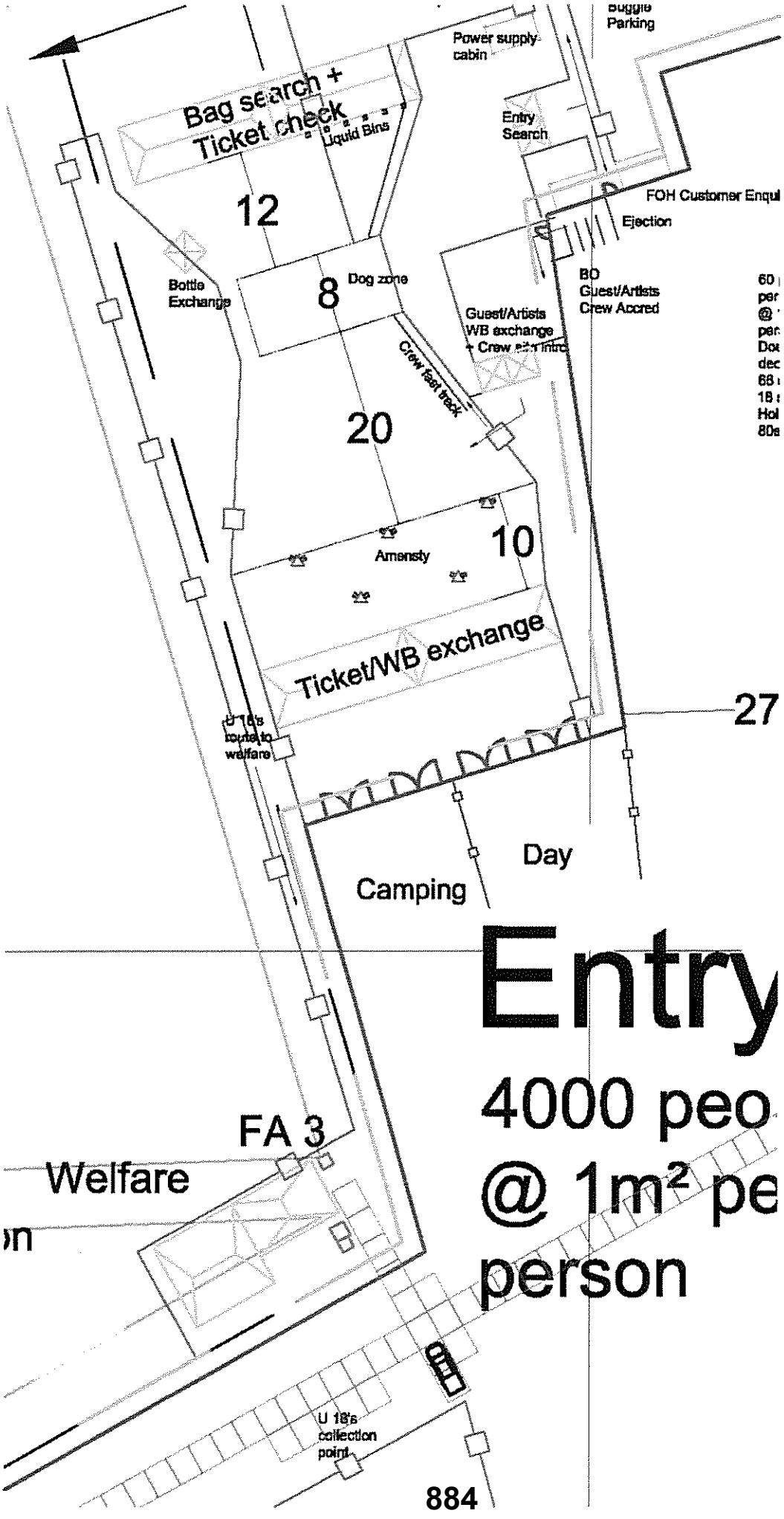
About Festival of House

Overview

Page Info

PAGE INFO

Address	Pitlivie Farm, DD7 6LU Carnoustie, Angus
Short description	A unique two day electronic music experience in the North East of Scotland, featuring some of the best DJ's in the industry.
Long description	Festival of House is a two day electronic bespoke music festival in the East of Scotland. Supported by the Rhumba Club. We aim to deliver a unique festival experience to the people of Scotland and beyond. Our passion is dance music and we shall ensure that our festival will reflect only the highest quality of acts from the musical landscape that is house music.Our aim is to deliver a fun, friendly, safe, values led and environmentally conscious experience for all attending. FOH is a considerate festival for the people. We aim to build a happy community by ensuring ethical pricing on tickets, transport, food, drink and other site purchases. We will focus heavily on the environment and our beautiful site and we encourage our customers to be aware of this and follow our ethos. Our ethos also promotes self policing, thinking and caring for the people around you and most importantly, to enjoy every aspect of the event. Festival of House is strictly an over 18's event.
Email address	info@festivalofhouse.co.uk
Website	http://www.festivalofhouse.co.uk


Buggie Parking
Power supply cabin
Bag search + Ticket check
Liquid Bins
Entry Search
FOH Customer Enqui
Ejection
12
Bottle Exchange
8
Dog zone
BO
Guest/Artists
Crew Accred
Guest/Artists
WB exchange
Crew fast track
20
Amensty
10
Ticket/WB exchange
27
U 16's counter to welfare
Day
Camping
Entry
4000 peo
@ 1m² pe
person
FA 3
Welfare
U 18's collection point
884

ANNEX A

National mandatory licence conditions:-
(introduced by section 60(1))

Interpretation
1
In this schedule, "the premises" means, in relation to any occasional licence, the premises specified in the licence.

Compliance with licence

2
(1) Alcohol may be sold on the premises only in accordance with the terms of the licence.

(2) Nothing in sub-paragraph (1) is to be read as preventing or restricting the doing of anything referred to in section 63(2).

(3) Any other activity to be carried on in the premises may be carried on only in accordance with the description of the activity contained in the licence.

Authorisation of sales of alcohol

4
(1) The condition specified in sub-paragraph (2) applies only to an occasional licence issued to the holder of a premises licence or personal licence.

(2) Every sale of alcohol made on the premises to which the licence relates must be authorised (whether generally or specifically) by the holder of a personal licence.

Voluntary organisations

5
(1) The condition specified in sub-paragraph (2) applies only to an occasional licence issued to a representative of a voluntary organisation.

(2) Alcohol may be sold on the premises only at an event-taking place on the premises in connection with the voluntary organisation's activities.

Pricing of alcohol

6
Where the price at which any alcohol sold on the premises is varied—
(a) the variation (referred to in this paragraph as "the earlier price variation") may be brought into effect only at the beginning of a period of licensed hours, and
(b) no further variation of the price at which that or any other alcohol is sold on the premises may be brought into effect before the expiry of the period of 72 hours beginning with the coming into effect of the earlier price variation.

Irresponsible drinks promotions

7
(1) An irresponsible drinks promotion must not be carried on in or in connection with the premises.
(2) Subject to sub-paragraph (3), a drinks promotion is irresponsible if it—
(a) relates specifically to an alcoholic drink likely to appeal largely to persons under the age of 18,
(b) involves the supply of an alcoholic drink free of charge or at a reduced price on the purchase of one or more drinks (whether or not alcoholic drinks),
(c) involves the supply free of charge or at a reduced price of one or more extra measures of an alcoholic drink on the purchase of one or more measures of the drink,
(d) involves the supply of unlimited amounts of alcohol for a fixed charge (including any charge for entry to the premises),
(e) encourages, or seeks to encourage, a person to buy or consume a larger measure of alcohol than the person had otherwise intended to buy or consume,
(f) is based on the strength of any alcohol,
(g) rewards or encourages, or seeks to reward or encourage, drinking alcohol quickly, or
(h) offers alcohol as a reward or prize, unless the alcohol is in a sealed container and consumed off the premises.

(3) Paragraphs (b) to (d) of sub-paragraph (2) apply only to a drinks promotion carried on in relation to alcohol sold for consumption on the premises.

(4) The Scottish Ministers may by regulations modify sub-paragraph (2) or (3) so as to—
(a) add further descriptions of drinks promotions,
(b) modify any of the descriptions of drinks promotions for the time being listed in it, or
(c) extend or restrict the application of any of those descriptions of drinks promotions.

(5) In this paragraph, "drinks promotion" means, in relation to any premises, any activity which promotes, or seeks to promote, the buying or consumption of any alcohol on the premises.

Provision of non-alcoholic drinks

8
(1) The conditions specified in this paragraph apply only to the extent that the occasional licence authorises the sale of alcohol for consumption on the premises.
(2) Tap water fit for drinking must be provided free of charge on request.
(3) Other non-alcoholic drinks must be available for purchase at a reasonable price.
Additional licence conditions imposed by the Licensing Board

Age Verification Process

9
(1) There must be an age verification policy in relation to the sale of alcohol on the premises
(2)An "age verification policy" is a policy that steps re to be taken to establish the

age of a person attempting to buy alcohol on the premises (the customer) if it appears to the person selling the alcohol that the cust9mer may be less than 25 years of age (or such older age can be specified in the policy)
(3) The condition specified in this paragraph does not apply in relation to any sale of alcohol, which takes place on the premises merely by virtue of being treated, by section 139, as taking place on the premises.

Additional licence conditions imposed by Licensing Board

Angus Council Licensing Board Local Conditions

A. General
The occasional licence holder must operate within the boundaries of the premises as they are described in the occasional licence and in accordance with the terms of the occasional licence.

B. Display of Notice
The occasional licence holder shall display at all times during t operations of the licence the statutory notice (under-age purchase etc. Offences) at each place on the premises where sales of alcohol are made and in a position where it is readily visible to any person seeking to buy alcohol

C. Access to Licensed Premises (On Sales) by Children and Young Persons
Children under age of 16 and young persons ages 16 or 17 will only be permitted to access and remain within the part/s of the premises identified in the occasional licence as part/s to which children or young persons are permitted entry. In addition one of the following control measures will require to be in place:-

(a) (i) WHERE FOOD IS SOLD ANCILLARY TO ALCOHOL
Children and your persons will only be permitted into the licensed premises where the purpose of allowing them access is to consume a meal (except where paragraph (iii) below applies). Children and you persons will only be permitted in the premises until 9.00pm or one after cessation of servicing food to the individual person or group of persons consuming the meal, whichever is the earlier where good is sold ancillary to alcohol.

(ii) WHERE ALCOHOL IS SOLD ANCILLARY TO FOOD
Children and young persons will only be permitted into the licensed premises where the primary purpose of allowing them access is to consume a meal, (except where the paragraph (iii) below applies). Children and your persons will be permitted in the premises until one our after the cessation of serving food to the individual person it group of persons consuming the meal where alcohol is sold ancillary to food.

(iii) WHERE ALCOHOL IS SOLD ANCILLARY TO A FUNCTION/ENTERTAINMENT
Children and young persons will only be permitted into the licensed premises where the primary purpose of allowing them access is to attend a pre-booked private function or a ticketed function, until the termination of the function.

(iv) WHERE NO FOOD IS SOLD
No children under the age of 16 will be permitted into the licensed premises and young persons aged 16 or 17 will only be permitted in the licensed premises until 9.00pm where no food is sol (except where paragraph (iii) above applies)

(b) Children and young persons are not permitted to be present at or in the immediate vicinity of any bar or bar counter.

(c) Children and young persons must be accompanied by and kept under the direct supervision or responsible adult (not less than the age of 18) who must keep proper control of the children at all times.

(d) The part or parts of the licensed premises where children and young persons are permitted should be free of category A, B or C gaming machines and gaming, unless the gaming is equal chance prize gaming which children and young persons are permitted to participate in under the Gambling Act 2005.

(e) Gaming, category C and greater gaming machines and cigarette vending machines should not be located in the walkway areas, must be sited in a location where their use can be monitored by staff (including volunteer staff) and no children and your persons will be permitted to operate said machines.

(f) Where televisions or screens for live or pre-recorded entertainment or games are intended to be used in areas where children are permitted, the programmes or video games must be of a type suitable for family and children's viewing.

(g) Male and female toilets must be readily accessible from the area/s where children are allowed and remain open at all times when children are in the premises.

(h) Where children and young persons are permitted access for the primary purpose of consuming a meal a children's menu shall be made available at times during which children or young persons are permitted to be on the premises. This would not be satisfied by the provision of soft drinks or snacks but would require plated food from a varied menu, which may include sandwiches. There is no requirement to provide a children's menu at a wedding or other pre-booked private function or ticketed function.

(i) Electrical sockets within the part or parts of the premises to which children have access should, when not in use, have plug caps thereon.

(j) Where open fires, electrical or gas fires or radiators are within part or parts of the premises to which children have access, it is expected that such fires and radiators etc, will be securely guarded or otherwise protected.

(k) Occasional licence holders much ensure that stringent measures are in place to ensure that neither children nor young people purchase or consume alcohol in the premises (unless such consumption by a young person is permitted

in the terms of the restricted provisions of Section 105(5) if the Licensing (Scotland) Act 2005).

(l) Occasional licence holder must ensure that stringent measures are taken to prevent the operations of the occasional licence resulting in children and young persons being exposed to strong language, violence or disorder.

D. Premised operating as a restaurant under an occasional licence, unless the board allows otherwise, will only be able to authorize the sale or supply of alcohol to persons taking table meals for consumption as an ancillary to the meal and no bar counter service should be available.

E. Marquees

(i) Where the premises operating under an occasional licence include a marquee, any area adjacent to the marquee where patrons are permitted to consume drinks outside, must be clearly defined by suitable fencing.

(ii) Except in the case of weddings, plastic glasses must be used instead of glass ones, and drinks will be poured from bear bottles etc. into plastic glasses

CONTENT EVENT MANAGEMENT PLAN 16.

Appendix 20



FOOD TRADER & CONCESSIONS - GENERAL TRADING TERMS & CONDITIONS

Cancellation: In the unlikely event of the festival being cancelled, we will try to let you know as early as possible. The promoter will not be held liable for any costs that you have incurred in connection with the festival.

