

HEALTH & SAFETY MANAGEMENT SYSTEM

EVENT MANAGEMENT SAFETY PLAN

YORK FESTIVAL
19 - 21 June 2020

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Introduction

1. Thank you, for taking the time to read this pack. The following document aims to outline the Health & Safety management systems in place for York Festival 2020.
2. This pack has been put together by Live Nation (Music) UK t/a Cuffe & Taylor following several site visits with both Live Nation operational staff, York Festival Production Representatives & Suppliers.
3. This document draws on guidance and legislation as laid out in
 - The Health & Safety at Work etc. Act 1974
 - Construction (Design & Management) 2015
 - The Purple Guide to Health, Safety & Welfare at Music and Other Events
 - The Green Guide to Safety at Sports Grounds (SGSA)
 - The Alternative Use of Sports Grounds [Orange Guide] (SGSA)
 - The Regulatory Reform (Fire Safety) Order [RRFO] 2005
 - The Licensing Act 2003
 And other relevant HSE guidance as appropriate
4. Where deviations have been made from the above guidance it is fully explained within this document. All decisions to deviate have been made taking a practical, pragmatic and realistic approach whilst not compromising safety.
5. This is a working document and as such changes and amends can be expected to be made until the event day.

Event Overview

Below is a basic overview of York Festival. Further Schedules are available further on in this document.

Event Name	York Festival
Venue	York Sports Club, Clifton Park, Shipton Road, York, YO30 5RE
Event Date	19 – 21 June 2020
Event Time	Varies Per Day – Please See Detailed Day by Day Schedule.
Site Adoption	Sunday 14 June 2020 [Mark Out Only]
Build Dates	Monday 15 June 2020 – Thursday 18 June 2020
Break Dates	Monday 22 June 2020 – Thursday 25 June 2020
Site Handback	Thursday 25 June 2020

Phases of the Event

There are effectively five phase's to an event. The planning issues for this event have been considered for each of these phases;

The **'build up'** which involves planning the venue design, devising scale maps of the area, selection of competent workers, selection of contractors and subcontractors, construction of the stages and fencing etc.

The **'load in'** which involves planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting and PA etc.

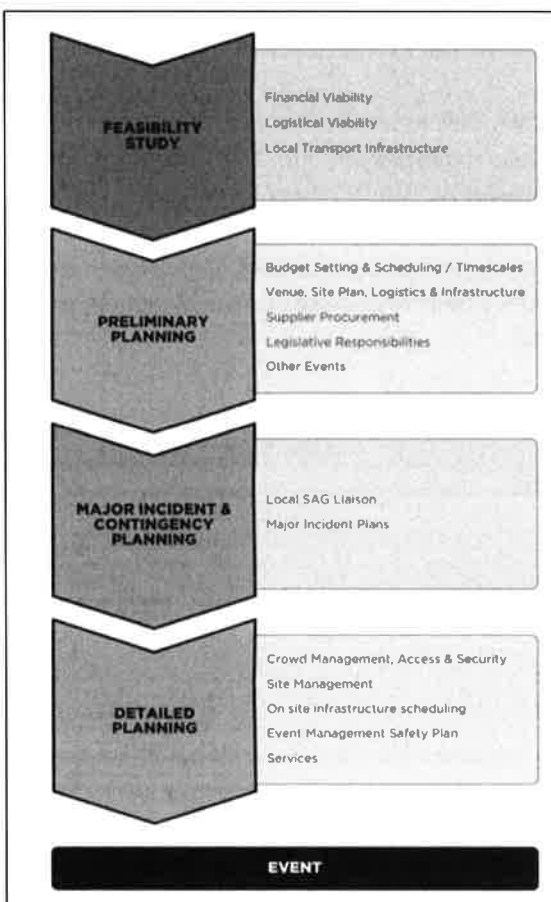
The **'show'** which involves planning and effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important.

The **'load out'** requires planning for the safe removal of equipment and services.

The **'breakdown'** which includes planning to control risks once the event is over and the infrastructure being dismantled. Collections of rubbish and wastewater disposal present these risks and these aspects need to be planned and managed.

Another important phase of any event is to hold de-brief's with all involved as soon as is practical post event.

Planning



In the planning stages of this event Cuffe & Taylor have pre-assessed various elements that have determined not only the validity of the event as a whole but also what measures are required to ensure the health, safety & welfare of everyone affected by the event and its activities.

Location

The choice of location has been determined what specific hazards are present and as such had informed the decision making and risk assessment processes

Event Activities

The type of activities carried out during the event have been assessed and have informed the risk assessment.

Audience Profile

The activities scheduled have determined the type of people who will attend and their expectation of the event. Establishing the audience profile has led to predictions regarding anticipated behaviors and indications where particular risks may arise

Crowd Numbers

The number of people expected to attend have affected the resources and facilities required, from basics such as toilets and parking through to determining what special arrangements are needed for medical services and waste management

Length & Timing of Event

Consideration has been given to how long the event will last, plus the time of day and time of year

Access

Access to and around the site has undergone careful planning to reduce the likelihood of overcrowding and any potential risk of crushing

Infrastructure

The type and scale of this event has determined what resources are needed to allow safe enjoyment for everyone.

Event Risk Assessment



Cuffe & Taylor require all contractors working on site to produce suitable and sufficient risk assessments prior to commencement of work on site.

These assessments should take into account the health, safety and welfare of all persons affected by their work, including members of the public.

Contractors risk assessments are adopted into the general risk management for the entire event and are monitored by the Principal Contractor.

The overall event risk assessment is available to view in *APP 02 - Event Risk Assessment* attached to this document.

Contractors risk assessments are contained within the Contractor Risk Assessments section of this document.

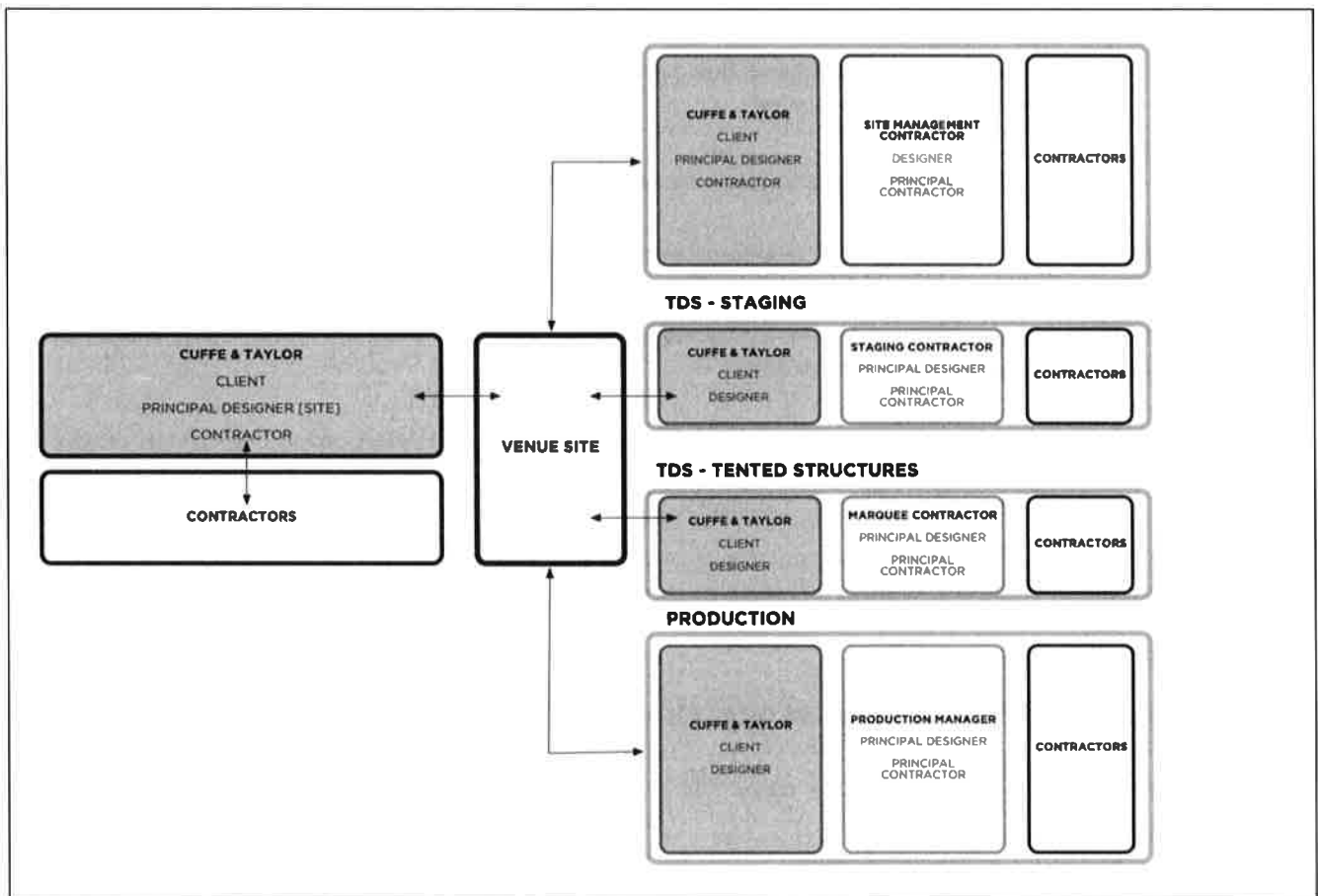
Construction [Design & Management] Regulations 2015

To satisfy the Construction (Design and Management) Regulations 2015 (CDM2015) we have defined here the perceived titles and duties under this regulation.

Due to the complex nature of an event site, several areas of responsibility within the CDM structure can be defined. The diagram below shows the basic outline in line with Guidance from the Health & Safety Executive.

