



Bingley Music Live

1/2/3 September 2017

EVENT MANAGEMENT PLAN

Date	June 2017	
Version	3.0	
Review	June 2018	
Owner		

Chapter:	Page
1 Introduction	3
2 Purpose of the event management plan	9
3 Event Manager & Designated premises supervisor	10
4 Event Contacts	10
5 Event schedule	13
6 Licensing objectives	20
7 Organisational structure	22
8 Statement of intent	29
9 Venue and site design	30
10 Site Access	32
11 Capacity	33
12 Fire safety	42
13 Event contingency plan	44
14 Crowd management plan	67
15 Traffic management	78
16 Cleansing plan and sustainability	84
17 Communication	87
18 Temporary demountable structures	89
19 Sanitary facilities	92
20 Medical, ambulance and first aid management	95
21 Concessions plan	100
22 Bars and alcohol	102
23 Barriers and fencing	103
24 Power and electrical installations	105
25 Sound, noise and vibration	106
26 Local environment and community	107
27 Facilities for disabled people	108
28 Facilities for Children and welfare	109
29 Publicity	110
30 Contractor obligations and performance	110
31 Risk assessment	112
32 Transfer of authority	125
33 Glossary of terms	126

Appendices:

Appendix A	Crisis Communications Plan
Appendix B	Lost children's Procedure
Appendix C	Venue Plan
Appendix D	Bomb Threat Procedure
Appendix E	Fire Risk Assessment
Appendix F	Traffic Management Plans
Appendix G	Guidance regarding the handling of flares
Appendix H	Medical Plan
Appendix I	Stewarding Plan
Appendix J	Lifting Plan
Appendix K	MEWP Risk Assessment
Appendix L	Stage Wind Management Policy
Appendix M	Young Person's Risk Assessment
Appendix N	Main Stage Plans
Appendix O	Fireworks Display

Contractor RAMS held on file and available for inspection upon request.

1. Introduction

Bingley Music Live is a 3 day music festival which is now in its 11th year. The event is subsidised, organised and managed independently by Bradford Council. As organisers, Bradford Council has lead responsibility in promoting the four licensing objectives in the Licensing Act 2003.

The event consists of the performance of live and recorded music and the sale by retail of alcohol. The regulated entertainment and sale by retail of alcohol are covered by one premises license.

The event is held in one of the local authority's municipal parks, Myrtle Park, located in the heart of the rural town of Bingley. Myrtle Park is a 10.2 hectare site of which 4.1 hectares makes up the 'green field' event site.

Myrtle Park has a 25 year history of music related events organised by Bradford Council including the former Music at Myrtle & Party in the Park partnership with The Pulse radio station. The partnership ceased in 2006 and consequently so did the event. Emerging from the remnants of this event in 2007 was a re- branded, re-positioned event aimed bringing multiple benefits to the local community and district. The event was launched onto the festival circuit as a 2 day event (one day charged admission, one day free admission) which in its first year was nominated in the UK Festival Awards 'Best Newcomer' category. The event continued in the 2 day format for the first 2 years and predominantly attracted a local audience.

Since the event began in 2007 there has been strong growth in the festival's following with over 12,000 + followers seeing notable performances from some very credible bands as well as bands on the cusp of breaking through. The band history can be seen in 1.2 below.

In 2009 the event was extended to take in the Friday night which enabled the programming of a more credible and balanced line up. The 3 day festival also presented an opportunity for a weekend ticket which proved to be a more financially viable format. In only its 3rd year (2009) the event attracted near capacity crowds of 40,000 over the weekend and a further increase on this in 2010. The event in 2011 sold out one week prior to the event seeing a crowd of 46,500 over the 3 days.

Feedback from bands and customers is consistently good and reviews from media are continuously strong. (*"The small Yorkshire Town of Bingley may be an unlikely home for a major pop festival" - The Guardian*). (*"Its name may not be as well-known as V Festival or Reading and Leeds but it stands shoulder to shoulder with all of them." – Virtual Festivals*). The town's Myrtle Park and beautiful surroundings is also much talked about by the bands as is the high standard of production, friendliness and professional organisation.