Camping: A maximum of one small 2 man tent will be permitted to be erected on your pitch for security purposes. This tent must be kept within a safe distance of vehicles on your pitch and must be accounted for in your overall pitch size request. No camping will be permitted in the trader car park either in tents or in cars. Any tents must be pitched in the public camping areas. **SHOULD YOU REQUIRE ADDITIONAL CAMPING SPACE YOU MUST ADVISE US AT THE POINT OF ENQUIRY.**

Pitch Spec: All trader pitches will be marked out in full to show your overall trading area. Traders must keep within these marked lines. Any space beside or behind your pitch that is undesignated will be left free for fire/access purposes and must not be occupied. Skips and generators located near your pitch will all require servicing during the event and if access is blocked, all traders in that block will be asked to cease trading until the appropriate fire and access routes are cleared. If you turn up on the day and your pitch does not fit in the space you requested, the festival withholds the right to refuse access and not refund any monies paid.

Trading Structure: Your trading structure must be a catering trailer, marquee or gazebo. No trading from domestic camping tents will be permitted. Any unusual trading structures must be declared and cleared by festival management upon application. Once your application has been accepted, you will not be permitted to change trading structure without prior agreement from festival management.

Passes: Traders are responsible for ensuring that they and their staff adhere to the published pass system. The festival cannot accept responsibility of traders who do not adhere to the system or lose their passes. Trading staff without passes will not be admitted to the event

Your Booking: If at any time you fail to meet health and safety requirements and are thus ruled ineligible to exhibit by the event safety officer, your fees will not be refunded and the promoter will not be held liable for any costs you have incurred in connection with the event. This is also the case of any traders who fail to produce the required H&S paperwork in advance of the event, within the requested timelines.

Alcohol: No alcoholic beverages may be sold by traders.

Items not permitted on site: glass (any glass), body-piercing equipment, generators, lasers, fireworks, weapons or potential weapons, items associated with herbal/legal

highs, banned substances, pornographic or obscene material, unauthorised festival merchandise or any products containing the festival logo or sky lanterns. None of the above are permitted on site and will be confiscated by security personnel if found. Traders must co-operate fully with festival security in any search of vehicles or stalls. Submitting to searches is a condition of entry.

Festival of House reserves the right to remove items from sale which it considers to be unsuitable or in breach of the signed Terms and Conditions, if this is the case no compensation will be paid to the trader.

Power: To comply with health and safety requirements, no generators may be brought on site for your own use. If you require power, it must be ordered and paid for in advance from the festival. If any trader is found to be pulling more power onsite than they requested, the festival reserves the right to withdraw that power supply and/or charge for additional power as appropriate.

YOU MUST SUPPLY SUITABLE AND ADEQUATE CABLING OF NO LESS THAN 40M, however, if this is not possible please make note on your application and we can arrange for cabling for you at an extra cost billed direct by the company supplying the power.

Electrical & Pressurised Equipment/Appliances: Please pay particular attention to the following information and ensure that your equipment complies with the regulations as set out below. Angus Council Environmental Standards will be on site for the duration of the event. Please note that the information/certificates referred to below may be requested should your premises be inspected during the event. If these are not made available, formal actions including closure may be taken by the service. In addition, anyone failing to show a current PAT certificate to the power suppliers will not receive an electrical supply and in this circumstance no refund will be offered.

- The Electricity at Work Regulations 1989
Electrical safety is paramount to any commercial business in order to ensure safety of both staff and also patrons. You are required to submit a current electrical inspection safety certificate of both the fixed and electrical equipment on your premises including wiring to demonstrate legislative compliance. All tests are to be carried out by a competent person.

- The Pressure Systems And Safety Regulations 2000
Should any catering premises have pressure systems that operate at pressures greater than 0.5 bar above atmospheric pressure a written scheme of examination as prepared by a competent person must be available for inspection, e.g. coffee machines/or compressed air systems etc.

LPG: Only caterers may use Liquid Petroleum Gas (LPG). Any LPG brought to the event will have to be stored in line with health and safety regulations in the Purple Guide. Other than LPG cylinders in use only 1 spare LPG cylinder should be stored at the unit. Additional cylinders should be kept in the LPG compound provided by the event. Caterers will be responsible for removing any empty gas canisters at the end of the event. Under no circumstances should gas canisters be left onsite.

Waste Management/Recycling: All traders must remove all waste from their stand before departure and leave your pitch as you found it. Failure to do so will mean that

an application to attend the event in future years will be refused. Caterers must remove all their own waste oil from the site and not attempt to dispose of onsite by pouring into the ground or any other receptacles on site.

Packaging: Where possible we urge you to use as little packaging as possible. Paper bags would be favoured over plastic as are bio degradable table ware and wooden cutlery.

Animals: No animals are allowed at the festival. Any found may be impounded at the owner's expense.

Amplified Music: No amplified music or PA systems are permitted.

Fires: No open fires allowed.

Fire Extinguishers: Traders should supply their own Fire Extinguishers and Fire Blankets. These must be in date and will be checked as part of the H&S sign off prior to trading.

Sub-contracting: Sub-contracting stalls or parts of stalls are not permitted.

Goods & Services Description: Traders must only sell goods specified in their price lists/menus submitted with their application.

Security: Although there will be security personnel on site, it will be your responsibility to ensure the security of your stall, both during your presence there and if you leave the stall unmanned. The festival promoter takes no responsibility for theft, loss or damage to traders' vehicles, goods, cash or possessions. The promoter will not be liable for any actions or expenses on account of or in respect of any damage or injury caused.

Risk Assessments & Hazard Analysis: All traders must provide a risk assessment/hazard analysis along with the initial application. Copies should be brought to the festival and be available for inspection on site.

Smoking: Traders are reminded that smoking is not permitted in any public spaces that are enclosed or undercover. Please provide No Smoking signs for your trading area.

Insurance: A copy of your Public Liability Insurance and Employers Liability Insurance (if applicable) must be submitted with the initial application. Should your cover expire between the submission date and the festival please send a copy of your existing policy and then forward on a copy of the renewed policy when it becomes available. Your insurance documents must clearly state your business/individual name, date of expiry and the level of cover. If you are a member of the National Market Traders Federation you must send a copy of both sides of your membership card.

Please ensure that your insurance documentation accompanies you to the festival and should be produced upon a request for inspection. The level of PLI cover must be no less than £5 million (£5,000,000).

Onsite inspections: All traders will be subject to inspection by the festival health and safety team and/or Angus Council Licensing officials or other services and statutory bodies (environmental health, fire & rescue, building standards, SEPA, etc.) at any time.

All traders must co-operate in these inspections. Any trader not satisfying safety/hygiene standards may be asked to leave site without a refund.

Restocking / Deliveries: Traders can take deliveries or restock between the following hours:

Friday 10th June: 08.00 - 10.00
Saturday 11th June: 08.00 - 10.00

ALL DELIVERIES MUST BE BY PRIOR AGREEMENT WITH THE CONCESSIONS MANAGER.

WE AIM TO KEEP ALL ON SITE DELIVERIES TO A MINIMUM.

Amendments To Your Application : Should you require to amend your application, in any way, please do so in writing by 30th May at the latest. Amendments may include but are not limited to contact details, pitch size (frontage & depth), vehicle registration and power. Any amendments will be vetted for suitability and depending on the nature of the amendment it may carry an additional charge and will become payable immediately.

Agreement: I agree to abide by the terms and conditions for trading at Festival of House as detailed in this document if allocated a trading pitch.

Signed

Print Name

Date



Dear Sir/Madam

Food Safety Act 1990
Food Hygiene (Scotland) Regulations 2006
The Health and Safety at Work etc Act 1974
Pre Attendance Checklist for Food Concessions - Festival of House 2016

In order to operate at Festival of House you must comply fully with the food safety and Health and Safety requirements detailed in the attached checklist. Failure to do so may be deemed an offence in terms of the above legislation and the Events licence conditions.

You are therefore requested to confirm that **ALL** the requirements detailed in the enclosed checklist will be addressed at Festival of House by indicating on the attached form. It is essential that you carefully read and understand these requirements prior to arriving on site.

The completed, signed document must be submitted to:

craig@festivalofhouse.co.uk

PLEASE NOTE THAT FAILURE TO MEET THE REQUIREMENTS MAY LEAD TO THE PROHIBITION OR SUSPENSION OF YOUR OPERATIONS, AND ULTIMATELY REMOVAL FROM THE SITE.

You will note that some of the requirements are either site specific or relate to Scottish legislative requirements and may be additional to, or an amendment of, the type of requirements asked for at large events in other parts of the country.

Yours sincerely,

The FoH Keeping Customers Healthy & Safe Team

Festival of House - Food Concession Checklist

Name of Business Proprietor / Manager:

Contact

Address:.....

Mobile Telephone number: Email:

Name of Business (on front of vehicle):

.....

Types of Foods Sold (e.g. burgers, ethnic etc):

Name of Local Authority and Environmental Health Contact:

.....

As the proprietor/manager of the above catering concession, I confirm by ticking the sections below that I have fully understand the requirements outlined below and agree to comply with them at Festival of House 2016-

Food Safety:	**Actioned** (Please Tick)
All food handlers will be trained in food hygiene matters commensurate with their work activities. For example, those handling open high risk foods may be trained to Elementary Certificate level via the Royal Environmental Health Institute for Scotland or equivalent e.g. RIEH, IPHH	
The stall, vehicle and external areas, including fixtures & fittings, will be kept clean and well maintained in a good state of repair.	
Sufficient, accessible hand washing facilities incorporating antibacterial soap, disposable hand towels, hot and cold water or water at a suitably controlled temperature will be provided in the main food handling areas. This will include the vehicle, and external preparation area if a wash hand basin is not accessible.	
Sufficient washing up facilities will be provided for every stall / vehicle, which are capable of accommodating the equipment, utensils etc. used. Sinks should be provided with hot and cold water or water at a suitably controlled temperature and must be available before any food preparation begins. A two stage clean/disinfection process must be used as follows:	

Pre clean – remove leftover food and residues **Main clean** – wash in the sink with clean hot water and the correct amount of detergent **Rinse** – if required **Disinfect** (submerge) in the 2nd sink (or container) with clean water and an appropriate food safe disinfectant which meets BS EN 1276:1997 or BS EN 13697:2001, for the required contact time. Please ensure that the disinfectant used is suitable for submersion disinfection. **Second rinse** (if required) in the sink with clean hot water **Dry** – ideally air dry or use single-use drying cloths	
Sufficient provision will be made, where necessary, for the hygienic washing of foodstuffs. Where the same sink is used for equipment washing, strict time separation and disinfection procedures for in between use will be implemented.	
Sufficient containers will be provided to contain refuse.	
Sufficient clean, covered containers will be supplied for clean water storage.	
All waste water will be contained in sealable containers for decanting into the communal grey waste containers. No waste water will be disposed of onto the ground or be allowed to escape.	
Adequate lighting will be provided which is sufficient late into the night.	
Personal hygiene rules will be in place and monitored, this includes the wearing of clean protective clothing that will be changed as necessary throughout the event and absence of jewellery by food handlers.	
Sufficient refrigeration/freezer storage taking into account the nature and size of our food business will be provided to ensure the maintenance of the cold chain. The following temperature control targets will be adhered to and monitored using a digital probe and probe wipes, on a regular	

basis throughout event.

Freezer(s) = -12°c or cooler
Fridge(s) = 0°c – 5°c
Cooking = 75°c or hotter
Reheating =82°c or hotter (NB: this is higher than English Regulations)
Hot-holding = 63°c or hotter

Evidence of temperature checks must be recorded under the following headings for each food item monitored.

Records should therefore read, for example:
Hot held burgers = 70°C
Reheated sausages = 90°C etc

Cooling of foods must be undertaken as quickly as possible, ideally within 90
minutes.

Procedures will be in place to eliminate the risk of cross contamination in all food handling operations.

Separate dedicated chopping boards, equipment (*incl. storage containers*) and utensils will be used for ready-to-eat foods. These will be easily identifiable, e.g. colour coded with a corresponding chart or suitably marked.

All surfaces, including food contact and non-food contact surfaces must be effectively cleaned and disinfected carrying out a "two-stage cleaning process" as follows:

Pre-clean – remove loose debris

Main clean – clean the surface using hot water and the correct amount of detergent

Disinfect – treat with a food safe disinfectant spray complying with BS EN 1276:1997 or BS EN 13697:2001

Dry – ideally air dry

Disposable cloths and/or paper towels will be provided for the cleaning of all food and hand contact areas. Re-usable cloths will not be used.

The following documented records will be available for inspection at all times:

i. Food Safety Management System (i.e. Cooksafe, SFBB, HACCP) ii. Temperature Monitoring Records iii. Cleaning Schedule iv. Staff Training Records/Certificates	
Health and Safety:	
Gas appliances and pipework, valves etc have been inspected and tested within the previous 12 months by a Gas Safe registered engineer holding a current Non-Domestic Catering Qualification (copy of the certificate held on site). When on site pipework connections should be checked as soon as installation is set up for any gas leaks and again prior to any working day or if an appliance or cylinder is moved.	
Other than LPG cylinders in use only 1 spare LPG cylinder should be stored at the unit. Additional cylinders should be kept in the LPG compound. Please check upon arriving at site where the compound provided is situated.	
All electrical systems and appliances have been examined and tested by a competent electrical specialist within the previous 12 months and appliances are regularly checked for damage etc (copy of certificate held on site).	
No young person under the age of 18 years will be employed to work.	
Adequate access will be provided at the entrance opening or door to the stall / vehicle as well as to any external storage / work area or vehicle.	
No smoking will be allowed in any wholly or substantially enclosed building/s (permanent or temporary).	
A First Aid box containing items assessed as needed for the work activity must be accessible close to the catering unit.	
My name and contact number will be clearly and securely displayed on the front of my stall/ vehicle.	
All tripping hazards must try to be kept to a minimum e.g. carefully route any trailing cables / pipes or hoses. Any ground or floor coverings should be placed and secured so as not to	

introduce any additional trip hazard.	
Copy of insurance attached	
Copy of food safety certificate attached	

I confirm that I will adhere to the above food and health & safety requirements at Festival of House 2016 and acknowledge that failure to do so may lead to curtailment of my operations or removal from site:

Signed: Date:

Position:

A copy of this form will be forwarded to Angus Council Enforcement Officers for information prior to inspection.

Note: If you have any queries regarding food safety at Festival of House 2016, please do not hesitate to contact us for assistance at craig@festivalofhouse.co.uk.

Appendix 20.2

EXAMPLE CONTROL MATRIX - TO BE POPULATED AND REFINED TO SPECIFIC CONTROL NEEDS OF FESTIVAL OF HOUSE AS CONCESSION PITCHES ARE SOLD AND VENDOR DETAILS, TYPE, ETC, ARE KNOWN

Catering Scoring

Trader Name	

2 Audits Per Week - each taking 30 minutes (may be more if required)

Matrix		
1	Not Acceptable	Information Not Available
2	Poor	System Not Getting Used
3	Work Required	Gaps within System
4	Acceptable	Meeting standard
5	Excellent	Exceeding required Standard

Scoring Achieved	
Health & Safety	0
Storage/Back of House	0
Service	0
Music	0
Licensing	0
Total	0
Maximum Achievable	
Overall Percentage (%)	#DIV/0!