Several construction projects exist on an event site. These are defined as *Overall Site*, *Temporary Demountable Structures & Production*. Across all stages Cuffe & Taylor act as the Client and have an input into design as either principal designer or designer allowing for oversight.

CDM Structure



Area	Client	Principal Designer	Designer	Principal Contractor	Contractors
Site Build	Cuffe & Taylor	Cuffe & Taylor	Event Design Co.	Event Design Co.	Various
TDS - Staging	Cuffe & Taylor	Acorn Staging	Cuffe & Taylor	Acorn Staging	Various
TDS - Marquees	Cuffe & Taylor	Marquee Supplier	Cuffe & Taylor	Marquee Supplier	Various
Production	Cuffe & Taylor	Cuffe & Taylor	Cuffe & Taylor	Cuffe & Taylor	Various

CDM Roles & Responsibilities

Commercial Client

As defined in CDM 2015, the Commercial Client [Live Nation (Music) UK Ltd t/a Cuffe & Taylor] has the following responsibilities;

- To make suitable arrangements for the management of the project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - Appointing the contractors and designers to the project [including the principal designer and principal contractors on complex projects] whilst making sure that they have the skills, knowledge, experience and organisational capability.
 - Allowing sufficient time and resources for each stage of the project.
 - Making sure that the principal designer and principal contractor appointed carry out their duties in managing the project.
 - Making sure suitable welfare facilities are available for the duration of the project.
- Maintaining and reviewing the management arrangements during the full life of the project.
- Provision of the pre-construction information to every designer and contractor either bidding on or confirmed to be working on the project.
- Ensure that the principal contractor for the venue produces an adequate construction phase plan prior to the phase beginning.
- Ensure that the Principal Designer prepares a health and safety file for the project and that it is revised as necessary throughout the life of the project.

CDM Notification

York Festival is not notifiable as we do not meet any of the following criteria;

- Does not last longer than 30 days AND involve more than 20 workers at any one time,
- Does not exceed 500 worker days

Principal Designer

A principal designer is defined as a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

On complex event sites there are several principal designers as outlined above. As defined in CDM 2015 the Principal Designer has the following responsibilities;

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started;
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks;
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required;
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Principal Contractor

A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor.

On complex event sites there are several principal contractors as outlined above. As defined in CDM 2015 the Principal Contractor has the following responsibilities;

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

Contractors

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

On complex event sites there are several contractors as outlined above. As defined in CDM 2015 contractors have the following responsibilities;

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work
- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Workers

A worker is anyone working for or under the control of a contractor on a construction site. As defined in CDM 2015 workers have the following responsibilities;

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures
- cooperate with other duty holders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public

Monitoring Safety Performance

Monitoring is essential to maintain and improve health and safety performance. There are two ways of generating information on safety performance:

- Active monitoring systems give feedback on safety performance before an accident or incident happens. We will achieve active monitoring by appointing a principal contractor to carry out inspections of the contractors on site during the build-up and breakdown and by checking the contractors' safety method statements for carrying out work against their actual work on site.
- Reactive monitoring systems are triggered after an accident or incident has occurred. They include identifying and reporting injuries, ill health, other losses such as damage to property, incidents with the potential to cause injury, and weaknesses or omissions in safety standards.

Information obtained during inspections as well as a result of incidents or property damage will be recorded in the event logbook. This book will be used to keep other records and the information used to audit and review the event at a later date.

Auditing and Reviewing Safety Performance

An audit of the safety performance will be carried out on completion of the event so that any problems in the planning and organisation can be identified, or any matters that arise during the event can be analysed and corrected for future events.

Views of the police, fire brigade, health authorities, first-aid providers and local authority will be sought as well as views of the Principal Contractor & other contractors who have worked on site.

Licensing

As per the Licensing Act we have identified that due to the following licensable activities, a premises license is required for York Festival

- 2(a) - The supply by retail of Alcohol
- 2(c) - The provision of Regulated Entertainment

Event License

York Festival will be held under the following license;

LICENCE APPLICATION IS CURRENTLY IN PROGRESS WITH YORK CITY COUNCIL - YORK FESTIVAL IS SUBJECT TO LICENCE APPROVAL

The designated premises supervisor for the event is **TO BE CONFIRMED**

The DPS is a personal license holder and is named on the above license as such. The DPS has the following responsibilities;

- To be contactable at all times whilst the event site is open to the public and serving alcohol.
- To authorise the sale of all alcohol on site in conjunction with the Food & Beverage - Bars contractor
- To ensure compliance with the licensing objectives as outlined in the venue license.

ANNEX 3

Concert Evaluation

Artist Profile

Date	Artist	Profile
19 June 2020	Madness	<p>Madness are an English ska band from Camden Town, north London, who formed in 1976. One of the most prominent bands of the late 1970s and early 1980s two-tone ska revival, they continue to perform with six of the seven members of their original line-up.</p> <p>Madness have had 15 singles reach the UK top ten, which include "One Step Beyond", "Baggy Trousers" and "It Must Be Love", one UK number one single ("House of Fun") and two number ones in Ireland, "House of Fun" and "Wings of a Dove". "Our House" was their biggest US hit.</p>
20 June 2020	Westlife	<p>Westlife is an Irish pop vocal group, which formed in 1998 in Sligo, disbanded in 2012 and reunited in 2018. They were originally signed by Simon Cowell in the UK, Clive Davis in the US and managed by Louis Walsh and Sonny Takhar. The group currently consists of Shane Filan, Mark Feehily, Kian Egan, and Nicky Byrne.</p>
21 June 2020	Lionel Richie	<p>Lionel Brockman Richie Jr. (born June 20, 1949) is an American singer, songwriter, actor and record producer. His recordings with the Commodores and in his solo career made him one of the most successful balladeers of the 1980s.</p> <p>Beginning in 1968, Richie was a member of the funk and soul band the Commodores.</p>

Audience Profile

Date	Artist	Profile
19 June 2020	Madness	TBC - Awaiting Data from Ticketmaster
20 June 2020	Westlife	TBC - Awaiting Data from Ticketmaster
21 June 2020	Lionel Richie	TBC - Awaiting Data from Ticketmaster

Audience Arrangements

Date	Artist	Profile
19 June 2020	Madness	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden
20 June 2020	Westlife	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden
21 June 2020	Lionel Richie	Mixed Standing & Customer Provided Furniture in GA Mixed Standing & Promoter Provided Furniture in The Garden

ANNEX 3

Concert Day Timings

07:30	Production Load In
12:00	Sound Check Starts
14:30	Sound Check Ends
15:00	All Gates Open [House Music]
17:00	Main Stage Entertainment Begins [TBC]
20:30	Changeover [TBC]
21:00	Headline Artist On Stage [TBC]
22:55	Show Down & Music Ends
23:00	Bars Close
23:30	Food Concessions Close
00:00	SITE CLOSES

All above timings are subject to change upon confirmation from artist production.

Venue & Site Design

Cuffe & Taylor have carried out an assessment of the site with specialist companies in staging, lighting, sound, production & infrastructure to determine the suitability of the site along side representatives from the venue.

The outcomes of this assessment are demonstrated below;

Area	Assessed	Outcome
Topography	The suitability of the land to build and operate an event site taking into account the requirement of the public and the production	The site has been assessed as suitable by the Principal Designer & Principal Contractor. Suitable arrangements will be made to ensure that the land handles the additional requirements. A full site plan is displayed in <i>APP 01 - Master Ground Plan</i>
Venue Access	Access for build and break traffic. Access routes for the public Emergency Vehicle Access [Blue Routes]	The access has been assessed by the Principal Designer & Principal Contractor in regards Build and Break and assessed as adequate. The Traffic Management Contractor have assessed vehicle routes for the public and will produce <i>APP 10 - Traffic Management Plan</i> Blue routes are shown in <i>APP 01 - Master Ground Plan</i>
Venue Capacity	Capacity of the venue taking into account Ingress Times, Emergency Egress Times & Available Space	The Venue has been designed by the Principal Designer to accommodate 19,999 pax. Full capacity calculations are displayed further into this document. Emergency routes are outlined in <i>APP 01 - Master Ground Plan</i> Evacuation Plans are outlined in <i>APP 04 - Major Incident Management Policy & Procedures</i>
Position & Proximity of Noise Sensitive Locations	Geographical Location of nearby noise sensitive properties.	Intelligence has been obtained from the venue owner. Noise Management Contractor has been appointed and will present several noise management scenarios. The Noise Management Contractor will produce <i>APP 08 - Noise Management Plan</i>
Geographical Location	Location of site in relation to transport links, local resources and emergency medical facilities	There are very few facilities that will be accessible to the public during the event in the vicinity of the site, as such all provisions will be provided on site. These are demonstrated in <i>APP 01 - Master Ground Plan</i> The Traffic Management Contractor have assessed transport routes for the public and will produce <i>APP 10 - Traffic Management Plan</i> The location of local medical facilities has been assessed by the Medical contractor as part of <i>APP 06 - Medical Plan</i>

ANNEX 3

Holding Space

Total Site Space	63,290 m2
Infrastructure	19,319 m2
GA Sightline	8,208 m2
The Garden Sightline	1,701 m2
Safe Space	16,311 m2



Control Measures for Safety Management

Cuffe & Taylor have, in line with the Green Guide, calculated the (P) and (S) Factor of the site

The (P) Factor is defined as the physical condition of the ground. In *Appendix 02 - Event Risk Assessment* a full assessment of the physical ground conditions can be found.

The (S) Factor is defined as the quality of the safety management in the assessed area.