Arguably Bingley Music Live in only 10 years has established itself as a credible music festival on the UK Festival circuit. From humble beginnings in 2007 to a festival that in 2012 which was shortlisted in the top 10 of the UK Festival Awards category for Best Medium Sized Festival demonstrates just how far the event has come along. Bingley Music Live is one of Bradford Council's signature events that attracts the single biggest gathering of people in the district exclusively for a music event.

There are a number of changes in 2017 from last year; these include:-

- The elimination of on-site camping;
- The elimination of multiple funfair rides at the rear of the main stage arena;
- Reinstatement of staff car parking in the meadow across the river at the rear of Main stage.

1.1 Facts & figures

2007 (2 day event)

Day	Adult Ticket price	Attendance
Saturday	Free	Est 9000
Sunday	£7.50	6500

2008 (2 day event)

Day	Adult Ticket price	Attendance
Saturday	£12.50	6227
Sunday	Free	Est 5000 (rainfall affected)

2009 (3 day event)

Day	Adult Ticket price	Attendance
Friday	Free	Est 8000
Weekend tickets	£25	
Saturday day tickets	£15	14,781
Sunday day tickets	£15	13,675

2010 (3 day event)

Day	Adult Ticket price	Attendance
Friday	Free	Est 10000
Weekend tickets	£30	
Saturday day tickets	£20	14,394
Sunday day tickets	£20	13,361

2011 (3 day event)

Day	Adult Ticket price	Attendance
Friday	Free	15,500
Weekend	£35	
Saturday day tickets	£25	15,500
Sunday day tickets	£25	15,500

2012 (3 day event)

Day	Ticket price	Attendance
Friday	£17.50	11,423
Weekend	£45	
Saturday day tickets	£30	12,158
Sunday day tickets	£30	11,108

2013 (3 day event)

Day	Ticket price	Attendance
Friday	£17.50	12,715
Weekend	£45	
Saturday day tickets	£30	13,305
Sunday day tickets	£30	12,204

2014 (3 day event)

Day	Ticket price	Attendance
Friday	£25	9,290
Weekend	£49	8771
Saturday day tickets	£30	10,812
Sunday day tickets	£30	9,877

2015 (3 day event)

Day	Adult Ticket price	Attendance
Friday	£30	12425
Weekend	£49	11,070
Saturday day tickets	£33.50	13,020
Sunday day tickets	£33.50	11,609

2016 (3 day event)

Day	Adult Ticket price	Attendance
Friday	£35	8739
Weekend	£55	8,360
Saturday day tickets	£40	10,239 (rainfall affected 10hrs)
Sunday day tickets	£40	8,973

1.2 Band History

2017 – 1st Sept: Manic Street Preachers, Maximo Park, Twin Atlantic, Cabbage, Tom Grennan, The Pale White, Dead Pretties, Lea Porcelain

2017 – 2nd Sept: Kaiser Chiefs, Peter Doherty, Milburn, Sundara Karma, British Sea Power, Yak, Dan Owen, Willie J Healey, Sifaka, The Big Moon, Stevie Parker, Tigercub, Anteros, Fangclub, Old Pink House, The Shimmer Band, The Harriets

2017 – 3rd Sept: The Wombats, Feeder, Soul II Soul, Badly Drawn Boy, Little Comets, High Tyde, Krumm, Your Illuminations, The Orielles, Muncie Girls, Get Inuit, Neon Waltz, Island, Tom walker, Marsicans, Able's Army

2016 - 2nd Sept: Echo & the Bunnymen, Lightning Seeds, Sigala, Imani Williams, Alias Kid, As Sirens Fall, Anne-Marie, Kloe, Espa, Rews, Vanessa Maria.