Total Marks available 140
Looking for a score above 60% which equates to 84 points

If you fall below 84 points 3 times penalties from your bond will be as follows

3 visits	£1,000
4 visits	£1,000
5 visits	£2,000
6 visits	Potential Shutdown

Health and Safety

		Score	Notes/Comments	Actions
Operating within Method Statement				
Slips, Trips, Falls				
Check Accident Book				

Temperature Checks	Fridge & Hot Holding			
Up to Date Records				
		Total	0	Percentage Achieved 0

Storage/Back of House

Clean & Tidy?		0	
Gas in Locked Cages		0	
Appropriate Disposal of Waste Oil		0	
Ash Bucket in Use (if applicable)		0	
Cardboard Broken Down and Stored Correctly		0	
Food Waste Stored Correctly		0	
Food Storage in adherance with Legislation		0	
	Total	0	Percentage Achieved 0

Service

Correct Utensils being used (ie no cross contamination)	0	
Tidy Service Area	0	
Prices Displayed and Adhered to	0	
Portions Size as per Specification	0	
Length of Queue/Staff levels correct for Sales	0	
Food Offer as Specification	0	

Standard of Food Offered Acceptable		0	
	Total	0	Percentage Achieved 0

Music

Music being played in accordance with Advanced Schedule on form 2

		0	
Volume at Acceptable Levels		0	
	Total	0	Percentage Achieved 0

Licensing (if applicable)

Is Challenge 25 being actively used		0	
Is Challenge 25 poster displayed in a prominent position		0	
Weights and Measures sign in place and are operating to them		0	
Refusals/Incident Book in place and being used		0	
Training Folder in place and up to date		0	
Copy of Staff Rota to view/Personal Licence Holder on duty		0	
Adhering to Security Schedule		0	
	Total	0	Percentage Achieved 0

Trader Progress

		Docs Received																			
Trader No	Name	Method Statement	Food Offer	Bar Offer	Insurance Docs	Food Hygiene Certs	Site Spec Risk Assessments	Personal Licence	Staff Training	Music	Fire Plan Structure	Fire Retardant Cert	Name/ Mobile Rep	Signed Contract of Work	Form 4	Structural Plans	PAT Testing	Gas Testing	Staff Passes	Equipment List	Allergen	Security Schedule
	EXAMPLES - TO BE POPULATED AS FESTIVAL OF HOUSE PITCHES ARE SOLD																				
MA8	Etagen Café				5 mil	yes		yes						yes	yes		10	yes	20		yes	
FM76C	Bratwurst Restaurant		yes	yes																		
MA5	Pyramid Bar	yes	n/a		yes	n/a	yes	yes		yes				yes	yes		no	yes	yes			
C2	Circus Catering	yes	yes	n/a	a	yes	yes	n/a	n/a	n/a				yes		yes	no	no				
H3	House of St Nicholas				yes			yes						yes								
BV1	Bavarian Hall	yes	yes	yes	yes	yes	yes	yes	yes	yes				yes	yes		no	yes	yes			black ops
BV7	Cafe Bavaria	yes	yes	yes	pwr	yes	yes	yes	yes	yes				yes					yes			black ops
BV8	Honey Mead	yes	n/a	yes	pwr	n/a	yes	yes	yes	n/a				yes	yes		0	0	yes			black ops
AM101	Star Tavern	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes			yes	yes	yes	50	yes	yes	yes		
AC25	Erni Collici - do nuts	yes	yes	n/a	yes	yes	yes	n/a	yes	n/a			yes	yes	yes		n/a	yes		yes		
AC2	Arctic Lodge Bar				yes		yes	yes	yes	to follow	yes			yes	yes	yes	50	no	yes			
H20	Carousel Bar	yes	yes	yes	yes	yes	yes	yes	thursday		yes				yes		no	no				
C3	Circus Bar Mark			yes	yes			yes			yes					yes	no	no				
H2	Feverzanganbowle Bar - manning			yes	yes			yes								yes						
TF1	Irvin Sweet Cart	yes	yes	n/a	yes	yes	yes	n/a	yes	n/a			yes	yes	yes		50	0				
	Irvin Sweet Stall	yes	yes	n/a	yes	yes	yes	n/a	yes	n/a			yes	yes	yes		0	yes				
MB1	Mirror Bar 1	yes	n/a	pwr	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		
MB2	Mirror Bar 2	yes	n/a	pwr	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		
FP3	Fire Pit Bar 1	yes	n/a	pwr	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		
FP2	Fire Pit Bar 2	yes	n/a	pwr	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		
FP1	Fire Pit Bar 3	yes	n/a	p	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		
AC29	Magic Ice Kingdom Bar	yes	n/a	pwr	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		
AC30	Bar Ice	yes	n/a	pwr	pwr	n/a	yes				pwr	pwr	yes	n/a	n/a	pwr		no	pwr	pwr		

AM86C	Sweets (pick n mix)	not required	no	n/a	yes	yes	yes	n/a	yes	n/a	n/a	n/a	yes	yes	yes		2	0				
IR8	Churros - henri	yes	yes	n/a		yes	yes	n/a	n/a	n	n/a	n/a	yes	yes	yes	n	4	yes		yes	yes	
aa8	churos - henri	yes	yes	n/a	yes	yes	yes	n/a	n/a	n	n/a	n/a	yes	yes	yes	n	4	\		yes	yes	
AC10	Mellor Bar																					
AC26	Pizzaria Daniels	yes	yes	n/a	yes	yes	yes	n/a	n/a	n/a			yes	yes	yes		no	n	yes		yes	
AC8	Mellor Bar																					
FM60	Manning Sweets			n/a																		
FM63s	Haribo - gregor events			n/a					n/a													
FP4	Wood Fired Pizza	yes	yes	n/a	yes	yes	yes	n/a	n/a	n/a			yes	yes						yes	yes	

Appendix 4

Cash Management & Cashpoint/ATM

Concessions and non Festival of House vendors will be responsible for the security of their own monies on and off site.

Festival of House will operate bars, merchandise concessions and ticket sales on the day (e.g. box office and upgrade on the day to VIP tickets from Customer Services/VIP wristband exchange).

Main arena bar purchases will all be made by exchanging tokens for alcoholic drinks. Tokens will only be sold from secure cabins/booths (portakabin style) at locations throughout the event site. Bar purchases within the VIP area/BumbelBee bar only will be cash not tokens.

The internal Heras fence line shown on the site map delineates the public area and 'back of house'. Back of house is the space between the internal Heras fence line and the steelshield perimeter fence line where only staff, concessions and contractors have access. All back of house areas are monitored by SecuriGroup personnel who will be performing pass/wristband checks for access to each area within.

FoH sales locations such as merchandise concessions, customer services (for VIP area upgrades), box office and token booths will, where possible, be positioned along the internal Heras fence line, as close to trackway as possible, with access only available from back of house.

Cash collections from these locations will be undertaken by a security detail provided by SecuriGroup Ltd and transported by vehicle via a back of house route to staff in the secure cash room (located in the staff area near the JOCC/event office) where monies will be secured in a safe within.

Cash will be removed off site for banking by a team of authorised FoH and/or SecuriGroup personnel only.

Cashpoint/ATM
A secure vehicle will be positioned within the main arena offering cash withdrawal facilities for customers. The secure vehicle offers four ATM points and is provided and operated by a company (Cash On The Move) very experienced in offering this service at major festivals and events throughout the country.

Appendix 5

CASH ON THE MOVE

+44 (0) 20 7794 3664

sales@cashonthemove.com





CASH 1
Cash Trucks Featuring:

- 4 integral ATMs
- Communication via dedicated telephone exchange, Vodafone Paknet wireless system or satellite communication

Requirements:

- 6m frontage x 6m depth x 9m height to accomodate mast
- 16 amp power feed

DCPayments

© 2015 Cash on the Move

Cash on the Move, PO Box COTM, London, WC1N 3XX United Kingdom

APPENDIX 5.

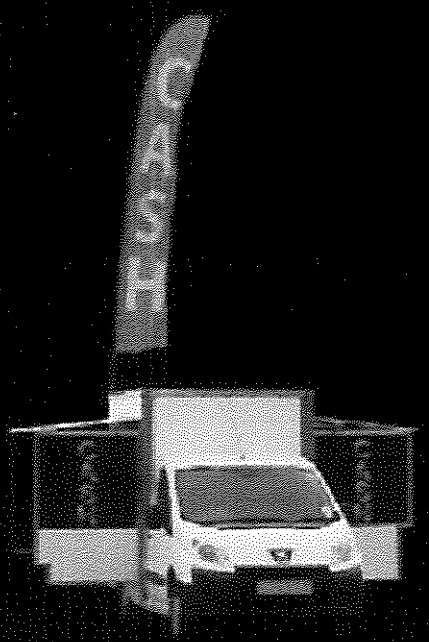
Appendix 5

CASH ON THE MOVE

+44 (0) 20 7794 3664

sales@cashonthemove.com





CASH 1
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Requirements:

- 6m frontage x 6m depth x 9m height to accomodate mast
- 16 amp power feed

DCPayments

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DRUG MANAGEMENT PLAN – v1.6
Appendix 26

Document Control

Document Title/Version	Statement of Intent / V1.1
Documents Owner	Festival of House
Event	Festival of House
Venue	Panmure Estate, Angus, Scotland
Promoter & Organiser	Jigsaw Events & Management Ltd
Event Management	ID Resilience
To be Read in Conjunction with	
Event Management Plan V1.4	MAIRG v1.1
Command Structure V 1.2	Project Plan V1.1

DRUG MANAGEMENT PLAN

Introduction

Festival of House will operate a zero tolerance approach to all illegal drugs, legal highs/New Psychoactive Substances (NPS) and Nitrous Oxide (NOS / laughing gas) and any items associated with the taking of NOS.

As Festival Licence holders we require all staff and sub contractors to observe the terms of this Drugs Management Policy.

As a responsible Public Entertainment Licence holder, Festival of House insists that the festival site is managed properly and recognises that all staff have a legal duty to uphold the five licensing objectives under The Licensing (Scotland) Act, 2005:

- Preventing Crime and disorder
- Preventing public nuisance
- Securing public safety
- Protecting and improving public health
- Protecting children from harm

The possession, sale and/or use of any illegal or illicit drugs, NPS or NOS, will not be tolerated and Festival of House are working closely with Police Scotland and our an providers to ensure drugs are not brought onto the festival site.

This will be achieved by employing a proactive drugs disruption operation run by Festival of House, our security contractor SecuriGroup Limited and supported by Police Scotland. This joint approach will ensure Festival of House is taking the best possible steps to minimise the risk of harm from the misuse of drugs at the event and working proactively to minimise harm to those attending. (see Crowd Management Plan appendix 33)

Techniques employed may include but are not limited to searches of persons, bags and/or vehicles, the use of Police passive screening dogs and deployment of both security personnel and uniformed Police officers to monitor and control drug related activities.

Submitting to a search by security personnel or Police officers on site is a condition of entry as outlined in the Festival of House Terms and Conditions of ticket sale. This is noted on the printed stock tickets. Specific wording regarding submitting to search being a condition of entry is also noted on the rapid scan tickets.

If drugs are found at any stage during the festival Security Control will log the details and Police Scotland will be informed immediately.

Staff will be briefed on what to look out for in terms of suspicious activity. Visual guides will be provided at all entry points, will be made available within Security Control and will be distributed via staff briefings as to what particular drugs and NPS look like, their associated paraphernalia and how they are administered to educate staff.

Demographic:
Current ticket sales to date **(13.03.16)** indicate the attendee demographic plus male to female ratio is approximately split as follows: -
19-24 10% of total sales 35% F 65% M
25-29 10% of total sales 50% F 50% M
30-34 16% of total sales 44% F 46% M
35-39 20% of total sales 58% F 42% M
40-49 35% of total sales 47% F 53% M
50+ 9% of total sales 55% F 45% M

The event organisers will liaise with Police Scotland in the lead up to the event in relation to drug misuse trends that can be reasonably expected at this event with the anticipated clientele. An intelligence assessment will inform event management and evidence a proportionate preventative response and tactical briefing for Police and Stewarding search teams.(see also Crowd Management Plan appendix 33)

This information will be continually updated until the event and operational plans will take into account significant shifts in age group and associated risk. This will allow agencies to profile the type of drug misuse that can expected. This information will be used to ensure the measures taken are appropriate.

The possession, sale and /or use of any illegal or illicit drugs, NPS or NOS at the event will not be tolerated anywhere inside or around the perimeter of the Festival of House venue.

Communications

The Vine PR Company for Festival of House, in liaison with multi agency partners will ensure that the Festival of House Drugs Police is prominently promoted. The message will be carried, prior to the event, by the following means;

- Event website
- Event advertising in media
- Where appropriate, via partner agency websites
- In terms and conditions attached to tickets

During the event prominent signage will remind customers of the festival drugs policy. (see also Media and Communications Plan appendix 25)

SECURITY MEASURES

Build / Break
All vehicles entering site for the build and break periods will go through an accreditation and induction process for site health and safety. At this point vehicles will also be subject to security clearance and a security search. All such vehicles enter the site via the same gate as will be used for access to Secret Garden and disabled camping areas.

Concessions
Concession will be advised in advance that all vehicles entering site for the festival will go through an accreditation and induction process for site health and safety and will be subject to search by both security personnel and drug detection/search dogs.

On arrival at accreditation all vehicles will be subject to security clearance and, if suspect, a security search by SecuriGroup personnel and drug detection/search dogs. All such vehicles

enter the site via the same gate as will be used for access to the Secret Garden and disabled camping areas. Festival of House are actively seeking smaller, local, more artisan concessions and vendors for festival of house rather than established national operators. Whilst this may reduce the risk of the supply of drugs from this avenue it does not exclude it and the above measures will be in place to mitigate the risk.

Any crew, contractor or concessions found in possession of drugs will be held at accreditation by security until Police Scotland are informed and arrive on site.