To help in the assessment of the (P) and (S) factors, it is recommended that each should be given a numerical value. This value should be quantified as a factor between 0.0 and 1.0, as the following examples indicate:

- Where the Physical Condition of the accommodation is of a high standard, a (P) factor of 1.0 should be applied.
- Where the physical condition is extremely poor, a factor of 0.0 should be applied ... This would have the effect of imposing a zero capacity in the area assessed.
- An intimidate assessment might result in, for example. a (P) factor of 0.6 or perhaps an (S) factor of 0.8

Assessment of the (P) Factor

The assessment of the (P) factor is based on an assessment of the physical condition of the accommodation that the audience will be occupying. This takes into account the following considerations:

- Physical Condition of Standing Areas inclusive of Ground Condition, Drainage & Available Sightlines
- The condition of any temporary structures specified and installed on the site
- The Lighting conditions outside the hours of daylight.

Assessment of the (S) Factor

The assessment of the (S) factor is based on an assessment of the safety management resources available in the area assessed, this includes:

- Admission & Admission Management Systems
- Stewarding resource available in all areas that are occupied by the public
- Crowd Density & Behavior based on Audience Profile, Artist Profile & Sightlines
- Provision for vulnerable and young persons
- The provision of clear signage
- Major Incident Procedures & Contingency Planning
- Risk management and mitigation Fire

The assessment for the safety management of the arena is carried out in *Appendix 02 - Event Risk Assessment*

ANNEX 3

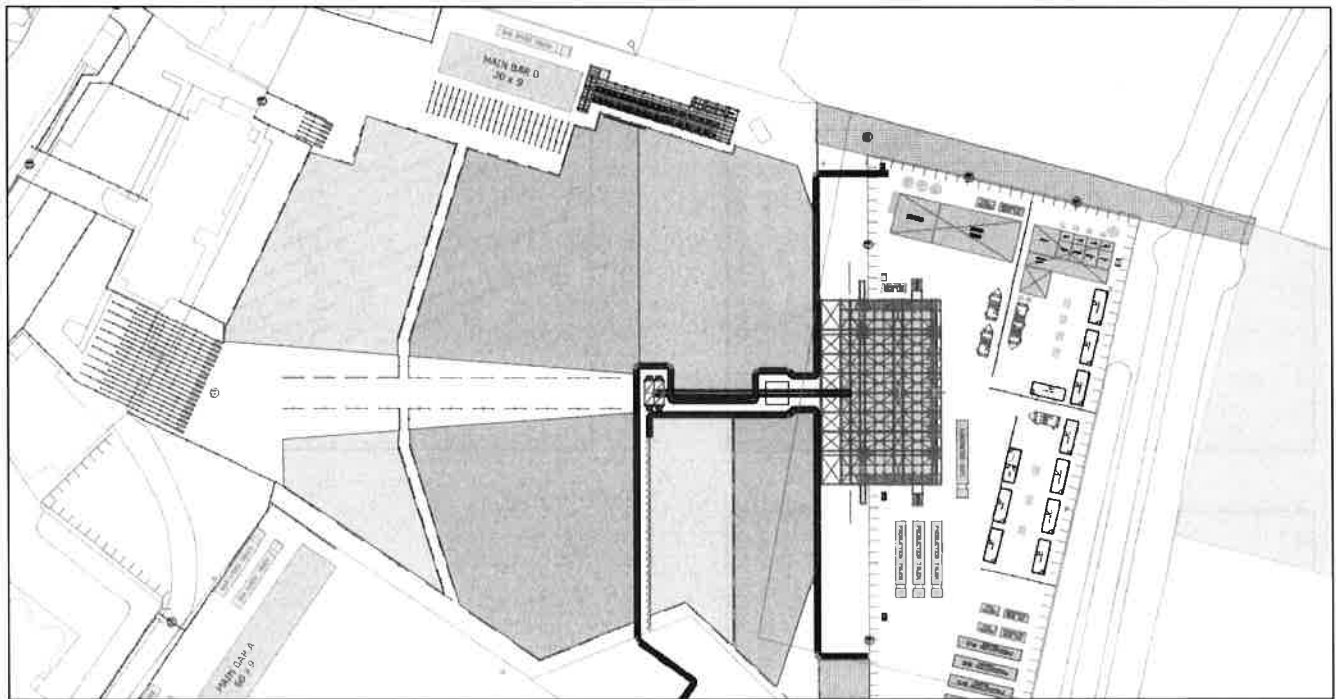
Audience Density

The capacity of each area is as follows

AREA	CAPACITY
GENERAL ADMISSION	16420
THE GARDEN	2500
ACCESSABLE PLATFORM	80
TOTAL ON SALE CAPACITY	19,000

AREA	CAPACITY
STAFF	999

TOTAL SITE CAPACITY	19,999
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zoom

	4 Pax M2 [MAG]	2 Pax M2 [BLUE]	1 Pax M2 [CYAN]	Garden 2 Pax M2	Garden 1 Pax M2	WUP
Area	1938	4107	2163	909	792	-
Density	4	2	1	2	1	-
Capacity	7752	8214	2163	1818	792	80
Total	20,819					

ANNEX 3

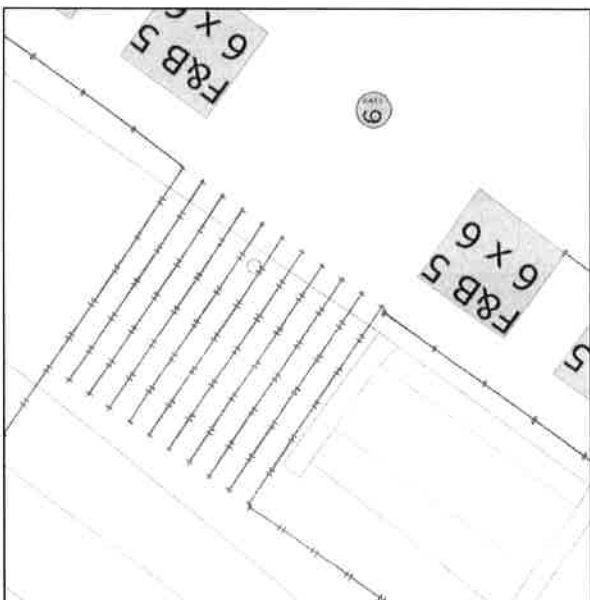
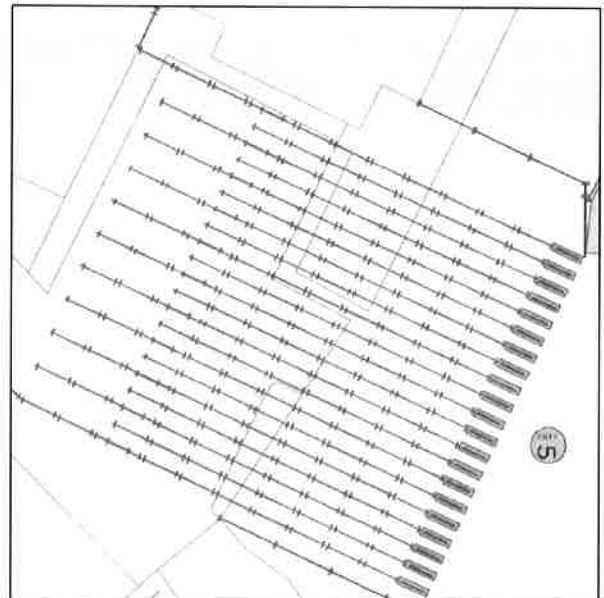
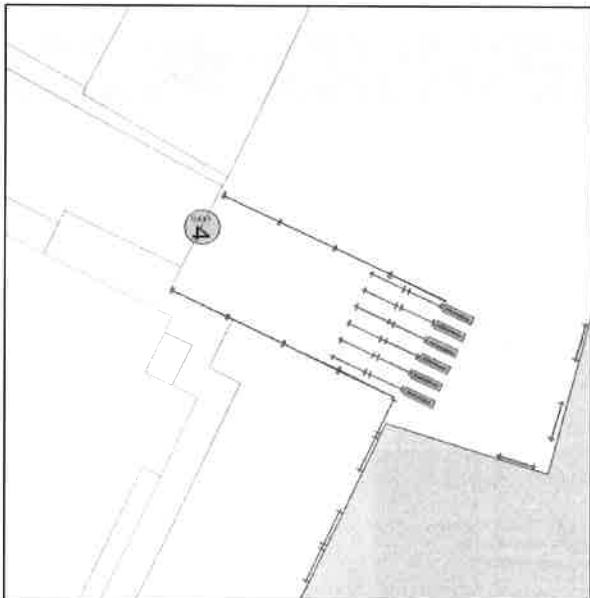
Audience Ingress Plan

The access arrangements for all events will remain the same across the week as follows;

	Gate 4	Gate 5	Gate 9
Lanes	5	20	10
Flow Rate	400 / Hour / Lane	400 / Hour / Lane	400 / Hour / Lane
Capacity / 2 Hours	4,000	16,000	8,000

The green Guide To Safety At Sports Grounds provides an audience flow rate of 660 per hour per entry point. This figure has been significantly adjusted down to take into account the search regime which forms part of the terms and conditions of entry.

We have also calculated the ingress maximum over a 2 hour time period. Where in reality we are expecting to see a staggered ingress over 3 - 4 hours - with some periods of higher flow.



Audience Egress Plan [Emergency Situations]

For access/emergency exits see the site plan in *APP 01 - MASTER GROUND PLAN*

Flow Rate

In calculating the capacity of the event we have consulted the guidance given in the Green Guide and HM Government Guidance regards Fire Safety At Outdoor Events.

The most up to date guidance's provides the following advice on rates of passage in an emergency situation;

Guide to Safety at Sports Grounds Sixth Edition 2018 / The informative annex of BS EN 13200 for flow capacity advises that, for a 1.2m:

- on a stepped surface or seated area 79 people can reasonably exit in 1 minute (equal to 66 spectators per minute width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Fire Safety Risk Assessment Open Air Events and Venues 2007 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.