2016 - 3rd Sept: Tinie Tempah, Sigma, Peter Hook and the Light, Barenaked Ladies, Bill Ryder-Jones, Age of L.U.N.A, Jake Isaac, Sound of the Sirens, The Membranes, Fling, John Power, Redfaces, Inheaven, Kagoule, Slovenlie, Brownbear, Joe Treacy, No Hot Ashes, Sam Parkes.

2016 - 4th Sept: Travis, All Saints, We Are Scientists, Black Grape, Clean Cut Kid, The Jacques, Blaenavon, Cattle & Cane, Pusher, Hidden Charms, Tempest, Passport to Stockholm, Glass Mountain, Fronteers, Broken Witt Rebels, Joe Crookall, Rupert Stroud, Sleepy Jake & The Duvets
Dan Audio, Lynsey Cawthra, Sarah Widdup, Lewis Crossley, Nikki Hope, Jake Segrave, Dan Mungovin, Sylvia Cullen, Shira Colombick, Issimo.

2015 – 4th Sept: James, Cast, The Beat, Gallery Circus, Apollo Junction, Holy Esque, Rae Morris, Fickle Friends, Weirids, Model Aeroplanes, The Turning.

2015 - 5th Sept: Labrinth, Ash, Ella Eyre, Carl Baratt and the Jackals, Funeral for a Friend, Hurricane #1, Natasha North, Room 94, Will Joseph Cook, Nervous `Orse, DJ's – Scott Mills and Chris Stark, Deaf School, Stephanie Fraser, Pixel Fix, Meadow Lark, The Black Delta Movement, The Swiines, Randolph's Leap, April, Clubs, Rock Bottom Risers.

2015 - 6th Sept: Super Furry Animals, Idlewild, Embrace, Peter Hook & The Light, Nothing But Thieves, Vant, Mike Dignam, Clay, Tom Prior, The Incredible Magpie Band, DJ – Huw Stephens, Scott Matthews, Adam French, Kimberley Anne, The Sherlocks, Runaway (Go), Eoin Glackin, The Carnaby's, James McLaren, The Jacques, Francis.

2014 - 29th August: Shed Seven, Gaz Coombes, MNEK, The Selecter, Dave McCabe/Ian Skelly, The Struts, Eliza and the Bear, Champs, We are Catchers, Prides, Woman's Hour

2014 - 30th August: Example, Gorgon City, The Strypes, Jess Glynne, Bipolar Sunshine, Catfish and the Bottlemen, Nick Mulvey, John Lennon McCullagh, Avec Sans, The Barmines, Natasha North, Dexters, Esther, Young Kato, Renegade Brass Band, Emma Garrett, Bird to Beast, Bridie Jackson and the Arbour, Warme, The Mispers, Tropical Contact

2014 - 31st August: Pet Shop Boys, Naughty Boy, Simon and Oscar from Ocean Colour Scene, Chloe Howl, Etta Bond, D/C, Night Engine, Charlie Cunningham, DownReno, The South, Kyla La Grange, The Wytches, Neon Waltz, Ramona Flowers, Georgia Harrup, Port Isla, The Gramotones, The Sherlocks, Happy Daggers

2013 - 30th August The Human League, The Neville Staple Band, Katmen, Nina Nesbitt, Frankie and the Heartstrings, The Dunwells, Dave McPherson, The Dirty Rivers, Warme, Small Worlds.

2013 – 31st August Primal Scream, The Fratellis, Tinchy Stryder, Wilko Johnson, Summer Camp, The VirginMarys, Loveable Rogues, The Temperance Movement, Down Radio, Chris Helme (Seahorses), The Electric Swing Circus, The Struts, The Lake Poets, Natasha Haws, Blackbeard's Tea Party, Bytoutatis, Jade Helliwell.

2013 – 1st September Chic Ft. Nile Rodgers, The Cribbs, Katy B, The Wonder Stuff, Theme Park, China Rats, Sons and Lovers, St. Somebody, Lucy Spraggan, JJ Rosa, Rose and the Howling North, Man Can't Fly, Holy Moly and the Crackers, Dolomite Minor, Born Thief, Issimo.