No drugs paraphernalia (bongs, pipes, poppers, etc. or items for use with legal high consumption) is to be sold at the event. Stock lists and price lists will be requested ahead of confirmation to trade so any items that are covered by the policy can be discussed with the trader and removed from sale prior to arrival on site. Traders will be warned that they face being reported to Police Scotland and /or ejection off the site if they fail to abide by the drug policy stated herein.

Perimeter Search

During the build stage of the event, once the main festival perimeter fence has been closed to secure the festival site a fence line check will be carried out by SecuriGroup personnel to look for evidence of pre event concealment of drugs. On suspicion of such activity detection/passive screening dogs will be deployed to investigate and, if they indicate the possible presence of drugs, the immediate area will be secured until the arrival of Police Scotland for evidence gathering and removal.

Observation Towers & Perimeter Patrols

On going perimeter patrols will be carried out throughout the event show days. Risks to be mitigated include the potential for persons throwing items over the fence to attendees within. Areas where there is potential for said items to be thrown over fences, i.e. where the gap between external perimeter and public areas is shortest or into campsites have been identified and will be subject to constant monitoring.

Observation towers and 24 hours patrols will monitor activity throughout the festival site, the immediate perimeter and the wider perimeter.

A raised platform will be constructed at the main gate to provide visibility over crowds/queues.

Main Gate

On arrival at the main gate area ticket holders will enter an area where significant signage will advise of security checks including searches, Police presence and the use of passive screening dogs for drug detection. An area will be allocated in advance of the main gate for the parking of a Police Dogs vehicle as an additional warning of security measures in place.

Customers will join the queue appropriate to their ticket (day, weekend, camping, staff, guest, etc.) and present their printed ticket at ticket exchange for it to be scanned and exchanged for a wristband. At this point, Customers are within the event site and will continue into an amnesty zone, where they can dispose of any illegal drugs, NPS or NOS into amnesty bins (secured to fencing) provided. This area will have significant signage advising of the use of passive screening dogs, police officers and security searches ahead to encourage use of the amnesty bins.

Customers will enter a zone containing passive screening dogs operated by both Police Scotland officers at peak times and SecuriGroup personnel at off peak times. Any person suspected of being in possession of drugs, whether by indication by dogs or otherwise, will be removed to a tented/screened area where bags,

persons, etc. will be subject to a full search by Police. If no drugs are found they will be permitted entry to the event. If drugs are found, at the discretion of the Police, they may then be removed to a Police control area for criminal processing or returned to security personnel. On return to security personnel their wristband to the event will be confiscated and they will be subject to ejection procedures appropriate to the situation (see also Crowd Management Plan appendix 33)

Once through this search area, customers will enter the security search zone where SecuriGroup personnel will conduct bag searches and searches of persons, if they suspect attempts to smuggle prohibited items into the event site in the following ratios:

Main gate security zone bag search ratio

Campsite

Thursday	- off peak	= 100%
	- peak	= 100%
Friday/Saturday	- off peak	= 100 %
	- peak	= 100 %

Day Tickets

Thursday	- off peak	= 100%
	- peak	= 100 %
Friday/Saturday	- off peak	= 100 %
	- peak	= 100 %

Disabled/Secret Garden Gate

On arrival at the Secret Garden/disabled gate ticket holders will join the queue appropriate to their ticket (disabled or Secret Garden). They will present their printed ticket at ticket exchange, which will be scanned and exchanged for a wristband. Customers will then enter an amnesty zone where they can dispose of any illegal drugs, NPS or NOS into amnesty bins provided. Beyond the amnesty zone will be a highly visible (to encourage use of the amnesty bins) screening zone containing Police and Securigroup staff. When demand allows, Police will deploy passive screening dogs in this area to screen those entering.

If a customer is suspected of being in possession of drugs, whether by indication by dogs or otherwise, they will be removed to a tented/screened area where bags, persons, etc. will be subject to a full search by Police. If no drugs are found they will be permitted entry to the event. If drugs are found, at the discretion of the Police, they may be removed to a Police control area for criminal processing or returned to security personnel. On return to security personnel their wristband to the event will be confiscated and they will be subject to ejection procedures appropriate to the situation (see Crowd Management Plan appendix 33).

Once through this area, customers will enter the security search zone where personnel from Securigroup will conduct bag searches and searches of persons, if they suspect attempts to smuggle prohibited items into the event site in the following ratios:

Disabled camping / Secret Garden gate / PUDO security zone search ratio

Thursday	- off peak	= 100%
	- peak	= 100%
Friday/Saturday	- off peak	= 100%
	- peak	= 100%

Additional Measures
The use of plain-clothes officers will be at the discretion of Police Scotland based on intelligence gathering relating to the festival.

Suspected Supply:
Security patrols will monitor the event arena and all campsites. They will be briefed as to what suspicious activity to look out for and the procedures to be followed should they suspect persons of being concerned in the supply of drugs.

Customers suspected of being concerned in the supply of drugs will be reported to Police on site and their details/description will be logged with event control.

Welfare & Medical:
Working with our chosen first aid and medical contractors Festival of House will provide a welfare facility that will operate for the duration of the event. This will include first aid, security, resting areas and water. Clearly visible to Festival of House visitors, this will be an area that they can use to recuperate. (see Welfare Plan appendix 29 And Medical Plan appendix34)

Festival of House will provide the following medical facilities as shown on the site plans (see appendix 6.5).

- Event Hospital within Secret Garden/Disabled Campsite and adjoining First Aid (FA2) and Welfare Tent which will be accessible from the main arena
- First Aid tent at main stage (FA1)
- First Aid tent within main campsite (FA3) adjoining the Main Campsite Welfare Tent

24-hour medical and welfare cover will be provided and the personnel on site will consist of paramedics, doctor, nurse practitioner, first aiders and trained welfare specialists.

If recuperation is assessed as unlikely, and it is deemed appropriate, next of kin/responsible persons will be contacted to collect the person from the event. Next of kin will be directed to the collection area at the relevant welfare zone. Their wristband will be removed to avoid re-entry.

A copy of the Medical Plan and Welfare Plan can be found in the list of appendices.

Vulnerable Persons/Under 18s

Festival of House (FoH) is an over 18s event. This is communicated to our customer base regularly via social media, via our website and in the terms and conditions of sale. Identification will be required from anyone appearing to be under the age of 25 at the point of entry (ticket exchange). Anyone unable to prove that they are over 18 will not be permitted entry to the site and anyone over 18 travelling with them will also be denied entry in order that the person they are travelling with is not left unattended. Anyone unable to prove they are over 18 at the point of entry and alone will be escorted to the main campsite welfare tent to ensure they remain safe until contact can be made with a next of kin/guardian to collect them from the festival site. There will be a secure separate lane from the main gate into the main campsite welfare tent where security personnel can escort under 18s to await collection by next of kin/guardian and parking will be provided for those collecting them (see Site Plan appendix 5).

The JOCC will be informed of any persons remaining with Welfare staff in these circumstances.

SecuriGroup personnel will be deployed throughout the festival site and are trained to look for customers displaying early signs of distress due to over consumption or drug use and will liaise with first aid, welfare and medical teams as required.

Should any vulnerable persons be found within any area of the festival site in need of assistance, SecuriGroup staff will escort them to the closest welfare tent. The JOCC will be informed of any persons escorted to welfare services in these circumstances.

Welfare will assist in providing a 'safe place' for those under the influence of drugs who require a calm environment with first aid on hand. Medical and First Aid will coordinate any medical treatment required.

People identified as being in a vulnerable state will be brought to a welfare tent for their own protection, as they will have been determined to not be in control of their own wellbeing. Examples of vulnerable states may include:

- Lone persons
- Persons under the influence of drugs or alcohol
- Persons displaying erratic behaviour
- Persons showing early signs of distress

SecuriGroup personnel are trained to identify vulnerable persons and to provide the appropriate assistance where required, ensuring a safe and positive festival experience.

Ejection

Persons found in the possession of illegal drugs/legal highs will be walked (where possible) to a Police Scotland officer for interview. At the discretion of the Police, they may then be removed to a Police control area for criminal processing or returned to security personnel. On return to security personnel their wristband to the event will be confiscated and they will be subject to ejection procedures appropriate to the situation (see Crowd Management Plan appendix 33)

Campers should be afforded the opportunity to collect property prior to ejection, however this will be resource intensive and consideration will be given to not allowing this should the person being ejected become violent or aggressive. Persons being escorted to collect property should be escorted by at least two persons for staff protection.

Bad Batch

Multiple casualties requiring medical treatment for similar symptoms may indicate a bad batch of drugs consumed either prior to entry or on site. On initial contact with someone requiring medical treatment security staff will notify the JOCC to log details of the incident and coordinate further action required. Casualties will be taken to the main medical facility for treatment and evidence gathering. Any suspicions of a 'bad batch' will be communicated to the JOCC for coordination of the action required including the distribution of information in attempts to minimise consumption of any remaining supplies. A variable message system will be used to convey emergency messages such as bad batches within the main arena.

Staff at the main medical facility on site will coordinate with emergency services for onward transport of and further treatment of casualties as required.

This drug strategy and management plan produced in consultation between the festival organiser, our security contractor SecuriGroup Limited and Police Scotland will form part of the overall Event Management and Operational Plan.

Drugs Policy

Jigsaw Events & Management Ltd (trading as Festival of House) will operate a zero tolerance approach to all illegal drugs and to legal highs/New Psychoactive Substances (NPS). The possession, sale and/or use of any illegal or illicit drugs or NPS will not be tolerated and Festival of House are working closely with Police Scotland and our security providers to ensure drugs are not brought onto the festival site.

This will be in the form of a proactive drugs disruption operation run by Festival of House, our security contractor SecuriGroup Limited and supported by Police Scotland. This joint approach will ensure Festival of House is taking the best possible steps to minimise the risk of harm from the misuse of drugs at the event and working proactively to minimise harm to those attending.

Techniques employed may include but are not limited to searches of persons, bags and/or vehicles, the use of Police passive screening dogs and deployment of both security personnel and uniformed Police officers to monitor and control drug related activities.

Submitting to a search by security personnel or Police officers on site is a condition of entry as outlined in the Festival of House Terms and Conditions of ticket sale. This is noted on the printed stock tickets. Specific wording regarding submitting to search being a condition of entry is also noted on the rapid scan tickets.

If drugs are found at any stage during the festival Security Control will log the details and Police Scotland will be informed.

Staff will be briefed on what to look out for in terms of suspicious activity. Visual guides will be provided at all entry points and will be made available within Security Control and will be distributed via staff briefings as to what particular drugs and NPS look like, their associated paraphernalia and how they are administered to educate staff.

Demographic:
Current ticket sales to date **(29.2.16)** indicate the attendee demographic plus male to female ratio is approximately split as follows:
-
18 – 29 = 15% (M 65% / F 35%)
30 – 39 = 40% (M 50% / F 50%)
40 – 49 = 35% (M 55% / F 45%)
50+ = 10% (M 67% / F 33%)

The event organisers will liaise with Police Scotland in the lead up to the event in relation to drug misuse trends that can be reasonably expected at this event with the anticipated clientele. An intelligence assessment will inform event management and evidence a proportionate preventative response and tactical briefing for Police and Steward search teams.

This information will be continually updated until the event and operational plans will take into account significant shifts in age group and associated risk. This will allow us to profile the type of drug misuse we can expect. From that we will also be able to ensure the measures we are taking are appropriate.

The possession, sale and /or use of any illegal or illicit drugs at the event will not be tolerated anywhere inside or around the perimeter of the Festival of House venue.

LETTERS OF SUPPORT

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 20:53
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 1. Copy email from Becky Gallagher

Good morning Dawn and David

I have received a number of emails from supporters of Festival of House.

I am afraid I have not had a response from you as to when support info needs to come in to Angus Council so I shall just send them in to you from now on as they come to me.

If you would prefer me to to communicate this evidence of support in a different way please let me know.

Thanks Janet

Janet Hood LLB Dip LP NP

Lawyer Hot 100 UK Solicitor 2009

niti pro regula legis - fight for the rule of law

m: 07718882837
t: 01356 648966
w: www.janethoodconsulting.co.uk **check web site for SCPLH and SCPLH Refresher training dates**
a: Kirkton of Balfour, Edzell, Brechin, Angus, DD9 7XU

Janet Hood Consulting
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not a firm of solicitors

---------- Forwarded message ----------
From: **Becky Gallagher** <[redacted]
Date: Fri, Apr 1, 2016 at 12:56 PM
Subject: Local Support
To: Craig Blyth <craig.blyth@jigsawmedialtd.co.uk>

Hey Craig,

I am extremely excited about Festival of House, I usually have to travel long distances to see world wide famous acts and to now think we have this event on our doorstep is fantastic. As an Angus resident and an employee I am in full support of the proposals.

Becky Gallagher, 5 Victoria Place, Brechin, DD9 7BH

Cheers,
Becks

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:01
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 2. Charles Duthie Panmure Hotel Monifieth- Business

Hello again David and Dawn

I shall mark all the business relevant emails -**business** for your convenience. .

thanks Janet

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---------- Forwarded message ----------
From: **charles duthie** <Charles.duthie@panmurehotel.co.uk>
Date: Fri, Apr 1, 2016 at 2:12 PM
Subject: Thank You
To: info@festivalofhouse.co.uk

Hello FOH

Firstly I just wanted to say thank you for planning on bringing a fantastic event to Angus, here at the Panmure hotel we are capacity already and have been inundated with booking requests.

We are very excited that an event of this stature will be on our doorstep.

All the very best for your forthcoming show!

Regards.

Charles Duthie (Managing Director)

Panmure Hotel
Tay Street
Monifieth
DD54AX

t: 01382 532911
m: 07780 112469
e: charles.duthie@panmurehotel.co.uk

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:12
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 3. email support Lewis Salvona

Janet Hood LLB Dip LP NP

Lawyer Hot 100 UK Solicitor 2009

niti pro regula legis - fight for the rule of law

m: 07718882837
t: 01356 648966
w: www.janethoodconsulting.co.uk **check web site for SCPLH and SCPLH Refresher training dates**
a: Kirkton of Balfour, Edzell, Brechin, Angus, DD9 7XU

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---------- Forwarded message ----------
From: **lewis salvona** <[redacted]
Date: Friday, 1 April 2016
Subject: With Regards To The FoH
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Dear Sir/Madam

I write this email in relation to the opposition for FOH (festival of house)

I am a local 23 year old male from Arbroath who is currently studying Music Production at Perth College,
When I first heard the new festival starting in the North East of Scotland I thought this would a brilliant opportunity for the people in the surround area, just like the Golf Open and the Sea Fest for example. Event's like this boost our local economy, as well as keeping the Scottish club scene alive, which used to be booming in the 90's and 00's but has gradually seen a decline in recent years.
I have always said to my peers that it would make sense if there was a festival in this area as there are festivals in the lowlands & highlands but none in the

middle of Scotland, and, for local producers like myself, events like this are a blessing. FoH are already running competitions to secure slots for local DJ's. This is a very good thing for musicians trying to make a career out of music. I also know from experience that at festivals there are a lot of jobs being created for people of all ages, which we all know is another positive, as there aren't many jobs around Angus with levels of unemployment soaring over the years.