Given the different advice we use the lower rates in line with the BS 13200 standard, which advises that, for a 1.2m:

- on a stepped surface or seated area 79 people can reasonably exit in 1 minute (equal to 66 spectators per minute width per minute)
- on a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)

Evacuation Time

The emergency evacuation time is a calculation which, together with the rate of passage, is used to determine the capacity of the emergency exit system from the viewing accommodation to a place of safety or reasonable safety, in the event of an emergency.

These are based on BS EN 13200, which advises that;

Low Risk	8 Minutes
Medium Risk	5 Minutes
High Risk	2.5 Minutes

In determining which fire risk factor to apply we have used the guidance detailed in the same publication along with the risk assessments completed, as detailed below.

Categorisation of Low Fire Risk

A low fire risk seated or standing area at a sports ground is likely to be one where:

- the risk of a fire occurring is low, and
- in the unlikely event of a fire, the potential for the fire, heat or smoke generated by it, to spread, is negligible, and;
- there is a minimal risk to life.

Such structures might include open terraces and stands constructed of non-combustible materials with fully protected catering outlets.

For low risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **eight minutes**.

Categorisation of Medium Fire Risk

A normal fire risk seated or standing area is likely to be one where:

- the risk of a fire spreading is low
- should a fire occur it is likely to be confined to a room or its place of origin
- there is in place an effective fire suppression or containment system.

For normal risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **six minutes**.

Categorisation of Higher Fire Risk

The type of spectator accommodation most at risk from fire is the covered stand. A higher fire risk seated or standing area is likely to be one where one or more of the following characteristics apply:

- the construction consists of combustible materials
- structural features could promote the spread of fire, heat and smoke
- there are voids under seating decks, floors or terraces where waste or litter may accumulate
- there are several storeys, with exiting systems from the upper levels routed through hospitality areas
- the concourse areas have inadequate fire separation between retail and/or catering facilities and the emergency evacuation routes
- highly flammable or explosive materials are present
- people in the area are at risk from an incident occurring in an adjacent premise.

For higher risk seated and standing areas, the emergency evacuation time for all spectators to reach a place of safety or reasonable safety should be no more than **two and a half minutes**.

It is stressed that the list of characteristics summarised in above are for general guidance only. Any fire risk assessment must take into account all relevant local circumstances.

ANNEX 3

Final Egress Route Capacities

Public Areas

Gate	Width (M)	Minutes	Persons	Gate Use	Capacity
1 [From 4]	5.5	8	82	Ingress / Emg Exit	3,608
2 [From 5]	TBC	8	66	Ingress / Emg Exit [Potentially Stepped]	
3 [From 5]	5.3	8	66	Ingress / Emg Exit [Potentially Stepped]	2798
7	3.5	8	82	Emergency Exit	2296
8	3.5	8	82	Emergency Exit	2296
9	14	8	82	Ingress / Emg Exit	9184
10	7	8	82	Emergency Exit	4592
11	6	8	82	Emergency Exit	3936
14	7	8	82	Emergency Exit	4592
TOTAL					33,302

Total Available Escape Width 51.8m

Minus Largest Exit 37.8m

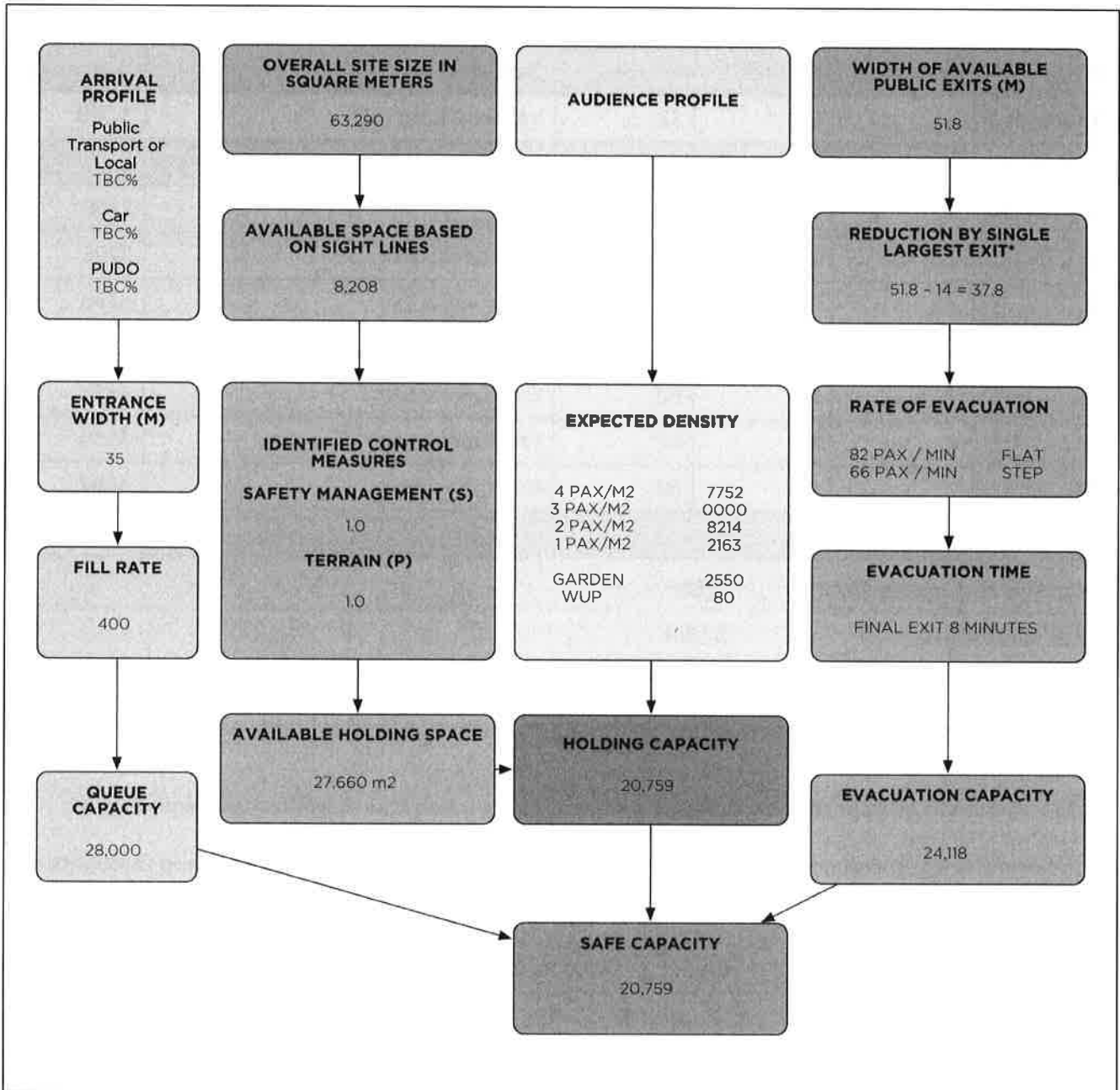
Total Available Escape Capacity 24,118 PAX

Each Gate will comprise of fencing panels which can be opened, moved or removed by hand without the need for tools.

All exit routes will be kept clear by stewards who will ensure a free flow at all times during the event.

In the event of an emergency additional lighting will be switched on at every exit gate and throughout the arena.

Site Capacity



Based on the above calculations the safe capacity for the arena on all events is 22,189 people. However due to staff numbers and taking into account the licensing capacity the following will be admitted to the site;

AREA	CAPACITY
GENERAL ADMISSION	16,420
THE GARDEN	2500
ACCESSIBLE PLATFORM	80
STAFF	999

Cuffe & Taylor acknowledge their responsibility to ensure the audience, at all times, are safe and comfortable and that the infrastructure/services can accommodate the occupancy, the actual space and services available can accommodate much greater numbers than will be permitted.

Crowd Management & Security

Planning

Cuffe & Taylor will be providing security and stewards for the following areas via **TBC**

- Pitch Audience Accommodation
- The Pit & Stage Areas
- BOH Areas
- Entrance Management including searching & ticket scanning
- Existing stands
- Hospitality areas
- Extended Perimeter in adjacent roads

Roles & Responsibilities

The following roles and responsibilities form the basis of the requirements issues by Cuffe & Taylor;

- To provide adequate numbers of Security / Stewarding personnel for the ingress, egress and fixed security positions during the event;
- To provide an appropriate search procedure for patrons during ingress into the event;
- To monitor the ingress of the public into the venue in a safe and orderly fashion, and where reasonably practicable, pro-actively employ crowd management methods to ensure the safe population of the event space;
- To monitor patrons and report incidents of public disorder to the Event Control Centre upon which it will be logged accordingly;
- To resolve incidents of Public Disorder;
- To monitor and deter audience members from committing acts of crime. Where it is suspected an incident of crime has occurred to report this to the Event Control Centre and assist the police in their investigations;
- To enforce accreditation systems as outlined by Cuffe & Taylor;
- To have a representative on the Event Liaison Team (ELT) and assist as instructed in the response to a Major incident by either the Event Safety Manager, Event Manager, Company Director or Emergency Services.

In addition to these specific roles **TBC** also have a responsibility to report any issues to Cuffe & Taylor that they feel are specific to the event for resolution prior to the event.