2012 – 31st August The Charlatans, Martha Reeves and the Vandellas, Kids in Glass Houses, Stooshe, Driving Lolita, Miles & Erica, Skinny Lister, Sadie and the Hotheads, Matt Belmont, Spirit of John, Barefoot Beware, All Too Human, Ballyhoo Eventide, Small Words.

2012 – 1st September Razorlight, DJ Fresh presents Fresh Live, The Pigeon Detectives, Delilah, Space, Jim Jones Revue, Black Spiders, The Chevin, The Scandal, The Lancashire Hotpots, King Charles, We Were Evergreen, Jake Bugg, Karima Francis, Lilygreen and Maguire, Maquipucuna, The Milk, Ti Amo, Deadwall, Dan Audio, Down The Machine, Gods of Hellfire, Control is Dead, Talking to Strangers, Return to Aljustrel.

2012 – 2nd September Nero, White Lies, Maverick Sabre, Hard-Fi, Katzenjammer, Clement Marfo and the Frontline, Citizens!, L Marshall, Marsicans, The Idiot Bastard Band, Katzenjammer, Yes Sir Boss, Ellen and the Escapades, Juan Zelada, Coco and the Butterfields, Me and My Friends, Nico Cara, The Coopers, Eskimo Fandango, The Simon Pollard Band, Foxes Faux, Tom Savage & The Hash Mafia, Joseph Tilston, Lunar Coup, Den Miller.

2011 – 2 September Fun Lovin' Criminals, Skindred, The Go! Team, Young Guns, Alice Gold

2011 – 3 September Maximo Park, Feeder, Mystery Jets, Athlete, Jon Fratelli, White Denim, Dot Rotten, Dionne Bromfield, State of Error, Thirteen16

2011 – 4 September Chase and Status, The Coral, Eliza Doolittle, The Sunshine Underground, Stereo MC's, Wretch 32, Daley, King Headlock, Geek

2010 - 3 September Buzzcocks, The Blackout, Dreadzone, Dan Le Sac Vs Scroobius Pip

2010 - 4 September James, Public Image Ltd, Reef, Example, Frightened Rabbit, Gaggle, Sound of Guns, The Mexanines, Jasmine Kennedy

2010 - 5 September The Enemy, Seasick Steve, The Levellers, Hadouken, Professor Green, Craig Charles Fantasy Funk Band, Cassidy, The Dawnriders, Black Diamond Bay

2009 – 4 September The Undertones, Toploader, New 2, Pama International.

2009 – 5 September Doves, The Zutons, Ocean Colour Scene, The Sunshine Underground, The Dykeenies, Detroit Social Club, The Moons, The Little Black Hearts, Disco Machine Gun.

2009 – 6 September Editors, Calvin Harris, Reverend & The Makers, The Futureheads, Qemists, V V Brown, White Belt Yellow Tag, Vandal Supreme, Spike Island.

2008 – 30 August Happy Mondays, Scouting For Girls, The Automatic, Terrorvision, Delays, Infadels, Ebony Bones, Sergeant, Billy the Kid, Michael Mallinson

2008 – 31 August Echo and the Bunnymen, Alabama 3, Natty, King Blues, Jubilee, The Sylvias, Desert Eskimo, Rewire, Hundred Dollar Cigar

2007 – 1 September From The Jam, The Bluetones, White Light Parade, Splash Alley, The Touch, Analog Bombs

2007 – 2 September The Charlatans, The Twang, Milburn, Dead 60s, Operator 6, Scars on 45, The Good Die Young, Talk to Angels

1.3 Snapshot of audience profile

Each year the festival consistently attracts a loyal and moderately varied audience, attending predominantly from Leeds and Bradford, but with some continued representation from across the UK.

There was a 24% decrease in sales in 2016 compared to 2015 which reflected the disapproval of acts presented plus the event on Saturday, usually the busiest day, was rainfall affected with 10 hours of persistent rain.