Yours Sincerely

Lewis Salvona

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:14
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 4. Iain Fraser support of Festival of House - Business

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Begin forwarded message:

From: Craig Blyth <[redacted]
Subject: Fwd: support of Festival of House
Date: 2 April 2016 08:00:20 BST
To: Janet Hood <janethood@me.com>
Resent-From: janethood@me.com
Resent-To: janet.hood57@gmail.com

FYI below

---------- Forwarded message ----------
From: **IAIN FRASER** <[redacted]
Date: Friday, 1 April 2016
Subject: support of Festival of House
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Dear All who it may concern,

My name is Iain Fraser and i am 42 years old and i have a business in Montrose named Kraken Tattoo Studio and i would like to give my full support to the hopefully upcoming Festival of House outside Carnoustie and i would like to put my points accross in support of this.

I would honestly say if it were being organised by anyone other than the Rhumba pioneers Wayne Dunbar and his team of people then i wouldn't be so supportive but this should be great for our local economy.

I know that the Festival of House team would have taken into consideration festival-goers safety etc... and in doing this would need to employ S.I.A. licenced security stewards and various general security people and not to mention first aiders etc...which is absolutely fantastic for this area especially in such a black time regarding oil pay offs and general unemployment.

This sort of event takes a lot of planning and i have full faith in all events organised by this group as i have seen a few events they have put on and security has always been visable and first aid areas clearly marked. And any event i have seen or heard about has been relatively trouble free.

Now to expand a bit more on local economy there would be increased spending in ALL the local shops,petrol stations and hotels, and to ignore this most vital boost for this area could be considered ludacris.
Obviously you must weigh up all aspects of pros and cons but in this instance with it being quite a bit away from all signs of life and hardly upsetting any local neighbours.
Carnoustie has a great boost every time the golf championships are held there and i'm sure this event will be a great success if given the approval it sorely deserves and it has great potential to be a yearly success.
Going by the great success that the Dundee Dance Event every year heralds this is guaranteed to be a winner as it turns 17 normally empty bars on a sunday afternoon into a heaving fantastic happy event to the complete joy of the local bar community and they never have any trouble that i've ever seen.
All i'm really saying is these guys are great with the meticulous planning of any event and i would always support them 100 % because they always have the locals and public safety in mind.

Thank you for your time and effort in reading my view on the Festival of House and their team.
If you require anything further i would love to be of assistance.

Yours Sincerely
Iain Fraser- Local Business

Owner

Kraken Tattoo and Piercing

Studio

141 High Street
Montrose
Scotland
DD108QN
Telephone [redacted]

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:16
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 5. Support email Fwd: Pamela Laird Supporting the community -Business

Janet Hood LLB Dip LP NP

---------- Forwarded message ----------
From: **Pamela Laird** <[redacted]
Date: Saturday, 2 April 2016
Subject: Supporting the community
To: Info@festivalofhouse.co.uk

Hi,

I am Pamela Laird, (43)
17 Hill place
Arbroath
DD11 1AF

Although I live in Arbroath I also own and run a sucessfull hair salon in Carnoustie.

Fin & Co
1a High Street
Carnoustie
DD7 6AN

I am part of the BID group to help make Carnoustie a better place.

Carnoustie and the surrounding area are looking for ways to raise the profile of the town and encourage more visitors outside of golf, here is an idea opportunity. This event will bring a large amount of new people to the area, who will use the town and surrounding area to Stay, shop and eat.

From a personal point we are hoping to host a hair tent within the event. Which will help raise the profile othe salon and let us do things that are creative, meet new people. Our team if 8 are very excited about the prospect of the weekend and I feel It would be a huge benefit to the town and surrounding areas.

I feel there is huge potential for other Bussinesses in so many areas based around this event.

I'm hoping it goes ahead as do many of the people in the town.

Regards

Pam Laird.

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:18
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 6. Mr and Mrs Gary & Janice Upson Fwd: Support

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Sent: Friday, April 01, 2016 at 9:16 PM
From: "Gary Upson" <[redacted]
To: info@festivalofhouse.co.uk
Subject: Support

Mr & Mrs G Upson
The Parsons Loft
4c Rosebank Lane
Forfar
DD82BG

31/03/2006

We are writing this email to show our support in favour of the planned Festival of House which is to be held on the grounds of Panmure Estate. This event is unparalleled in its potential to put Angus and surrounding area firmly on the map as one of the biggest summer music events of the year. The benefits it will undoubtedly bring with it are both beneficial and long lasting to the local community.

The huge injection of revenue to local business is in itself almost to good to be true. The event stands to increase the local hotel and leisure revenue by a huge amount. I can only imagine the benefit to all the local taxi business.

Having both attended numerous similar events we are completely confident that the organizers will deliver a hassle free weekend which in turn will be a huge benefit to the local community in these difficult economic times.

In short this event will do only good for the local community. I hope that sense prevails in any decisions forthwith.

I would like to add that the " Rewind Festival " that is held at Scone every year has gone from strength to strength and every year gets bigger. This event has never been a problem and I'm sure the local community would be more than happy to voice their appreciation and all know the benefits something like this brings to the community.

Regards

Mrs Janice Upson age : 56
Mr Gary Upson age : 42

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:20
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 7. Dawn Marie Keay Fwd: Festival of House

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Begin forwarded message:

From: craigblyth@festivalofhouse.co.uk
Subject: Fwd: Festival of House
Date: 2 April 2016 10:25:38 BST
To: Janet Hood <janethood@me.com>
Resent-From: janethood@me.com
Resent-To: janet.hood57@gmail.com

Another support letter below :-)

Craig Blyth
Director
Jigsaw Events and Management LTD (Festival of House)
Tel: 07969569804
Email: Craigblyth@festivalofhouse.co.uk
Web: www.festivalofhouse.co.uk

Begin forwarded message:

From: Dawn-Marie [redacted]
Date: 2 April 2016 at 10:00:49 BST
To: info@festivalofhouse.co.uk
Subject: Festival of House

Dawn-Marie Keay aged 48 and 3/4.
What a fantastic opportunity to be part of this event in Angus.
As a Nursery Manager working with children this a great opportunity for me to socialise with like minded people who have become my friends.
I whole heartedly support Festival of House in Angus.
DM Keay
86 India Street
Montrose
DD10 8 PW

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:27
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 8. Claire Wilkie Taylor email support

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---------- Forwarded message ----------
From: **claire taylor** <[redacted]
Date: Wed, Apr 6, 2016 at 9:37 PM
Subject: Re: Event
To: craigblyth@festivalofhouse.co.uk

Claire Wilkie
42 newton crescent
Arbroath
[redacted]/84

Sent from my Samsung Galaxy smartphone.

On 6 Apr 2016, at 21:29, claire taylor <[redacted] wrote:

I support the event

Sent from my Samsung Galaxy smartphone.

GillespieM

From:	Janet Hood <janethood@me.com>
Sent:	10 April 2016 21:28
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	9. Vicky Coleman Fwd: Supporting festival of house

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---------- Forwarded message ----------
From: **vixandsid11** <[redacted]>
Date: Wed, Apr 6, 2016 at 9:11 PM
Subject: Supporting festival of house
To: info@festivalofhouse.co.uk

Hi there my names vicky coleman age 35 mummy of 5 kids and massive fan of the tunes, this upcoming event is going to be loved by many and really hope it goes on for years .. its fab close to home and a kind of event that many age groups will involve themselfs in... love u all see u there peace out. Vicky coleman. 54 montrose road arbroath dd11 5jn

Sent from my Samsung Galaxy smartphone.

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:34
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 10 Senga Boyd Fwd: Welcome to Angus - Business

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---------- Forwarded message ----------
From: **silibil billy boyd** <[redacted]
Date: Thu, Apr 7, 2016 at 5:58 PM
Subject: Welcome to Angus
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Hi there,

We have the Old Bean Coffee House in Arbroath and have had your flyers in the shop for some time. It is really good to see and hear peoples response when they know something like this is happening in our local community (well, near enough, but you know what I mean). Great to have something of such a grand scale happening so close to us to get people talking. If you have any A3 size posters for the event please have someone drop one off and I will put it up at the door way to our shop.

I am in my mid 50's so not sure if I will attend myself but my sons will be so all the best with the venture, we fully support exciting business' attempting to bring something new to the Angus area.

Yours'

Senga Boyd
Old Bean Coffee Shop
Arbroath

==========

SoandSo Media
Founder and Visionary
http://www.soandsomedia.co.uk
http://www.silibilnbrains.com
http://www.hiphophoax.com

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:34
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 11. Gavin Will Fwd: Support for Festival of House -Business

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---------- Forwarded message ----------
From: **Gavin Will** <[redacted]>
Date: Thu, Apr 7, 2016 at 5:33 PM
Subject: Support for Festival of House
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

To whom it may concern,

I am writing in support of the proposal to host Festival of House in Angus and specifically Panmure Estate.

I manage a grain marketing cooperative in Central Scotland and work in collaboration with growers in Angus with a view to bringing their product to market by building a brand based on Angus origination. Events such as Festival of House will help enormously in demonstrating a diverse, culturally rich area which can be marketed internationally as provenance of Angus and long term will help bring some much needed value to depressed commodity prices.

In my previous role I worked as part of the development team at Angus Cereals – a farmer owned business substantially, and critically, funded by European Food and Drink Grant budget with a 2.65M grant to enable raw material infrastructure to eventually service the drinks industry. This is only part of the story and to allow "the brand" to develop requires far wider resonance – events such as a music festival with internationally known artists all contribute to this. As an example you'll be aware we are seeing some very exciting developments in Angus with start-up businesses such as Arbikie Distillery having the potential to develop into a truly commercial proposition and eventually an international brand.

So the Festival of House is a chance to show the world what Angus is all about and give the area some more cultural gravitas which one would hope could translate into long term additional revenue.

I welcome this development.

My home address is:-

33 Dalhousie street

Monifieth

Angus

DD5 4AY

DOB [redacted]75

Gavin Will

Commercial Manager

Mob: [redacted]

Twitter: @gvwill

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GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:37
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 12. Gareth Watt support email

Janet Hood Consulting

Working positively with the licensed trade

not a firm of solicitors

---------- Forwarded message ----------
From: **gareth watt** <[redacted]>
Date: Wed, Apr 6, 2016 at 6:45 PM
Subject:
To: Festival Of House <info@festivalofhouse.co.uk>

To whom it may concern

My name is Gareth watt I am a 46 year old fisherman living at 23 McGregor's walk Arbroath ,dd111lr

Over the years I have grown up with love of all kind of music travelling the whole country to concerts gig and festivals

When the announcement that there was to be a festival of such calibre held right on my door step I was very happy

Over the past few months I have seen a growing trend in the media to undermine what is surely an event that could put angus on the map as place that could hold such a magnificent event..... as Arbroath and Montrose have done with their sea fests and mofests respectively .

The benefits to community and surrounding area should be taken into consideration taxi firms ,hotels, bus companies,resteraunts,and shops will all benefit

I understand residents in surrounding immediate areas may have concerns that as was stated in media "hooligans"(a term used at football matches where apposing teams meet) and drug gangs(not sure how u define what where how or why)would be running around the countryside terrorising the area..... obvious scaremongering by media to sell papers

In my opinion this festival should be allowed all its licencing and permits the organisers should be applauded by everyone for there efforts to put such a world class event on in angus ... and making us all proud to say we live here

Mr Gareth watt (46)

23 McGregor's walk

Arbroath

ANGUS !!!!!!!!!!!!

SCOTLAND

DD111LR

Sent from Mail for Windows 10

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:39
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 13. Beverly Brown : I would like to support festival of house

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---------- Forwarded message ----------
From: **Brown Beverly (NHS TAYSIDE)** <[redacted]>
Date: Wed, Apr 6, 2016 at 5:47 PM
Subject: I would like to support festival of house
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

To whom it may concern

Hello I am Beverly A Brown (Cargill) I am a 47yr old nurse within NHS Tayside
My Address is 13 Brothock Way Arbroath DD11 4BE

Over the years I have enjoyed music festivals as have many many other thousands of people have done
It is absolutely fantastic that we can possibly have our own wee festival in the woods in the beautiful area of Angus in Scotland

Recently I have read BAD press which is unfair to the organisers regarding this upcoming fantastic event (I totally disagree with this BAD press (scaremongering)

I personally feel this Festival will be brilliant for the area bringing thousands of people from all over the country & abroad
This will of course be a very good thing for all local businesses concerned

As I said earlier I enjoy music festivals & have done so for many years infact used to take my children to T in the park
A lot of folks I have met at those festivals are lovely people who have professional jobs like myself & to be fair a huge majority are actually around my age (47)

We are NOT ' a bunch of hooligans ' as stated incorrectly in the press there will NOT be drunk people roaming around outside the secure arena

This event will be hosted by world class artists & bands I feel the event should go ahead I think a licence for alcohol to be sold within the event is crucial to its success

Please allow the wonderful organisers at Festival of House to complete their plans & lets see this local music festival become something that the Angus area can be proud of

Many thanks for listening

Bev x

Ms Beverly A Brown
Community Dental Nurse
Public Dental Service
Kings Cross Hospital
Hospital Street
Dundee Tayside
DD3 8EA

[redacted]

****
****

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GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:41
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 14. Stewart McKinney Fwd: support of proposed festival on Panmure Estate in June 2016

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---------- Forwarded message ----------
From: **McKinney Stuart (NHS TAYSIDE)** <[redacted]
Date: Wed, Apr 6, 2016 at 4:02 PM
Subject: support of proposed festival on Panmure Estate in June 2016
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Dear To Whom it may concern,

I would like to have my support of the proposed festival "The Festival of House" formally recorded.

Having lived in the Angus town of Monifieth for almost my entire life, I firmly believe that this festival will bring enormous value to our local communities. I appreciate that the proposed site is one of natural beauty, but I have utter faith in the morals of the events' organisers and am sure that every attempt will be made to reduce to an absolute minimum any impact on the area itself and indeed the immediate neighbours. I am confident that the area will be returned to its "pre-festival" condition following the event.