Crowd Management Risk Assessment

The detailed Crowd Management Plan and Risk assessment produced by **TBC** is available in *APP 07 - CROWD MANAGEMENT PLAN*

Audience Admission Policy

General

- a) These Terms and conditions (T&Cs) incorporate, and should be read together with, any Vendor's and/or Agent's T&Cs or regulations, which you can obtain from the point of purchase from the Official Agent
- b) Artists and billed attractions may be subject to change
- c) No trading allowed within the venue without the prior consent of Cuffe & Taylor.
- d) Goods using unauthorised event logos and unauthorised professional recording equipment must be surrendered to staff.
- e) Do not buy tickets or goods from unlawful street traders/touts. They are invalid.
- f) You give your express consent to your actual/ simulated likeness to be included for no fee within any audio or visual recording to be used in any media for any purpose at any time. This includes filming by the police or security staff which may be carried out for the security of customers and/or the prevention of crime.
- g) No unauthorised buses, coaches or trucks will be allowed on site.

Age Policy

- a) No one under 16 will be admitted to site unaccompanied. Under 16's must be accompanied by a ticket holder over the age of 18 at all times whilst on site.

Tickets

- a) Tickets & Passes are non-transferable and only valid when purchased from ticket agents authorised by Cuffe & Taylor.
- b) Tickets & Passes purchased from unauthorised sources will be rendered invalid and admission will be refused.
- c) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to the event). Tickets remain the property of Cuffe & Taylor.
- d) Cuffe & Taylor will not issue duplicate tickets for lost or stolen tickets.
- e) Tickets can not be used as part of any marketing, media, sales or promotion, without the prior written consent of Cuffe & Taylor.
- f) The ticket holder is responsible for the ticket until scanned on the gate. At no time will pass-outs be permitted.

Security

- a) Cuffe & Taylor reserves the right to evict a customer without refund and/or refuse admission. See Eviction Policy
- b) You may be bag/body searched at the entrances, on site or when leaving.
- c) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, must be surrendered to staff.

- d) Any person carrying illegal items or carrying out illegal activities will be handed over to Police and admission will be refused.
- e) Anti-social behaviour will lead to eviction (please see eviction policy)

Damage / Losses

- a) Cuffe & Taylor are unable to accept any liability for personal or property damages, losses (including surrendered items) or injuries sustained at this event - other than caused as a result of our negligence.

Prohibited Items

- b) The following is prohibited from all event dates; Gas canisters, Aerosols over 250ml, airhorns, fireworks, flares, illegal substances, drugs, 'Legal Highs' inclusive of N₂O and associated equipment such as balloons, Laser Equipment & Pens, Megaphones, sources of ignition with the exception of lighters, hi-viz jackets, spray cans, professional camera equipment, cans of any kind, umbrellas, open drinks.
- c) The following is prohibited from all event dates, with the exception of advertised picnic events; glass, large drinks over 500ml and soft drinks, food and drink purchased outside of the arena.
- d) Anyone who does not surrender any of the above prohibited items on entry will be refused access to the event.

Fire & Safety

- a) Fires are not permitted anywhere on site.
- b) Smoking is not permitted in the enclosed public spaces including bars, concessions & hospitality areas. This includes E-Cigarettes.
- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, Lasers, Smoke Machines, Strobe Lighting & Special Effects may take place during performances.
- e) The use of Drones or similar equipment for any reason is not permitted on or near the event site

Housekeeping

- a) Please use the bins and recycling points provided on site.
- b) Please remember our neighbours and leave the site quietly.
- c) No animals, with the exception of Guide or Hearing Dogs are permitted on site at any time.

Eviction Policy

The licence is granted under strict conditions of attendance and public safety, prevention of disorder and prevention of public nuisance. Any person who disrupts the event under any of the below sections will leave themselves liable for eviction from site. If you are evicted, we will take a photograph of you as part of the eviction process (with your consent).

The decision as to the eviction will be at the discretion of the Security Manager following advice from security staff and line managed by the Security Co-ordinator.

Persons will be liable for eviction under the following circumstances:

- Entering or being onsite without a ticket or relevant pass
- Unacceptable, disruptive or anti-social behavior as outlined below
- Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the Police

Unacceptable Behavior that can Lead to Eviction

Includes but it limited to;

- a) Illegal activity;
- b) Breaching the terms and conditions of entry;
- c) Failing to submit to a search upon entry to the site;
- d) Offensive behavior;
- e) Throwing hard objects in the direction of people;
- f) Encouraging others to behave badly by incitement;
- g) Preventing our security or emergency services reacting to a situation;
- h) Building or fueling fires;
- i) Committing a criminal offence but not arrested by the police;
- j) In possession of unlawful drugs, including legal highs
- k) Unofficially selling alcohol, tobacco, counterfeit or any unauthorised goods
- l) Ticket touting;

Eviction Procedure

Once eviction has been determined upon the following will happen;

- a) You will be evicted from site and not allowed re-admission for any further events. Anyone who is evicted is liable to a lifetime ban from Cuffe & Taylor events.

Contingency & Emergency Planning

A major emergency situation will require a multi-agency approach in which the Event Safety Manager, The Event Manager, The Police, Ambulance Service, Fire Service, Event Medical Provider and Event Security Provider all play a part. A clear demarcation of duties and responsibilities will be agreed and understood at the planning stage. Agreed emergency procedures will be issued in writing to all relevant parties.

Major Incident Planning

Various Major Incident Plans are provided in *APP 04 - Major Incident Policy & Procedures* with arrangements for;

- Identification of key decision-making personnel
- Details of the script of coded messages for management and stewards
- Details of the script of public announcements to the audience
- An outline of roles of those involved
- Major Incident Master Plan

Adverse Weather Plans are available in *APP 09 – Adverse Weather Plans*

Definition Of An Emergency

An emergency is defined as :

“An event or situation (occurring anywhere) which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK or war or terrorism which threatens serious damage to the security of the UK.”

Alert & Activation

The alert to Event Control & the Event Liaison Team (ELT) can be made by any radio carrying member of staff utilising pre agreed Code Words.

Activation of the Major Incident Plan can only be called by a Management Pass Holder. These include the Event Manager, Event Safety Manager & Company Directors.

Event Liaison Team

Event Control will be situated by in the BOH compound, as indicated on the site plan, and will be used by the Emergency Liaison Team (ELT).

The ELT is made up of key people needed to ensure the safety of the event;

- Event Manager
- Event Safety Manager
- ShowSEC Manager
- Ice Blue Medical Manager
- Site Manager (as required by Event Safety Manager)
- Company Directors (as required by Event Safety Manager)

In the control room there will be a maned hotline on concert day – the number of which will be communicated locally prior to the concert.

In addition, representatives from the following agencies may be invited into ELT meetings should they wish to attend;

- Officers from City of York Council
- North Yorkshire Police Bronze Commander
- North Yorkshire Police Event Liaison Officer
- North Yorkshire Fire & Rescue Service Manager
- Yorkshire Ambulance Service Bronze Commander
- Yorkshire Ambulance Service Event Liaison Officer

In the event of an emergency Event Control will serve as the primary on site control room under the control of the Event Liaison Team. The Event Safety Manager will assume control until it is deemed that the site is to be handed over to the most senior emergency services personnel on site.

An effective communications system will be implemented as well as detailed communications logging. The control room will have a site plan indicating all services and venue facilities.

Major Incident Command Structure

Cuffe & Taylor will implement the Gold / Silver / Bronze Command Structure

GOLD Event Safety Manager

The Event Safety Manager will assume the role of Gold Commander for the Promoter during a Major Incident.

The Event Safety Manager will be on site in the Control Room during a major incident.

The purpose of Gold Command is the following;

- To be in overall control of the available company resources during a major incident;
- To take an overall view of the incident and in conjunction with Silver Command and the Event Liaison Team formulate an overall response to the incident;
- To liaise with the ELT and local emergency services personnel who are responding to the incident;
- To hand over primacy for the event site to the local emergency services as required during the course major incident;
- To accept the site back from the emergency services as required during the course of a major incident.

SILVER EVENT MANAGER

The Event Manager will assume the role of Silver Commander for the Promoter during a Major Incident.

The purpose of Silver Command is the following;

- To implement the deployment the available company resources during a major incident through the Bronze Commander;
- To form part of the ELT in formulating a response to any major incident.

- To liaise with the ELT and local emergency services personnel who are responding to the incident

BRONZE EVENT CONTROL MANAGER

The Event Control Manager will assume the role of Bronze Commander for the Promoter during a Major Incident. The event control manager will be in the event control room at all times during a major incident.

The purpose of Bronze Command is the following;

- To coordinate resources as directed by the Silver Commander;
- To inform the ELT of the state of play on site offering running information updates;
- To make the initial contact with the emergency services as directed by the Gold / Silver Commander.

The bronze commander will also retain control of the control room at all times and will be the conduit for all agencies to communicate with each other.

Major Incident Response & JESIP Principals



Although not predominantly designed for live events, Cuffe & Taylor will be utilising several of the principals as outlined in the *Joint Emergency Services Interoperability Principles [JESIP]*. These will be amended as required to suit a live event environment.

The five JESIP Principals are below

Principal	Description	At York Festival
Co-Locate	Co-Locate with commanders as soon as practically possible at a single, safe and easily identified location near to the scene	Event Control Room is operational at all times York Festival is open to the public. Control is in a low risk area of the site.
Communicate	Communicate clearly using plain English.	Control Room operates as an English only operation.
Co-ordinate	Co-Ordinate by agreeing the lead service, identify priorities, resources and capabilities for an effective response, including the timings of further meetings	ELT & Command structure in place at all times. Primacy hand over available to blue light services if required.
Jointly Understand Risk	Jointly understand risk by sharing information about the likelihood and potential impact of threats and hazards and to agree potential control measures	Control Room included all relevant members of both the event team and blue light services during a major incident.
Shared Situational Awareness	Established by using METHANE and the Joint Decision Log	Both enacted at York Festival

M/ETHANE

Initial identification of an incident is paramount and all staff on site will be issued with ETHANE guidance within the site briefing. This will allow the control room to manage response to all incidents on site in the most appropriate manner.