Audience demographics last year remain unchanged from previous years, and continue to demonstrate the extensive local support for the event. As in 2015, 99% of attendees visited from the North of England. Responses suggested a there has a significant increase in visitors from Yorkshire with 95% from the region (98% in 2015), with the majority of these from the Bradford (49%) Leeds (17%) Wakefield (6%) Halifax (3%) Doncaster (3%) Huddersfield (2%) a small representation from North, East and South Yorkshire (4%). The remaining (16%) were visitors from Inverness, Leicester, Carlisle, Coventry, Derby, Peterborough, Birmingham, Blackburn, Lancashire, Preston and Oldham.

The audience's gender split was 61% Female and 39% Male. The majority of survey respondents (88%) were aged 26 or over. Compared to 2015 (92%).

2016		2015		2014		2013	
Under 16	4%	Under 16	2%	Under 16	1%	Under 16	3%
16-25	8%	16-25	6%	16-25	6%	16-20	9%
26-49	70%	26-49	82%	26-49	76%	21-25	8%
50-64	17%	50-64	9%	50-64	16%	26-30	10%
65 and Over	1%	65 and Over	1%	65 and Over	1%	31-35	4%
						41 and Over	66%

As in all previous years the majority of attendees were White British (96%).

The majority of respondents are in full time employment (67%) the remaining being part time employed (12%), self employed (10%), students (9%) or unemployed (2%).

Aside from Bingley Music Live, attendees visit Leeds Festival (33%), Glastonbury (21%) Kendal Calling (17%) and V Festival (14%). 46% attendees also mention festivals from regional, to international, including:

- Latitude
- Live at Leeds Download
- Green Man Secret Garden Party
- Isle of Wight

- Benicassim
- T in the park
- Boardmasters
- Rewind north
- Tramlines

When asked what attracted them most to BML 2016 the following were chosen as top priorities:

- Locality of the event (43%),
- General atmosphere (42%)
- Affordable ticket price (34%)
- The line up (28%)
- Easy transport links (28%)

62% felt camping on site was their lowest priority for attending the event.

A detailed analysis of last year's event can be seen in the evaluation document, Appendix C.

1.4 2017 pricing strategy

Ticket type	Face Value
Phase 1 tickets	
Adult weekend 16+	£60.00
Child 3 - 15 yrs	£35.00
Phase 2 tickets	
Adult weekend 16+	£70.00
Child 3 - 15 yrs	£35.00
Day tickets	
Friday Adult	£35.00
Friday Child	£30.00
Saturday Adult	£35.00
Saturday Child	£30.00
Sunday Adult	£35.00
Sunday Child	£30.00

- Day tickets will go on sale approximately 8 weeks before the event TBC
- Ticket prices on the day will be increased to encourage advance sales and to cover infrastructure costs such as staffing and ticket office hire.
- Tickets on the day will be subject to availability and on sale at the on site ticket office.
- No early bird tickets went on sale for this year due to the uncertainty of the event happening.

Main ticketing agent: Ticketline

Other online ticketing agent: Seetickets,

Local outlets: Jumbo Records, Crash Records, Bfd Council Visitor information Centres, Bingley Pool and Keighley Leisure Centre.

Sales at the time of draft 3 are: Weekend and Saturday (sold out) Friday and Sunday (approaching sell out).

1.5 Show Schedule

MAIN STAGE

FRIDAY 1st SEP		curfew: 21:30		
	on	off	mins	Xover
MANIC STREET PREACHERS	20:00	21:30	1:30	n/a
Maximo Park	18:30	19:30	1:00	0:30
Twin Atlantic	17:20	18:05	0:45	0:25
Cabbage	16:20	17:00	0:40	0:20