I feel that the local communities in Angus will be deprived of a huge opportunity to showcase the many wonderful things that Angus has to offer if this event is denied license to proceed, I am confident that many local businesses such as shops, bed and breakfasts and larger hotels will benefit from this event, during not only the event itself but also by an increase in tourism to the area overall as a direct result of people coming to the area for the festival in the first instance.

I fully support the proposal and look forward to attending the festival in June.

Stuart McKinney
2B Wellbank place
Monifieth
DD5 4BJ
Age - 44 years

GillespieM

From:	Janet Hood <janethood@me.com>
Sent:	10 April 2016 21:43
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	15. Matthew Peter Fwd: Supporting Festival of House

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---------- Forwarded message ----------
From: **Matthew Peter** <[redacted]
Date: Thu, Apr 7, 2016 at 4:36 PM
Subject: Supporting Festival of House
To: info@festivalofhouse.co.uk

Matthew Peter, 20

23 Taymouth Street

Carnoustie

As a major house music fan, I feel as though the upcoming Festival of House is a fantastic opportunity for us to see some incredibly talented artists performing in a convenient location. Music festivals are a hugely popular sector of the event industry, and I think it is great to see these types of events appearing throughout the year. It is hard to compete with well-known festivals such as Glastonbury, but Festival of House is an opportunity to promote to music fans that Scotland has some of the best venues possible for these types of events, without having to travel excessively out of Dundee and the surrounding areas.

In my opinion, and especially as a house music fan, I believe the genre has risen massively in the last few years, becoming one of the most popular genres in today's music market. Festival of House is unique in focusing on this genre for its core line-up, and I think it's going to be extremely successful in bringing the fans of the genre together to support and enjoy what is going to be a successful event.

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:44
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 16. Morag Fraser - Carnoustie Meetings and Events Fwd: Festival of House - Business

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---------- Forwarded message ----------
From: **Carnoustie Meetings & Events** <MandE.Carnoustie@bespoke-hotels.com>
Date: Thu, Apr 7, 2016 at 3:21 PM
Subject: Festival of House
To: "craigblyth@festivalofhouse.co.uk" <craigblyth@festivalofhouse.co.uk>

To whom it may concern,

I write in support of the proposed Festival of House which is due to take place on 9th & 10th June this year.

As soon as we heard of the plans to bring a Music Festival to Angus we have been excited about the benefits that this will bring to the local area.

Clearly the event will bring a large number of visitors to Carnoustie and the surrounding area, all who will spend money and thereby benefit the local economy during the time of the event. I understand that the organiser's are working with local businesses to provide a good understanding of the event , so they can match the needs of the visitors and maximise potential.

The boost to local businesses will not just be limited to the time of the Festival , with planning meetings and set up, all generating spending in Angus.

The organisers have been able to attract and secure some very high profile acts, which will no doubt ensure a high attendance.

Angus has much to offer visitors and this event gives the County an opportunity to showcase the wide variety of activities , local food and drink and wonderful scenery on offer.

There will clearly be publicity associated with the Event which can only help promote the area.

Yours faithfully

Morag Fraser

Morag Fraser | Meetings and Events Manager

Carnoustie Golf Hotel and Spa

T: 0843 178 7109 | E: MandE.Carnoustie@bespoke-hotels.com

F: 0843 178 7110 | W: www.bespokehotels.com/carnoustiegolfhotel

find us on Facebook

Accounts Address:
Bespoke Hotels Limited, Unit 5, Bankside, Crosfield Street, Warrington, WA1 1UP

T: 01925 237 500

F: 01925 632 808

Head Office Address:
Bespoke Hotels Limited, Bespoke House, 14 The Coda Centre, 189 Munster Road, London SW6 6AW

T: 0843 357 5555

F: 0843 357 5556

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:45
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 17. Ashley Denholm Fwd: Why I support festival of house

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---------- Forwarded message ----------
From: **Ashley Denholm** <[redacted]
Date: Thu, Apr 7, 2016 at 7:07 PM
Subject: Why I support festival of house
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Ashley Whitehouse
19 Foundry place
Monifieth
Dd5 4bb
[redacted]1985
I support this event fully as I feel it will benefit all members of the local area and also provide some much needed summer entertainment x

Sent from Yahoo Mail on Android

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:46
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 18. Mark Skilton Fwd: FOH makes me happy!!

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---------- Forwarded message ----------
From: **Macr Skilton** <[redacted]
Date: Thu, Apr 7, 2016 at 6:58 PM
Subject: FOH makes me happy!!
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Matt Skilton
31 Idvies View Letham Dd8 2du
[redacted]/1977

It's amazing to have an event of this type in Scotland, let alone Angus. A large number of my generation grew up with this music and yet it is still much maligned to rock, indie or pop that have rafts of long standing festival dates. This will be great for me personally, for the community as this puts Angus on the map for something other than golf!!

Great job FOH team I am excited with 9 weeks to go!!

Regards

Matt Skilton

Sent from Outlook Mobile

GillespieM

From:	Janet Hood <janethood@me.com>
Sent:	10 April 2016 21:47
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	19. Joe Fullerton support Fwd: Event

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---------- Forwarded message ----------
From: **joe fullerton** <[redacted]
Date: Thu, Apr 7, 2016 at 10:02 PM
Subject: Event
To: info@festivalofhouse.co.uk

Would love this event for our area, we have to travel to any event like this and to have it on our door step is fantastic

Joe fullerton
35 hawthorn grove baldovie
DD53NA
[redacted]/71

Sent from Samsung Mobile on O2

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:48
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 20. Claire McCauley Fwd: Festival of house

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---------- Forwarded message ----------
From: **Claire McCauley** <[redacted]
Date: Thu, Apr 7, 2016 at 9:47 PM
Subject: Festival of house
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Claire McCauley, 32 St Vigeans Road, Arbroath, DD11 4DL. My date of birth is [redacted]1984.

I am writing this email in support of the Festival of House that is to take place in Angus in June 2016. I am fully in support of the festival and have been helping to promote this to people in Angus. I think that the festival is going to be a great place for local businesses to show their wares, food trucks, local drinks and it will also be a chance for young aspiring musicians to play. Angus is generally not huge for tourism apart from Golf Tourism which attracts a different crowd, I think that this is the chance for musically minded people to visit Angus and see what we have to offer. There is a wealth of beautiful countryside that I think that young people will enjoy and also there is an array of talent that have grass roots in Angus and they will have the chance to show off their skills and businesses to a whole host of new people.

Scotland have been lacking a purely electronic festival since Rockness was cancelled and this is the chance to put Angus on the map. A lot of people are put off T in the Park because of the younger crowd that this attracts and the mess of the transport situation last year at Strathallen. I think that the Festival of House will attract a more relaxed crowd, looking for a more vibrant festival atmosphere that is eco friendly.

The Rhumba events that have been on over the last few years have been incident free and the people they attract look after one another. A big happy Rhumba family.

Lastly, the Festival of House has most of my hairdresser friends booked up for the weekend, looking after small businesses in the area and it has also given my partner a bit of hope when he was out of work as he was offered a bit of promotions work to help fill his days.

Many thanks

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:49
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 21. Andy Pickard Fwd: Festival of house

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---------- Forwarded message ----------
From: **andrew pickard** <[redacted]>
Date: Thu, Apr 7, 2016 at 9:09 PM
Subject: Festival of house
To: info@festivalofhouse.co.uk

Andy Pickard
123 ravensby road
Carnoustie
DD77NJ
[redacted]1978
I'm supporting this event because it will attract alot more people to angus and encourage the music scene here and hopefully in the future alot more of angus talented djs and musicians will be showcased more in the future

Sent from my Windows Phone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:51
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 22. David Morris Fwd: FOH SUPPORT

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---------- Forwarded message ----------
From: **david morris** <[redacted]
Date: Thu, Apr 7, 2016 at 9:07 PM
Subject: FOH SUPPORT
To: Festivalofhouse Co Info <info@festivalofhouse.co.uk>

David Morris
1 Lingard st
Carnoustie, Angus
DD7 7PY

AGE 40 . D.O.B : [redacted]1975

I fully support and look forward to attending the festival of house. In fact I can't wait as it will be a highlight of my year to attend such a quality and well organised event. Right here on my doorstep.

Many local hotels, food outlets, restaurants and taxi firms as well as Scotrail well benefit from this event.

Many of the djs, sound, light and staging crew are from the local area. I used to work as a stage tech and know that tgis event is being run at the most professional level.

I look and can't wait to attend.

Sent from Yahoo Mail on Android

GillespieM

From:	Janet Hood <janethood@me.com>
Sent:	10 April 2016 21:52
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	23. Christopher Mann Fwd: support

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---------- Forwarded message ----------
From: **christopher mann** <[redacted]
Date: Thu, Apr 7, 2016 at 8:55 PM
Subject:
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Name
Chris A Mann

Address
16 Wentworth Drive Dundee DD2 3SG

Birth Date
[redacted]/1978

Email
[redacted]

Reasons why i am supporting FOH
1; it's Huge for Dundee and surrounding areas and something i'm sure many of us have wished would happen.
2; I love House, raving, camping and having fun.
3; it puts tayside and angus firmly on the music map, and should attract a lot of interest from people from all over the country.
4; it might just make the local council think about letting more of this type of event go ahead.
5; i know it will be well organised, with great people attending, and generally a really good vibe.

many thanx for all your hard work bringing this fantastic event to our doorstep
best wishes
from
Chris.

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:56
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 24. Stewart MacDonald Fwd: Festival of House

Janet Hood Consulting
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---------- Forwarded message ----------
From: **Stewart Macdonald** <[redacted]
Date: Thu, Apr 7, 2016 at 8:41 PM
Subject: Festival of House
To: info@festivalofhouse.co.uk

Your name. - Donald Stewart Macdonald
Your address, with Angus postcode. - 61E Millgate, Friockheim, Arbroath, Angus, DD11 4TW
Your date of birth. - [redacted]-1979
Your reasons for supporting this event. - I will be supporting this event as I think it will be great for the local arts scene, and the Angus economy as a whole. There is little doubt the revenue brought into Perthshire with the likes of T In The Park, and with some hard work, dedication, and some luck, Angus can have it's own world renowned festival.

--
Regards

Stewart Macdonald

[redacted]

Virus-free. www.avast.com

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:57
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 25.Heather Mills Fwd: I support this event

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---------- Forwarded message ----------
From: **Me** <[redacted]>
Date: Thu, Apr 7, 2016 at 8:34 PM
Subject: I support this event
To: info@festivalofhouse.co.uk

Heather Mills

9 maclagan road
Carnoustie
DD7 7LR

DOB-[redacted]/1985

My reasons for supporting this event are purely as I cannot wait to go to a festival that is being held in my local area. I think this event is exactly what this area needs. It's an exciting time for residents to be part of a big event and advertise the area I live in. Angus is a beautiful part of the world and this may increase tourism for the area and business for my town. Also I hope this will create some employment for locals!

I hope this event can be something we can all be proud of as it is bringing big music acts for everyone to enjoy.

Bought my ticket just wish it was sooner don't know how I'm going to wait until summer for this!

Bring on the party!! :) let the good times roll!

Good luck to all the team at festival of house on your first of many events I hope in Angus!

Heather Mills

GillespieM

From:	Janet Hood <janethood@me.com>
Sent:	10 April 2016 21:58
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	26. Jamie Reynolds Fwd: Support

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---------- Forwarded message ----------
From: **Jamie Reynolds** <[redacted]
Date: Thu, Apr 7, 2016 at 8:21 PM
Subject: Support
To: info@festivalofhouse.co.uk

Jamie Reynolds
6 Chapman Drive, Carnoustie, DD7 6DX
[redacted]1995
Reason for support - the festival will give Angus something to be proud of, giving people a chance to experience a live festival who may not be able to travel to TITP etc. It will give a chance to local musical artists and other forms of creativity to showcase their talents. Naturally, it would give some passing trade with hotel rooms and other money spent in Carnoustie or the surrounding areas.

Thanks, Jamie

Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 21:59
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 27.Leigh Brodie Fwd: Support

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---------- Forwarded message ----------
From: **Leigh Brodie** <[redacted]
Date: Thu, Apr 7, 2016 at 8:09 PM
Subject: Support
To: info@festivalofhouse.co.uk

Name : Leigh Brodie
Address: 21 Isla Avenue, Carnoustie, Dundee, DD7 6GL
DOB : [redacted]1987

Hey
I have been excited about FOH ever since I herd the rumours on Facebook and the web. I soon realised that the festival is literally within half an hours walk of my house. Not many people can say they have that privilege! For me the festival is something that is exciting and totally different for the Angus community! It sounds like the organisers have taken into consideration the area the community and over all the safety and experience of the festival
Goers. It sounds like it will be an incredible experience that will be chilled out but beyond fun at the same time.
The local community, shops, hotels and restaurants will no doubt be fully booked and thrive during the time the festival is here. This is a unique opportunity to put Carnoustie on the map for more than golf, dare I say it will make Carnoustie "cool".
For me the best part of FOH is that My brother and his partner are also excited and for me getting to attend a festival just "down the road" with my brother before he heads back to Australia is an amazing opportunity to build memories that will last us a life time!

Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:02
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 28.Brent Lawson Fwd: Email support

Janet Hood Consulting
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---------- Forwarded message ----------
From: **Brent Lawson** <[redacted]
Date: Fri, Apr 8, 2016 at 3:26 PM
Subject: Email
To: info@festivalofhouse.co.uk

Brent Ian Stuart Lawson
61C Millgate Friockheim DD114TW

Angus [redacted]/1977
I believe fingers crossed the event goes without hitch and no stupid people spoil the efforts involved in this. This has a real chance to help local pubs, and shops locally and attract bigger names as you have done on a regular basis not just for Rhumba but for all people trying to organise events.
There should be no negatives about what is being done here it's massive and massive for the area.
(Only negative shame you didn't ask us as an Angus management company and label 😜😜)

Good luck not that it's needed

Thank You - team FOH.
Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:03
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 29.Graham Christieson Fwd: FOH SUPPORT

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---------- Forwarded message ----------
From: **Christieson, Graham** <[redacted]
Date: Fri, Apr 8, 2016 at 2:05 PM
Subject: FOH SUPPORT
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Good Afternoon,

Name: Graham Christieson

Address: 40 Provost Mitchell Road Montrose DD10 9DH

DOB: [redacted]-1979

Reasons For Support: To have an internationally recognised line up happening within the confines of Angus is a coup and the organisers should be recognised for this feat. The FOH and the team behind it including the Rhumba club has a following like no other, the age range isn't all about teenagers being away from home for the first time and has many that are of an age that they are looking forward to enjoying themselves with friends and fellow clubbers who are like an extended family. The benefits to the local community and the surrounding area is tremendous with people travelling from far and wide who will spend in local shops, use local transport with visitors taking advantage of the many hotels, b&b's & guesthouses in the area.