E	Exact Location	Where is the Incident.	Be as precise as possible. Use geographical landmarks. Ask that the control room has understood the location.
T	Type of Incident	What kind of Incident is it.	For example Security, Medical, Production, Fire
H	Hazards	What are the hazards at the site if the incident [if any]	Consider the likelihood of a hazard in the area and the severity of the impact. ie, Kitchen fire & gas bottles
A	Access	What is the best route for access and egress	Are the existing RV Points appropriate. What is the best route travelling internally across the site.
N	Number of Affected Persons	How many people are affected by the incident.	One or multiple persons involved in the incident.
E	Emergency Response	What response is needed	ie Security, Medical, Management.

As with all incidents across the site only Red Pass Holders may declare a **Major Incident** as soon as all available information is available to the control room.

Joint Decision Logging

In the event of a Major Incident being declared, or if it appears likely that a major incident will be declared, the Event Gold will ask the control room to switch to a Joint Decision Log. This will be noted in the main event log.

The best practice for filling out a joint decision log are laid out below. It will be the responsibility of the Event Logger to fill this out.

Where commanders work together and make joint decision, they are responsible for recording those decisions in a joint decision log. This should include the time and date the entries were made.

Below are some best practice guidelines when making entries in a decision log:

- *The log should be CIA – Clear, Intelligible, Accurate*
- *The log should be kept electronically or written in ink*
- *Enter information at the first reasonable opportunity. If there is a delay of more than a few minutes, a short explanation of the reason should be included*
- *Record all of the decisions and actions taken and the reasons for making them. This may be important at a later date*
- *Record all questions and answers and any non-verbal communications. Note facts and not your interpretation of them*

- *Don't erase mistakes. Rule through them with a single line and initial them. Don't overwrite or write above them*
- *Don't leave blank space. Unused space at the end of lines should be ruled out with a single line. Unused space at the end of a page should be ruled through with a diagonal line, initialled and the date and time added.*

The York Festival JDL Template can be found in *APP 04 - Major Incident Policy & Procedure*.

Emergency RV Points

RV-01	TBC
RV-02	TBC
RV-03	TBC
FRV-01	TBC
FRV-02	TBC

Media & Public Relations

In the unlikely event of a major incident, there is likely to be a high demand for information from the media. With the development of 24 hour rolling news, the advent of multiple channels and the increase in the number of news websites, the speed at which the media will arrive on mass, should not be underestimated. Effective media management is critical to ensure the public are kept informed of the relevant issues. The media can often support the emergency services and other agencies responding to the incident by disseminating advice and information to assist the public.

Peter Taylor, or the nominated representatives from the promoter will liaise closely with the controlling service and other agencies, organising press conferences, statements and interviews where required.

No communication will be made from site without the express consent of the Command Structure.

Medical Provision

First Aid cover will be provided by Kodiak Medical and a full Event Medical Plan will be drawn up by them and included in *Appendix 06 - Event Medical Plan*.

A record of all people requiring first aid treatment will be kept by Kodiak Medical on site and figures will be made available following the event for analysis.

One qualified person from Kodiak Medical will be nominated to take overall control and coordination of medical provision.

Having regard to the nature of the Show and locality of hospitals, full consultation with the ambulance service will be undertaken.

Local NHS Facilities

The nearest Accident & Emergency Departments are located at

York Hospital
Wigginton Rd, York YO31 8HE

Leeds General Infirmary
Great George St, Leeds LS1 3EX

Onsite Facilities

Medical Facilities will be provided on site for all staff and audience members during the show period.

During build and break periods Kodiak Medical will provide an Emergency Medical Technician or above.

We aim to reduce our impact on the local ambulance service by providing a number of appropriately staffed private conveyance ambulances on site - supplied by a CQC registered provider. Only if these resources are in use will we utilise the 999 service to request a trust ambulance.

Prior to the show commencing, all on site medical staff and the head of security will be briefed and made aware of any contingency plans, including evacuation points, designated ambulance loading points (Emergency Vehicle Rendezvous Point) and forward ambulance aid points. RV's will be reviewed by the Event Safety Manager and designated depending on the location and type of emergency.

The first aid point will be provided with contingency plans and site contact numbers, together with site plans.

All medical teams will be onsite one hour prior to gates. All medical teams will remain on-site until the site is clear of patrons.

All medical staff will wear identified uniforms.

Event Assessment

Under the guidance within the Purple Guide all medical provisions are now based on a risk assessment produced by a suitably qualified and competent person.

Kodiak Medical have completed the Yorkshire Ambulance Service Event Medical Assurance Form which is available in *APP06.1 - YAS Event Medical Assurance Form*

The full medical plan is available to view in *APP 06 - Event Medical Plan*

Both the medical plan and Event Medical Assurance form have been submitted to Yorkshire Ambulance Service separately to this document for review.

Audience Facilities

Sanitary Facilities

The location of all on site sanitary facilities is outlined in *APP 01 - MASTER SITE PLAN*

Toilet facilities will be provided by TBC. The design of said toilet units will be in line with BS 6465-1:2006

The number of sanitary facilities provided is determined in line with Purple Guide recommendations and is based on the evening with the most female attendees;

Percentage Split	WCs	Urinals
Male - 35%	1 Per 500	1 Per 150
Total Male Provision 6,825	14	46
Female - 65%	1 Per 100	
Total Female Provision 12,675	127	
TOTAL	141	46

Facilities for Audience Members with Additional Needs

As per the Equality Act Cuffe & Taylor are committed to providing sanitary facilities with equal access for all.

It is however to be noted that the Equality Act does not provide a minimum standard for Sanitary Facilities.

To ensure adequate provision of accessible facilities Cuffe & Taylor will provide accessible toilet facilities in all toilet compounds equal to 3% of the total occupancy of the site.

We will also have accessible sanitary facilities in the vicinity of the Accessible viewing platform for the exclusive use of ambulant disabled patrons and Accessible Viewing Platform Users.

Cuffe & Taylor are also partnering with Mobiloo to introduce a mobile changing place to York Festival.



Food, Refreshment & Drinking Water

All additional concessions are displayed on *APP 01 - MASTER GROUND PLAN*

Food Concessions

Concessions will be provided by TBC. There will be on average across the site 1 concession per 1000 visitors serving a range of hot and cold food including vegetarian and vegan options.

The Cuffe & Taylor Mobile Catering Policy must be signed by all concessionaires prior to access to the site. This takes into account the guidance in the following documents;

- Food Safety Act;
- CIEH national Guidance for Outdoor & Mobile Catering;
- Chief Fire Officers Association - Fire Risk Assessment - Food Concessions;

On site inspections will be carried out by Eat Me Drink Me to ensure compliance with all relevant legislation.

Refreshments

TBC, will be providing all public refreshments on the site via 3 locations.

- Main Bar A - General Admission
- Main Bar B - General Admission
- The Garden Bar

All three locations will stock a range of alcoholic and non-alcoholic beverages including Draft Beer, Draft Cider, Wine, Spirits, Mixers & Soft Drinks. Bottled Water will also be available for purchase.

Free Drinking Water

Free to use potable water stations will be located at the following locations as outlined on *APP 01 - Master Ground Plan*;

- TBC

Information & Welfare

Information relating to on-site facilities i.e. exits and entrances, toilets including toilets for wheelchair users, car parks, first aid points, lost persons meeting point, wheelchair users viewing area will all be signed. Also we will provide ear plugs, at the front of stage for staff and concert attendees.

Lost Property

Arrangements will be made for the: recording, collection, storage and retrieval of lost property during the event. This will be from Event Control. However, all unclaimed lost property will be discarded upon exiting the site on close down.

Safeguarding Vulnerable Persons

Cuffe and Taylor have a moral and legal obligation to ensure that, when given responsibility for children all staff, chaperones, parents/legal guardians and volunteers accept their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means to ensure that everyone follow procedures to protect children and vulnerable adults and report any concerns about their welfare to appropriate authorities.

There are four elements to our policy;

- Definitions of Abuse and Neglect.
- Prevention through awareness of each individual persons needs.
- Procedures for identifying and reporting cases or suspected cases, of abuse.
- Dealing with Found / Lost Children & Vulnerable Adults on an event site.

The aim of the policy is to promote good practice, providing vulnerable persons with appropriate safety/protection whilst in the care of Cuffe and Taylor and to allow staff and volunteers to make informed and confident responses to specific protection issues.

As part of our commitment to Safeguarding we have worked with Excel Social Care & Therapeutic Services & Ice Blue Medial in the development of this policy.

There is a meeting point identified on *APP 01 – Master Ground Plan*

Definitions

The term "lost child" is often used to describe a child found without a parent / guardian or a child reported as missing by the parent or guardian. For the purpose of this policy and where possible within our site conversations we will use the following terms:

- Found Child – This is often what is meant when someone says they have a "lost child". This is a situation where a child is found without their parent or guardian and needs to be safely looked after until the parent/guardian can be located.
- Missing Child – This is where a parent/guardian cannot find their child and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

Both of the above can be adapted for vulnerable adults.

Safeguarding Policy

All safeguarding information that is enacted on Cuffe & Taylor event sites can be found in *ANN 04 – Live Event Safeguarding Policy*

Communications

Communications in regards to live events come in many forms be they internal or with members of the public. Cuffe & Taylor have identified the following communications which will be individually addressed

- Internal Site Communications
- Communication with Safety Advisory Groups
- Communication with Emergency Services
- Communication with Suppliers & artists prior to the event
- On site communications with the public
- Off site communication with the public [ie online / radio / TV]

Internal Site Communications

The primary method for internal site communications is via 2-way radio network. [RADIO SUPPLIER] have supplier radios in good working order for York Festival. Numbers of required radios have been assessed and provided by the Event Manager in liaison with the Security Manager.