SATURDAY 2nd SEP		curfew: 21:30		
	on	off	mins	Xover
KAISER CHIEFS	20:00	21:30	1:30	n/a
Peter Doherty	18:30	19:30	1:00	0:30
Milburn	17:10	18:10	1:00	0:20
Sundara Karma	15:50	16:50	1:00	0:20
British Sea Power	14:35	15:35	1:00	0:20
Yak	13:50	14:15	0:30	0:20
Dan Owen	13:05	13:35	0:30	0:15
Willie J Healey	12:25	12:55	0:30	0:10
Sifaka	11:45	12:15	0:30	0:10

SUNDAY 3rd SEP		curfew: 21:30		
	on	off	mins	Xover
THE WOMBATS	20:00	21:30	1:30	n/a
Feeder	18:30	19:30	1:00	0:30
Soul II Soul	17:05	18:05	1:00	0:25
Badly Drawn Boy	15:40	16:40	1:00	0:25
Little Comets	14:15	15:15	1:00	0:25
High Tyde	13:25	13:55	0:30	0:20
Krumm	12:35	13:05	0:30	0:20
Your Illuminations	11:45	12:15	0:30	0:20

DISCOVERY STAGE

FRIDAY 1st SEP		curfew: 21:30		
	on	off	mins	Xover
TOM GRENNAN	19:20	20:05	0:45	n/a
The Pale White	18:00	18:35	0:35	0:45
Dead Pretties	16:55	17:25	0:30	0:35
Lea Porcelain	16:00	16:35	0:35	0:20

SATURDAY 2nd SEP		curfew: 21:30		
	on	off	mins	Xover
THE BIG MOON	19:15	20:15	1:00	n/a
Stevie Parker	17:55	18:40	0:45	0:35
Tigercub	16:45	17:15	0:30	0:40
Anteros	15:20	16:05	0:45	0:40
Fangclub	14:20	14:50	0:30	0:30
Old Pink House	13:35	14:05	0:30	0:15
The Shimmer Band	12:50	13:20	0:30	0:15
The Harriets	12:00	12:30	0:30	0:20

SUNDAY 3rd SEP		curfew: 21:30		
	on	off	mins	Xover
THE ORIELLES	19:30	20:00	0:30	n/a
Muncie Girls	17:55	18:40	0:45	0:50
Get Inuit	16:35	17:05	0:30	0:55
Neon Waltz	15:10	15:40	0:30	0:45
Island	14:55	14:25	0:30	0:45
Tom walker	13:10	13:40	0:30	0:15
Marsicans	12:25	12:55	0:30	0:15
Able's Army	11:40	12:10	0:30	0:20

2. Purpose of the event safety plan

This document relates primarily to the planning and management of Bingley Music Live. It is designed specifically as a document for responsible authorities and presents a methodical approach to overall event planning. The document includes chapters on crowd management, transport management, first aid, contingency planning and crisis management. Specific chapters on these and other items are covered in this document.

The approach to planning, specifically relating to the challenges presented by emergency scenarios and mass casualty incidents will be rehearsed via a table top exercise. The table top exercise will comprise of emergency responders and key event personnel and will focus on potential real life occurrences that require active participation as well as a significant amount of communication and coordination across organisations enabling the most effective response.

Comprehensive de-briefs with multi agencies from previous events has helped establish areas for improvement and has contributed towards the continued development of this event.

The guide to health, safety and welfare at pop concerts and other similar events has been adopted as the standard for planning and managing this event.

3. Event Manager & Designated Premises Supervisor

Name	Andrew Wood
Personal License Number	BD/PER1782
Issuing Authority	Bradford
Signature	On final copy

4. Event Contacts

4.1 Internal Contacts and Radio Channels

No.	Job Title	Person	Company /	Mobile	Radio Group
	Cultural Policy and Events Manager				
	Event Manager				
	Safety advisor				
	Event Control				
	Head Steward				
	Emergency Planning				
	Site Manager				
	Operations Manager				
	Office Manager				
	Office Assistant				
	Staff accreditation				
	Site Crew Supervisor				
	Site Crew Supervisor				
	Site Crew Supervisor				
	Buskers/Kids Play				
	Production Manager, Main stage				
	Stage Manager, Main Stage				
	Artist Liaison				
	Production Manager, Discovery stage				