Many thanks,

Graham Christieson

Project Design Manager

Magnet Trade (Contract Kitchen Solutions)

Mobile: 07805752034

Email: gchristieson@magnet.co.uk

Web: http://www.magnettrade.co.uk/contract-kitchens/

Magnet

Contract Kitchen Solutions

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GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:05
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 30. Lesley McGurk via Stubbs support email Fwd:

Janet Hood Consulting
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---------- Forwarded message ----------
From: **Lesley Stubbs** <[redacted]
Date: Fri, Apr 8, 2016 at 2:01 PM
Subject:
To: info@festivalofhouse.co.uk

Lesley mcgurk, dd7 7sh. Supporting the event as I believe it will b good for people who live not only nearby the area but will also bring more visitors to the area too.

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:06
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 31.Clare Laxy support Fwd: Festival of house

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---------- Forwarded message ----------
From: **chris laxy** <[redacted]
Date: Fri, Apr 8, 2016 at 1:29 PM
Subject: Festival of house
To: Info@festivalofhouse.co.uk

Clare Laxy
[redacted]-79
DD5 3NT

Think it's absolutely fantastic that we are trying something so local. Can't wait! I may hang my dancing shoes up after this!!

Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:07
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 32. Debbie Henderson Fwd: Support

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---------- Forwarded message ----------
From: **debzhendo74** <[redacted]
Date: Fri, Apr 8, 2016 at 5:44 PM
Subject: Support
To: info@festivalofhouse.co.uk

Hey guys, i'll be supporting this event as its an absolute scoop for Angus. This area is growing & growing for music events and it is fantastic to have it on our doorstep instead of having to trail to Glasgow or London etc. I really do hope that this is the start of an annual event and we can show the organisers of T in the Park that they no longer have the monopoly in the Scottish festival.
Waiting to see if i can get the day off placement so i can attend the full day. Best of luck! ☺

Debbie Henderson
10 Inch Terrace
MONTROSE
DD109NU..... D.O.B.[redacted]1974 (27 inside)
Sent from my Samsung Galaxy smartphone.

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:08
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 33.Kirsteen Beeching email Fwd: Support

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---------- Forwarded message ----------
From: **Kirsteen Beeching** <[redacted]
Date: Sat, Apr 9, 2016 at 8:33 AM
Subject: Support
To: info <info@festivalofhouse.co.uk>

Hi
Kirsteen Beeching
27 Thomas Street
Carnoustie
DD77LL
[redacted].1975

As a Carnoustie resident i think it's great for the local areas and pubs, hotels and shops will hopefully benefit. I think there should be shuttle buses put on from the High Street which will encourage people to go to the pubs and shops.

I have tickets for the event and 8 of my friends from Glasgow are coming through too. I hope it's a great festival that becomes a regular event.

I think your adverts should say it is just outside Carnoustie as Angus is a big place and it wasn't that obvious where it was being held.
Thanks x

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 10 April 2016 22:09
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 34. Andrew Watson Fwd: Festival of House

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---------- Forwarded message ----------
From: **Andrew Watson** <[redacted]
Date: Sat, Apr 9, 2016 at 9:34 AM
Subject: Festival of House
To: Info@festivalofhouse.co.uk

Andrew Watson
41 Lowson Avenue DD8 1JZ
[redacted]/92

I belive It will get people out and about and enjoying themselves all the while generating income for local businesses. It will probably get the hours increased for the local workers during the event too. Good for all, and the good weather is almoat upin us so it couldn't be more perfectly timed.

GillespieM

From:	Janet Hood <janethood@me.com>
Sent:	10 April 2016 22:10
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	35. Greig Taylor Fwd: Festival support

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---------- Forwarded message ----------
From: **greig Taylor** <[redacted]
Date: Fri, Apr 8, 2016 at 7:40 PM
Subject: Festival support
To: Info@festivalofhouse.co.uk

Greig Taylor
1 Cortachy drive
Kirriemuir
Dd8 4ts
[redacted].80
It has to be good for the local area and beyond . T in the park, rewind, rockness have all been a massive success and draw people in from all over the country. If its organised well these events are epic. Angus should defiantly get this on the festival Calendar .
Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 11 April 2016 09:21
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 36. Sean Stewart support Fwd: Festival of House - June 2016

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---------- Forwarded message ----------
From: **Sean Stewart** <[redacted]
Date: Sat, Apr 9, 2016 at 5:25 PM
Subject: Festival of House - June 2016
To: info@festivalofhouse.co.uk

Hi

I am writing to show my support for the upcoming Festival of House due to take place in June 2016 near Carnoustie. This is a great opportunity for Angus for both young people and local business.

It is a chance for Angus to be noticed on a global level when you see the range of acts due to appear. It will be great for business from a range of functions/services. I attended T in the Park very year but one and something similar in Angus will be huge for the area.

Sean Stewart

[redacted] 1967

14 Redfield Road

Montrose

Angus

DD10 8TW

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 11 April 2016 09:24
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 37. Edwina Crummy support Fwd: Festival of House

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---------- Forwarded message ----------
From: **Edwina Crummy** <[redacted]
Date: Sat, Apr 9, 2016 at 4:47 PM
Subject: Festival of House
To: info@festivalofhouse.co.uk

Your name Edwina Crummy
Your address, with Angus postcode 76 MacDonald Smith Drive, DD7 7TB
Your date of birth[redacted].76
Your reasons for supporting this event - long last such an event has come to the area! Great event, good for the economy and fantastic all round!

If you need volunteer let me know!!

Ed x

Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 11 April 2016 09:33
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 38. Samantha Reynolds support Fwd: Festival of house. Panmure Estate

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---------- Forwarded message ----------
From: **samantha reynolds** [redacted]
Date: Mon, Apr 11, 2016 at 9:26 AM
Subject: Re: Festival of house. Panmure Estate
To: info@festivalofhouse.co.uk

On 7 Apr 2016 20:53, "samantha reynolds" [redacted] wrote:
>
> Hi my name is Samantha Reynolds aged 41. I reside in Arbroath DD113Ab. I am writing to support the forthcoming event Festival of House Panmure Estate. The reason for my supporting this festival is due to many reasons first and foremost I believe that this event would be a tremendous experience for not only young adults 18+ but also older adults who have followed dance music for the past 3 decades. Personally I would love to attend this festival myself the thought of being able to see world class djs is a very inviting thought and being of a certain age with children and grandchildren I would probably never get the chance to have this experience ever again on my doorstep. Secondly being a follower of dance music and other festivals I have attended in the past I can honestly say the levels of vandalism and aggressive behaviour are almost none. The people go to such events for their love of music and appreciate the fact that they are seeing their favourite djs. Thirdly this event will have members of the public from all walks of life coming Towton again appreciate the music. Finally I believe that this will be extremely financially beneficial to the nearby town where the even is taking place, local smaller business in the area would see their profits soar over such a small period of time. Yours Samantha Reynolds

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 11 April 2016 12:37
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 39. John Wilkie support Fwd: Festival Of House

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---------- Forwarded message ----------
From: **John Wilkie** <[redacted]>
Date: Mon, Apr 11, 2016 at 11:56 AM
Subject: Festival Of House
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

John Wilkie
East Cottage
Mains Of Brigton Farm
Forfar, Angus.
DD8 1TH
[redacted]/1967

I am contacting you to show my support for the Festival Of House at Panmure Estate. Since the introduction of electronic music to the charts in the late '70s, I have always loved it. The way it has evolved through the years has captured the hearts of many generations. Bringing this festival to Angus will not only benefit the local music fans but through bringing people from other areas, it will also benefit local businesses e.g. transport companies, hotels/B&Bs, shops,etc. Let's hope that it continues in the future.

Virus-free. www.avast.com

1000

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 11 April 2016 22:09
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 40. James Miller support Fwd: Rhumba support personal and business

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---------- Forwarded message ----------
From: **james miller** <[redacted]>
Date: Mon, Apr 11, 2016 at 12:57 PM
Subject: Rhumba support
To: info@festivalofhouse.co.uk

James Miller
[redacted]/1986
32 St Vigeans Road Arbroath
DD114DL

I am in support of Festival Of House because for me personally it is filling a huge hole that Rockness has left since it was cancelled. I truly believe FOH will go on to be bigger and better and put Angus on the map for an amazing reason. I've been attending Rhumba club nights for many years now and words can't quite cover the atmosphere and love that there is at these nights, it's like nothing I have ever seen or been part of before and that says a lot for someone like myself who goes all over the world clubbing. So for something so passionate to be on your own doorstep was a dream come true.

Because I have so much passion for music and for these nights I have been helping to promote FOH, I got paid off from my job a while back and wasn't working so the guys from the Rhumba took me into the family and asked if I could help, I jumped at the chance helping spread the love and hand out flyers to local businesses, through doing this it showed me just how many people were looking forward to this and just how big this Rhumba family actually is. Local businesses and shops that I popped into were all friendly and welcomed the festival as they feel it's going to boost there sales. My friend owns a hair salon and she says the week running up to the festival is the busiest she has ever been as everyone is getting themselves done up for a weekend of dancing and memories.

I've seen first hand the work that is going into this and it absolutely blows me away, it's giving a lot of the local DJ's the chance to show what they are made of and for a lot of them it's the break they will be looking for, and I'm sure it will also be a dream come true to be playing along side some of the incredible DJ's they have to offer.

I suppose to round things off Festival Of House is providing what everyone asked for and thought they would never get 😀

Regards
James Miller
Rhumbeater

Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 11 April 2016 22:11
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 41. Natasha Ryan Fwd: Support

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---------- Forwarded message ----------
From: **Natasha** <[redacted]
Date: Mon, Apr 11, 2016 at 2:24 PM
Subject: Support
To: info@festivalofhouse.co.uk

I would like to offer my support for this festival. I grew up in Angus and left to study in Glasgow. I feel like Angus needs to be made as attractive as possible for tourists and residents and this includes events of this type. Otherwise the area continues to be somewhat overlooked culturally and becomes recognised solely as a commuter area for Aberdeen and Dundee.

I live in Montrose and although the music festival can attract some intent on enjoying booze more than music I feel like the success of this festival has been good for the town overall.
All the best.
Natasha Ryan
Age 34
dd10 9fh

Sent from my iPhone

GillespieM

From: Janet Hood <janethood@me.com>
Sent: 12 April 2016 08:40
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: Re: 42. Aaron Soutar Support Fwd: Festival of house

Sorry this one should have been numbered 42.

Janet Hood LLB Dip LP NP

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m: 07718882837
t: 01356 648966
w: www.janethoodconsulting.co.uk - **check web site for SCPLH and SCPLH Refresher training dates**
a: Kirkton of Balfour, Edzell, Brechin, Angus, DD9 7XU

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On Apr 12, 2016, at 8:37 AM, Janet Hood <janethood@me.com> wrote:

<pastedGraphic.png>

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---------- Forwarded message ----------
From: **aaron souttar** [redacted]
Date: Monday, 11 April 2016
Subject: Festival of house
To: info@festivalofhouse.co.uk

Dear sir/madam

My name is Aaron souttar and my address is 16 Cookstown crescent, brechin, dd9 6bp. My date of birth is [redacted].80.

I support the festival of house because I believe that anything that encourages people to get together and allow some happiness into their lives, however fleetingly, has to be a really good thing. If at the same time you can get them to spend a few quid in the area and help local businesses then everyone's a winner.

Best regards

Aaron souttar

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 12 April 2016 18:56
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 42. Nicola Beattie Fwd: Support for Festival of House
(42(a))

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---------- Forwarded message ----------
From: **Nicola Beattie** <[redacted]
Date: Tue, Apr 12, 2016 at 12:11 PM
Subject: Support for Festival of House
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Dear Festival of House,

I am contacting yourselves to show my support for the festival intending to take place this summer. When I initially heard about the festival and the fact it was going to be taking place in my home county, I was excited! At last! A current music festival that is going to be right outside my door! It seems like nothing of this variety takes place in Angus very often, if at all. From the hype that has been created from the event already, I do believe it has the potential to become something special: the next big Scottish summer music festival.

Furthermore, as a future Events Management graduate I was particularly interested in the potential of gaining valuable work experience from an event of this kind. I have previously worked and helped at a vareity of events but have not had the chance to be involved in a music festival. This event could really provide me with worth while, hands on experience in the events industry at an event of this type and scale. Learning from those professionals organising and co-ordinating the event really could enhance my current skills and knowledge of events, and teach me new things, giving me something I can take on with me when looking for further employment. This is a positive that not just myself but many other people could gain from. In a current jobs market where previous experience seems to triumph over everything on your CV, this event could give young people a real helping hand in the world of work.

All in all, I really think it would be a shame if the festival was not to take place and really hope it will still go forward.

Kind regards,

Nicola Beattie

Aged 21
Tulliwhanland Farm,
Aberlemno,
FORFAR.
DD8 2UY

Sent from Outlook

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 12 April 2016 18:58
To: SmeatonD
Cc: Craig Blyth; ThompsonD
Subject: 43. Becky Esplin FoH support Fwd:

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---------- Forwarded message ----------
From: **becky esplin** <[redacted]
Date: Tue, Apr 12, 2016 at 1:21 PM
Subject:
To: info@festivalofhouse.co.uk

Name - Becky Esplin
Address - 28 Caesar Avenue, Carnoustie, DD7 6DR
DOB - [redacted]/97
Reason - favourite music at my door step, puts Carnoustie on the map for good music and will bring people all around Scotland to the local area to boost businesses and gives local djs an opportunity to play to bigger audiences and get recognised.