During live site operations, communications will be via the following matrix. In many instances different teams may not talk directly with one and other [back to back] but rather will communicate via the event controller. This allows the Event Controller & Event Safety Manager to have a full understanding of what is happening at any one time on site.

	PROMOTER	SECURITY	MEDICAL	SITE MGMT	EMG SERVICES	PARKING	SITE SALES
PROMOTER	Back To Back	Control	Control	Control / Back to Back	Control [999]	Control	Control
SECURITY	Control	Back To Back	Control	Control	Control [999]	Control	Control
MEDICAL	Control	Control	Back To Back	Control	Control [999]	Control	Control
SITE MGMT	Control	Control	Control	Back To Back	Control [999]	Control	Control
EMG SERVICES	Control [999]	Control [999]	Control [999]	Control [999]	EMG SERVICES NETWORK	Control [999]	Control [999]
PARKING	Control	Control	Control	Control	Control [999]	Back To Back	Control
SITE SALES	Control / Back to Back	Control	Control	Control	Control [999]	Control	Back To Back

During an emergency situation **RADIO SILENCE** will be declared across all radio channels and must be maintained by all staff. The following Radio Channels will be employed during the event by all staff.

Internal communications will also be carried out using mobile phones - however it is worth noting that in the aftermath of at event the mobile network may be unreliable and as such the radio network should be relied upon.

Communication with Safety Advisory Groups

For York Festival Cuffe & Taylor have been in consultation with the Safety Advisory Group in the planning stages of the event. The following will be communicated to the Safety Advisory Group prior to the event;

Event Management Safety Plan and all associated documents
Site Management, Build & Break Risk Assessments & Method Statements
Structural information for all Temporary Demountable Structures
Communication Protocols for during the event

All documentation will be issued via the dedicated Cuffe & Taylor Documents Portal [www.ct-documents.com] to authorised persons only.

Safety Advisory groups will also be issued with the Event Control Contact Number 01772 585 935

Cuffe & Taylor will also attend Safety Advisory Group Meetings as required.

Before the site opens to the public the Safety Advisory Group will be invited to undertake a site walk around and will be issued with copies of all relevant certifications and sign offs for the site. During the event members of the Safety Advisory Group will be welcome on site to carry out inspections as required.

Communications with the Emergency Services

In the event of an incident on site it is likely that the emergency services will receive a number of calls from the public.

Staff on site should direct all requirements for emergency services presence through the event control room. When asking for emergency services they should provide the following information;

- Service Required [Police / Fire / Ambulance / Coast Guard]
- Nature of the Incident
- Location of the Incident

The event control room will then contact the emergency services giving the following information;

- Service Required [Police / Fire / Ambulance / Coast Guard]
- Nature of the Incident
- RV point / external gate for attendance.

Where possible the control room will maintain contact with the reporting staff member and the emergency services relaying messages.

A member of the event control staff will be dispatched to the RV Point / External gate to meet the emergency services. A radio broadcast will also be made to relevant security personnel to inform them of the incoming services.

Communications with Residents

York Festival will communicate the timings of the event to all immediate neighbors approx. 3 months prior to the event. Residents also have the opportunity to tour the site prior to public opening.

Temporary Demountable Structures

All structures at this event will be built in accordance with Guidance for the Management & Use of Stages and related temporary event structures 2015.

The legal obligations of companies are set out in the Health and Safety at Work etc. Act 1974 and its associated regulations and the above named guidance seek neither to replace nor to encompass the full range of obligations for the sector. Special attention should be directed, but not limited, to CDM-, the Work at Height Regulations-, Lifting Operations and Lifting Equipment Regulations-, and the Management of Health and Safety at Work Regulations-. Relevant codes and standards should be adhered to.

Advice should be sought from a range of other sources; these include the HSE www.hse.gov.uk; the Purple Guide- and IStructE guidance-

General Principals

All temporary structures and equipment installations will be designed and built/installed by proprietary contractors.

Full details of temporary structures will be submitted to the Local Council Safety Advisory Group for review, if required.

Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads will be in accordance with the appropriate British Standards having regard to their location and use.

All contractors will submit safety method statements and risk assessments to the Principle Designer (PD) in respect of their onsite activity; these will include details of employee/sub-contractor competencies and training in respect of their ability to construct, use, de-construct and operate the equipment used.

All activities at the event site relating to the erection and construction of the structures will be monitored by the Principal Designer for that structure and Principle Contractor for that structure who will ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in the specification.

The Principal Designer for the structure will ensure that all structures are checked by a competent person and certified as being safe before they are used. Structures erected and certificated for the event will provide completion certificates as shown in *Contractor Specific Risk Assessments*

All stages and marquees will be installed with suitable and sufficient means of access and egress, which will be shown on the individual design plans.

Transport Management

An assessment of the likely impact of road traffic before, during and after the event will be carried out in consultation with the Police and local authorities.

At all times emergency access will be maintained.

Temporary Road or Public Right of Way Closures

- TBC in consultation with Traffic Management Contractor, City of York Council & SAG Group

Car Parking

Car Parking will be as displayed in *APP 10 - Traffic Management - Signage Schedule*

- TBC in consultation with Traffic Management Contractor, City of York Council & SAG Group

Signposting

Traffic Management signage will be as displayed in *APP 10 - Traffic Management - Signage Schedule*

Pedestrian Access

Pedestrians will via GATE A, B & C

Site Access for Contractor & Supplier Vehicles

Event Control when live and the site office when in build and break will authorise vehicle access on to the site.

Vehicles must observe the site safety limit of 5mph.

Trained banksmen will be used when there is need for vehicles to reverse.

All vehicles are to be clear of site 1 hour prior to gates opening where reasonably practicable. A vehicle movement curfew will be in place across all public areas of the site whilst open to the public and will only be lifted by the control room post site clearance.

Fire Safety

In order to comply with the RRFO, the principal designer has completed a Fire Risk Assessments for all elements of the event. This can be viewed in *APP 03 - FIRE RISK ASSESSMENT*

The Risk Assessment identifies the fire hazards and persons at risk, and must endeavor to remove or reduce these risks.

APP 02 - EVENT RISK ASSESSMENT incorporates the Fire Risk Assessments in the individual sections.

In addition each contractor supplying equipment/structures or working at the event will complete their own risk assessments which will be reviewed and included in *CONTRACTOR SPECIFIC RISK ASSESSMENTS*

All risk assessments are treated as live documents throughout the event.

Fire Risk Assessment Workflow**1****IDENTIFY FIRE HAZARDS**

SOURCES OF IGNITION
SOURCES OF FUEL
SOURCES OF OXYGEN

2**IDENTIFY PEOPLE AT RISK**

PEOPLE IN THE PREMISES (AUDIENCE / ARTISTS / STAFF)
PEOPLE ESPECIALLY AT RISK

3**EVALUATE, REMOVE, REDUCE & PROTECT FROM RISK**

EVALUATE THE RISK OF FIRE OCCURRING
EVALUATE THE RISK TO PEOPLE FROM FIRE
REMOVE OR REDUCE FIRE HAZARDS
REMOVE OR REDUCE RISKS TO PERSONS:
- DETECTION & WARNING
- FIRE FIGHTING APPLIANCES
- ESCAPE ROUTES
- LIGHTING
- SIGNS & NOTICES
- MAINTENANCE

4**RECORD, PLAN, INFORM, INSTRUCT & TRAIN**

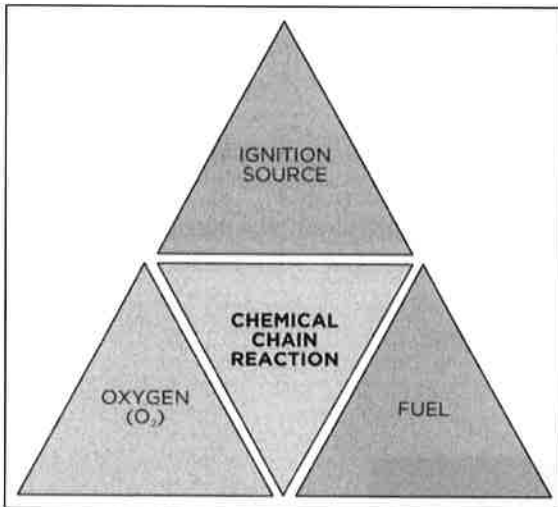
RECORD SIGNIFICANT FINDINGS AND ACTION TAKEN
PREPARE AN EMERGENCY PLAN
INFORM & INSTRUCT RELEVANT PEOPLE; CO-OPERATE & CO-ORDINATE
PROVIDE TRAINING

5**REVIEW**

COMPLETE POST EVENT REVIEW
INCORPORATE REVIEW INTO FURTHER EVENT DOCUMENTATION

Identification of Fire Hazards

APP 03 - FIRE RISK ASSESSMENT identifies the fire hazards on site in line with the diagram below. Outline examples are shown below.



Sources of Ignition

Include but are not limited to; Production Equipment, Cooking Appliances, Cigarettes, Hot Work Processes, Generators, Deliberate Acts.

Sources of Fuel

Include but are not limited to; Vehicles, Flammable Gasses used in Kitchen Areas, Structural components such as Marquee Sheeting, Furniture, Waste.

Sources of Oxygen

Include but are not limited to; Atmospheric Oxygen, Oxygen in medical areas, oxidising materials.

Identification of those at risk at any given time on an event site is displayed in APP 03 - FIRE RISK ASSESSMENT. During build and break periods staff and contractors are at risk. There is a large occupancy swell during the public admittance times.

Special attention is paid to those with additional needs.