SmeatonD

From:	Janet Hood <janethood@me.com>
Sent:	12 April 2016 18:59
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	44. Steve Crowe Fwd: support

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---------- Forwarded message ----------
From: **steve crowe** <[redacted]
Date: Tue, Apr 12, 2016 at 4:47 PM
Subject: support
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

I fully support the festival. An excellent opportunity to increase trade in local businesses and landmark Angus.
Steve Crowe
Age 52
36 Moir place
Arbroath
Dd114hf

Sent from Yahoo Mail on Android

SmeatonD

From:	Janet Hood <janethood@me.com>
Sent:	12 April 2016 19:00
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	45. Iain Bell Support Fwd: FoH

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---------- Forwarded message ----------
From: **Iain Bell** <[redacted]
Date: Tue, Apr 12, 2016 at 5:03 PM
Subject: Foh
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Hi
The festival of house can only be good for Angus area,you only have to look at the impact rockness had in the highlands.
I met people from all over the UK as well Europe there all who loved the Scottish hospitality and scenery.
Anything that can raise the profile of Angus has to be encouraged and the world class line up at FOH certainly does that.
The economic benefits will reach far and wide for local businesses it's win win event for the area.
Iain Bell
13 Kirk Road,
Fowlis,
Angus
DD2-5SB
Dob [redacted]-65

Sent from my iPad

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 10:55
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 46. Tracey Wyness Fwd: Festival of House

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Begin forwarded message:

---------- Forwarded message ----------
From: **Wyness Tracey (NHS TAYSIDE)** [redacted]
Date: Thu, Apr 14, 2016 at 10:58 AM
Subject: Festival of House
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

I would like to confirm my support for the Festival House Event this summer. The event will generate a huge amount of business in the local area for local shops, restaurants, hotels, guest houses, BnB's and local bars all benefiting at a time where any generation of income is very much needed. The East Coast of Scotland has suffered tremendously with loss of jobs in the oil industry and the ripple effect that this has had on local businesses has been a huge blow. The possibility of boosting the local economy is something we should all support.

The Festival of House will also raise the profile of this beautiful part of our Scotland and hopefully bring visitors back again for many years to come, the legacy effect that will continue to benefit the area.

I am very much looking forward to attending the event with many members of my family and friends.

many thanks

Tracey Wyness

24 Viewfield Road

Arbroath

Angus

DD112DN

DOB [redacted]1970

****
****

This message may contain confidential information. If you are not the intended recipient please inform the
sender that you have received the message in error before deleting it.
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to do so is strictly prohibited and may be unlawful.

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****

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 10:37
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 47. Diane Stewart Support Fwd: Festival of House - benefitting Angus

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---------- Forwarded message ----------
From: **Diane Stewart** <[redacted]
Date: Friday, 15 April 2016
Subject: Festival of House - benefitting Angus
To: info@festivalofhouse.co.uk

I am writing to show my support for the Festival of House which will take place on 10th/11th June 2016 near Carnoustie.

This festival is something new and exciting for Angus. Local businesses, i.e. bus companies, bars, restaurants, corner shops, supermarkets will benefit from this weekend.

Angus residents will also have a fantastic festival on their doorstep. We are short of festival events in Angus. This is a chance for different generations to come together and enjoy the same music. T in the Park make it work, and so can you.

The acts that are coming are internationally known. This festival will attract people from outside Scotland to come along, and see our beautiful country at the same time. Boosting our tourism.

I am supporting this event because :

great acts are playing
it's in Angus
it's something new and exciting
it will boost the Angus economy
the Rhumba Club are running it (always a great event if they are involved)
it will bring all ages together to enjoy a festival atmosphere

This will be nothing but a positive thing for the local area. See you there.

Diane Stewart
[redacted]1967

14 Redfield Road
MONTROSE
Angus
DD10 8TW

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 10:44
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 48. Gordon Marr Fwd: Support

Janet Hood LLB Dip LP NP

Lawyer Hot 100 UK Solicitor 2009

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---------- Forwarded message ----------
From: **Gordon Marr** <[redacted]
Date: Thursday, 14 April 2016
Subject: Support
To: info@festivalofhouse.co.uk

Hi there, I'd just like to drop an email & show my support for what looks like a fantastic weekend with a festival right on our front door!! It'll be fab for all the local towns nearby & as I come from Arbroath it'll give a boost to the local economy's which is fantastic!! It's not often you get a festival which is a 15 minute taxi from your house, so here's me standing shoulder to shoulder with you to show my support.
Take care & all the best!!

Gordon Marr
Arbroath
DD11 3LN

SmeatonD

From:	Janet Hood <janethood@me.com>
Sent:	17 April 2016 10:46
To:	SmeatonD
Cc:	ThompsonD; Craig Blyth
Subject:	49. Scott Hynd Fwd: Message of support

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---------- Forwarded message ----------
From: **Scott hynd** <[redacted]>
Date: Thu, Apr 14, 2016 at 8:20 PM
Subject: Message of support
To: info@festivalofhouse.co.uk

Hi foh

I am writing this message of support for the foh event in June.

This will be great for the local economy for shops and hotels within the area.

Scott Hynd
7 lunan avenue
Montrose
Angus
dd109dg
Dob-[redacted]74

Sent from my iPhone

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 10:47
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 50. Brian Mackie Fwd: Support from a local

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---------- Forwarded message ----------
From: **Brian Mackie** <[redacted]
Date: Thu, Apr 14, 2016 at 6:12 PM
Subject: Support from a local
To: info@festivalofhouse.co.uk

Hi dear Festival of House folk,

As requested on your Facebook page, just a wee note to show my support for the event. I think it's a fantastic opportunity for Carnoustie and the local area to showcase itself to a whole new crowd of people across the UK who otherwise probably would never come to these parts. It will be great for local business and puts us on the cultural map for in a totally new and exciting way.

I've got my weekend ticket, I hope it's a great success and may the sun shine !!

Thanks, and best of luck in the prep,

Brian Mackie
40 years, will cast aside a good 20 of those on the day

4 Tayside Street
Carnoustie
DD7 6AX

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 10:52
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 51. Elizabeth Constaninou Fwd: support

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---------- Forwarded message ----------
From: **Elizabeth Constantinou** <[redacted]
Date: Thu, Apr 14, 2016 at 2:58 PM
Subject: RE: support
To: [redacted]

My dob Is [redacted] 1984. I am in support of the festival of house. Tealing house gardens. Tealing. Dd4 0gz

---

Date: Thu, 14 Apr 2016 10:35:26 +0100
Subject: Re: support
Fro[redacted]
To:[redacted]

Hi Elizabeth,

Many thanks for the email of support, it is very much appreciated.

Can you please send me this again with your age or date of birth added. As the event is for over 18's all emails of support need to be shown to come from age 18+.

Thanks again,

On Thursday, 14 April 2016, Elizabeth Constantinou <[redacted] wrote:
Just to say we are in support of the festival and what it will bring to the area. Tealing House Gardens, Tealing, DD4 0GZ

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 10:56
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 52. Arlene Salvona and Mark Carnegie Support Fwd: Festival of house

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---------- Forwarded message ----------
From: **Azz A** <[redacted]>
Date: Wednesday, 13 April 2016
Subject: Festival of house
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Hi there,

Would just like to say cant wait for the FOH event near Carnoustie
it not all about young kids, im a 50 year old gran who loves music, and i have purchased my ticket and also bought my best friend one too!! (47 years)

I am using this as a great opportunity to meet
some old friends who are coming further afield in Scotland, we are all looking forward to this great event, and feel Angus area is definitely lacking
any sort of music festival, and we should keep up wiht the times.

Yours faithfully

Arlene Salvona and Mark Carnegie

SmeatonD

53

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 12:59
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: Beth Jowett- work placement note support - Festival of House
Attachments: Festival Quote.docx

Good morning Dawn

Please find the attached note from Ms Jowett who has been gaining invaluable experience for her future career by being involved in this project.

Thanks Janet

Janet Hood LLB Dip LP NP

Lawyer Hot 100 UK Solicitor 2009

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m: 07718882837
t: 01356 648966
w: www.janethoodconsulting.co.uk **check web site for SCPLH and SCPLH Refresher training dates**
a: Kirkton of Balfour, Edzell, Brechin, Angus, DD9 7XU

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---------- Forwarded message ----------
From: **Beth Jowett** <[redacted]
Date: Fri, Apr 15, 2016 at 10:35 AM
Subject: Quote - Festival of House
To: Craig Blyth <craigblyth@festivalofhouse.co.uk>

My quote about work experience is attached to this email

Festival of House
Beth Jowett
Student
Work Placement

Working with the team for the 'Festival of House' has been a great experience for me. It has got me used to seeing how the events industry works and they really have got me involved with the whole process. I would recommend this to future students who are studying events and persuade them to apply for the experience if the opportunity became available in the future. I have been in the office on Fridays and being here has allowed me to strengthen my computing skills and being able to research factors of the festival has made me much more knowledgable on what will be happening over the course of the festival weekend. Also, I have been able to sit in on any meetings that have taken place. This has also helped towards making sure I know about everything that is going on. As well as doing office work I have been given the chance to be involved with the 'pop ups' that have been taking place in various venues around Dundee. I feel that this whole experience is really helping me to decide what I want to focus my career on for when I finish my HND Events Management course in May.

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 21:43
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 54 Danny Walsh Support Fwd: Festival of house

Janet Hood Consulting
Working positively with the licensed trade
not a firm of solicitors

---------- Forwarded message ----------
From: **Dan Walsh** <[redacted]
Date: Sunday, 17 April 2016
Subject: Festival of house
To: "info@festivalofhouse.co.uk" <info@festivalofhouse.co.uk>

Just a note to say that its brilliant that you've decided to stage such an event in the Angus region.
Begin able to bring acts like Underworld and Leftfield to my 'doorstep' rather than having to travel around the country is amazing!
People based in Angus usually have to head to Glasgow or Edinburgh to get the opportunity to see acts like this.
Also, this can only enhance what the region has to offer. I'm sure the local towns like Monifieth and Carnoustie will benefit from passing trade as well as people booking accommodation.
We have many residents that have been 'crying out' for an event like this since your successful events held at Fat Sams in Dundee.
Now don't need to travel to T in the park this year to attend the Slam tent as FoH more than covers my needs.
I am really looking forward to the event and hope that the many, many hours of hard word and organisation make for a hugely successful event!

Thanks
Danny Walsh
19 Durham Street,
Monifieth,
Dd5 4pf

--
Craig Blyth
Jigsaw Events and Management Limited (Festival of House)

Director
Tel: 07969569804
Web: www.festivalofhouse.co.uk
Email:craigblyth@festivalofhouse.co.uk

SmeatonD

From: Janet Hood <janethood@me.com>
Sent: 17 April 2016 21:44
To: SmeatonD
Cc: ThompsonD; Craig Blyth
Subject: 55. Ross Archbold Support email Fwd:

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not a firm of solicitors

Begin forwarded message:

From: Ross Archbold Tech IOSH AIIRSM AInstLM <[redacted]
Date: 17 April 2016 at 16:31:11 BST
To: info@festivalofhouse.co.uk

Dear Sir/Madam,

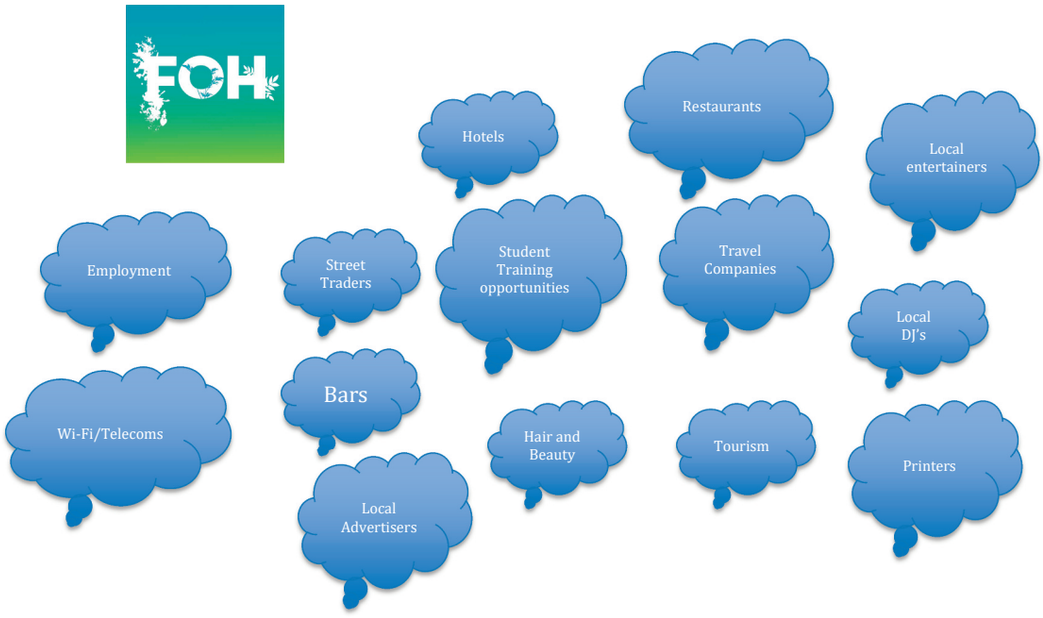
Let me start by saying congratulating you on what a fantastic Event you are putting on! I cant begin to express the buzz it has created in my area. I am a self employed Health & Safety Advisor so I visit a vast range of clients in various sectors and the condenses is all the same that this is a fantastic Festival which is highly adventitious to many local businesses. Having so many people travel from all areas of the UK and further a field can only be a massive boost to the local economy. I see posters in every take away and shop window I pass and to be honest I am still slightly in disbelief that this is going to happen on my doorstep.

Full support from myself and all the best with it.

Kind Regards

Ross J Archbold Tech IOSH AIIRSM AInstLM
Managing Director at RJA Health & Safety Ltd
DOB: [redacted]1983
Address: 26 Blaikies Mews
Alexander Street
Dundee
DD3 7UN
Email: [redacted]
Tel: [redacted]
Web: http://rossjarchboldtechi.wix.com/rjahealthandsafety
Linkedin: http://uk.linkedin.com/pub/ross-j-archbold-tech-iosh-aiirsm-ainstlm/33/23a/395/

Postcard - April 2016_Layout 1 01/04/2016 13:34 Page 1



THE FESTIVAL OF HOUSE, PANMURE ESTATE, ANGUS

THURSDAY 9th - SUNDAY 12 JUNE 2016

YOUR OPINION COUNTS AND MATTERS

I am a resident of Angus and I welcome the Festival of House event for the following reasons:

1. It will bring much needed business and employment to the area

2. Bring increased tourism to the area

3. Offer an exiting opportunity to see world class performers on our doorstep

Name ..... Date of Birth .....

Address ..... Post Code .....

Employment / profession .....

Signature ..... Date Signed .....