Fire Fighting Equipment

<p>WATER</p> <ul style="list-style-type: none"> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC. DO NOT USE ON LIVE ELECTRICAL EQUIPMENT DO NOT USE ON FLAMMABLE LIQUID FIRES DO NOT USE ON FLAMMABLE METAL FIRES 	<p>DRY POWDER</p> <ul style="list-style-type: none"> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC. SAFE FOR USE ON FLAMMABLE LIQUID FIRES SAFE FOR USE ON GASEOUS FIRES SAFE FOR USE ON ELECTRICAL FIRES 	<p>CO₂ CARBON DIOXIDE</p> <ul style="list-style-type: none"> SAFE FOR USE ON FLAMMABLE LIQUID FIRES SAFE FOR USE ON ELECTRICAL FIRES DO NOT USE ON WOOD, PAPER, TEXTILES ETC DO NOT HOLD HORN WHEN OPERATING 	<p>AFF FOAM SPRAY</p> <ul style="list-style-type: none"> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC. SAFE FOR USE ON FLAMMABLE LIQUID FIRES DO NOT USE ON LIVE ELECTRICAL EQUIPMENT DO NOT USE ON FLAMMABLE METAL FIRES 	<p>Fire Blanket</p> <p>FOR SMOTHERING FIRES</p> <ul style="list-style-type: none"> SAFE FOR USE ON CHIP PAN FIRES DEEP FAT FIRES WASTE BIN FIRES SAFE AND SUITABLE FOR WRAPPING AROUND SOMEONE WHOSE CLOTHES ARE BURNING 	<p>WET CHEMICAL</p> <ul style="list-style-type: none"> SAFE FOR USE ON COOKING OILS & DEEP FAT FIRES SAFE FOR USE ON WOOD, PAPER TEXTILES ETC. DO NOT USE ON LIVE ELECTRICAL EQUIPMENT DO NOT USE ON FLAMMABLE LIQUID FIRES DO NOT USE ON FLAMMABLE GAS DO NOT PUT NOZZLE INTO FAT/OIL
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Escape Routes , Capacity & Audience Profile

As part of the design of the site the Principal Designer has established the capacity of the site taking into account the Escape Routes & Audience Profile. Capacity Calculations are demonstrated in the Audience Capacity section of this document. Escape Routes are shown in APP 01 - MASTER GROUNDPLAN

Exit Signage

All escape routes on site are sign posted with directional signage. Signage is designed in compliance with Signage & Signals Regulations and BS 5499-10:2014

Signage within the public arena will be elevated as to be seen from distance. An example of exit signage is displayed below;



Electrical

Production electrical supply on site will be installed by Fourth Generation.

All systems will be managed in accordance with Electricity at Work Regulations and temporary supplies will be designed and installed in accordance with BS 7909:2011.

All distribution equipment installed on site will conform to BS EN 61439-2:2011

Risk assessments and Method Statements from **TBC** can be viewed in *Contractor Specific Risk Assessments*.

The venue will be providing a fully qualified commercial electrician on site during concert day.

Electrical Systems Planning

In the build up phase of the event the Principal Designer has worked with **TBC** to establish the power requirements of the event. This includes but it not limited to;

- Site Plan & Power Locations. Demonstrated in *APP 01 - MASTER GROUNDPLAN*
- Requirements of Production, Catering, Site Services etc. in relation to power
- Location of generators to best serve event requirements whilst reducing nuisance (noise) and risk (fire).
- Adequate earth bonding opportunities.
- Electrical backup
- The environment which equipment is to be used - ie outdoors.

Electrical Installation

TBC will be responsible for safe connection and disconnection of the supply and will provide sufficient competent personnel to monitor the supply during the event and repair faults should any arise.

All electrical equipment will be installed, so far as is reasonably practicable, so that it cannot be interfered with by the public or unauthorized employees. All equipment exposed to weather will be suitably protected. All electrical installations will be fitted with Earth Leakage Circuit Breakers and Earth Spikes, where necessary.

All work on site will be carried out under the control and supervision of a competent electrician who will remain on site whilst the public are present. Upon completion of the installation this person will test the system and provide electrical sign off certificates including a schedule of test results prior to the public being given access to areas of the site. The two-page form prescribed in BS 7909 should be utilised.

Copies of these certificates will be obtained by the Principal Designer, retained and made available to the local authority on request.

Cables will be routed or covered so that they will not cause a tripping hazard or be crushed by vehicular traffic. Cables carrying hazardous voltages, e.g. those that could cause electrical shock if damaged, will be protected against contact with sharp edges or crushing by heavy loads. All temporary overhead cables will be securely fixed in position out of the reach of the public.

Generators

The Principal Contractor will co-ordinate the siting and safety of the generators. All portable generators for electrical power supplies in the venue will be appropriately located and guarded from unauthorised persons. All generators will be with Earth Leakage Circuit Breakers and Earth Spikes, where necessary.

Petrol generators will not be permitted on site or on any elements of the show.

The Event Safety Manager will inspect the condition of the generators and ensure that fire-fighting equipment is in place prior to use.

Portable Electrical Equipment

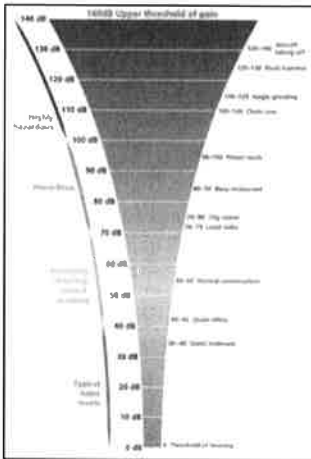
Portable electrical equipment is defined as equipment which is not part of a fixed installation but is, or intended to be, connected to a fixed installation or a generator by means of a flexible cable and either a plug and socket or a spur box, or similar means. The particular legal requirements relating to the use and maintenance of electrical equipment are contained in the Electricity at Work Regulations .

All portable electrical equipment brought onto a site should be in a safe and serviceable condition and evidence should be available via certification and labelling that the electrical equipment is maintained correctly, within a valid time period, and that the equipment has been subjected to routine inspection and testing.

All equipment should be inspected and maintained according to the requirements of the Electricity at Work Regulations.

Noise Management

When planning for York Festival Cuffe & Taylor have taken the following into account regarding noise;



- the nature of the event and music
- the site/venue layout
- where there may be a risk from noise and who will be affected
- separating performers and staff from the sound
- expected sound levels and expected durations
- selection of loudspeaker types and other equipment
- suitable control measures available for noise hazards
- the need to allow for sufficient rehearsal time to identify and control any unforeseen risks

Workers

The duties in the Noise Regulations are in addition to the general duties set out in the Health and Safety at Work etc. Act 1974.

These general duties extend to the safeguarding of the health and safety, including the risk of hearing damage, of people who are not your employees, such as contractors and members of the public.

Employees also have duties under the HSW Act to take care of their own health and safety and that of others whom their work may affect and to co-operate with employers so that they may comply with health and safety legislation.

If noise exposure is likely to reach the second action level of 90 dB (A) or the peak action level of 140 dB, Cuffe & Taylor will:

- Ensure that a noise assessment is made by a competent person;
- Provide workers with information and training;
- Reduce exposure as far as is reasonably practicable by reducing sound levels or the time exposed to the noise or both (without ear protection);
- Provide ear protection to all workers and ensure that they are used correctly. The Regulations also require workers to comply with the employer's instructions in respect of noise exposure, including wearing ear protection or taking breaks where necessary;
- Mark ear protection zones and make sure that everyone who goes into them uses ear protection. This can include entrances to the stage area, sound mixing and lighting towers, and loudspeaker towers.

Audience

There is no specific legislation setting noise limits for the audience exposure to noise. However, the general requirements of the HSW act and civil law duties relating to the negligence reveal that audiences need to be protected against and informed of the risk of damage to their hearing.

The event equivalent continuous sound level (Event LeAQ) in any part of the audience area should not exceed 107 dB (A), and the peak sound pressure level should not exceed 140 dB

The above sound-level exposure values are for the whole audience area. For practical purposes, it is usual for audience sound-level exposure to be monitored close to the front-of-house sound mixing position. For the largest outdoor and indoor venues, this can be up to 75m from the front of stage barrier position where the audience sound level exposure can be significantly higher than at the front of house sound mixing position, although this definition cannot practically be applied to the centre court layout which does not include such positions and areas.

Where practicable, the audience will not be allowed within 3m of any loud speaker. This will be achieved by the use of approved safety barriers and dedicated stewards, location of speakers and the wearing of appropriate ear protection.

Noise Assessments

To enable effective management of sound and vibration levels, both in terms of ear protection and external nuisance to the nearby community, a pre-event assessment of likely sound levels, coupled with monitoring and control of sound levels during the event will be carried out.

Waste Management

Waste bins will be provided for all catering waste in the secure areas to the rear of catering units.

The Event Safety Team will monitor the areas to ensure inappropriate levels of waste and combustible items do not build up during the event period. The client will provide a number of litter pickers throughout the duration of the show. However it should be noted that crowd behaviour and density will limit their effectiveness and use during the event.

All areas in the immediate vicinity of the site will be cleared of litter. All clean-up staff will be provided with appropriate PPE.

Waste will be cleared from bins and removed after the audience has moved off the site. Suitable waste disposal will be carried out.

The production company will arrange and contract the cleaning services.

The production company are fully aware and conscious of their responsibilities for recycling and environmental awareness. With that in mind, wherever possible, all waste will be segregated and recycled.

The contractor responsible for removing the waste is **TBC** who will be providing the bins and arranging for their emptying prior to 9am each morning following the concerts.

Special Effects & Fireworks

There are currently no plans for fireworks or special effects at this show.

Should this change this will be in full consultation with the local Safety Advisory Group and this section of the document will be updated.

ANNEX 3