	Stage Manager Discovery Stage				
	Artist Liaison Discovery stage				
	Medical Manager				
	Ticket Office				
	Marketing, Press and Media				
	Press/Media				
	Power				
	Disabled Buddy service				
	Disabled Reception				
	Information, Lost Children and Welfare				
	Information, Lost Children and Welfare				
	Noise Consultant				
	Volunteers Manager				
	Volunteer support				
	Wristbanding supervisor				
	Way finders				
	Way finders				
	Way finders				
	Bars Operational				
	Bar stockist				
	Bars Cash collection Supervisor				
	Cocktail Bar				
	Gin Bar				
	Discovery Stage Bar				
	Toilets				

4.2 Joint Agency Contacts

Job Title	Person	Company / Department	Mobile	Radio Group
Police Silver				
Police Bronze				
Police Liaison				
LA Gold				
LA Silver Liaison				
LA EMT Bronze Liaison				
Environmental Protection				
Cleansing (Town Centre and venue)				

4.3 Infrastructure Suppliers

Job Title	Person	Company / Department	Mobile	Radio Group
Main Stage				
Discovery Stage				
Fencing/Barrier/Roadway				
Cabins				
PA & Stage Lights				
Golf Buggies				
High Dependency Unit				
Marquees				
Bins and Waste Management				
Catering Units				
Video Screens				
Toilets				

5. Event Schedule (*Provisional at 1st draft*)

Wednesday 16th August

10.00	Mark out – main arena	Trakway, cabins, and marquees main arena
15.00	Water test	

Thursday 17th August

Time	Item	Comment
9.00	Mark out on site	Main arena – toilets, fencing/barrier
09.00	2 x toilets in	Main Entrance
10.00	Trakway Install begins & their plant delivered	
	Site traffic signage up	
	Footpath closures signs up	

Friday 18th August

Time	Item	Comment
9.30	Mark out on site	Upper park

Monday 21st August

Time	Item	Comment
07.00	Roadway install continues	
	Fencing and barrier stockpiled	
	Fence line goes in on Main arena for trakway build	
	Installation of fencing - build first footpaths to top of park	

Tuesday 22nd August

Time	Item	Comment
07:30	Installation of roadway commences	
	Installation of fencing commences	
09.00	Toilets cleaned	
10.00	check supplies and fit taps for stage & rear, plus beech st entrance	

Wednesday 23rd August

Time	Item	Comment
07:00	Installation of roadway continues	Completed by 17:00
10.00am	stage ballast containers in	
Evening tbc	Delivery of main stage	
15.00	Sleeper unit in	
15.00	Generator for sleeper unit in	
15.00	3 x security in – until 7am	1 gate, 2x main arena

Thursday 24th August

Time	Item	Comment
07.00	X3 security,	24 hr coverage
08.00	Jamie In	
10.00	fire service fill stage ballast	
08.00	Plant delivered to site	X2 telehandlers, x1 cherry picker, 2 x scissors
08.00	Stage build commences	
09.00	Toilets for build period	X4 – nr stage

08:00	Grey Water Tanks for Kitchen	
08.00 – 17.00	Marquees for Marketing, Press/Media, Togs, Crew, store, stewards and first aid bottom	
12.00 – 17.00	Kitchen Area Skip/bar skip delivered	
09.00	Stage platform commences	
11.00	Installation of water supply backstage	
09.00-13.00	2 stacked cabins sited (office units)	
09.00-13.00	Bar counting cabin delivered	
13.00 – 17.00	Generators for kitchen/offices and stage lifting operation/first aid is sited	Connection to cabins and artist liaison/production
13.00-17.00	CCTV internet to cabins	
12.00 – 17.00	Electricians store arrives and is sited	
15.00 – 17.00	10 x 1100l bins in, 20 x 240l bins in.	
15.00	Security on site, x 4 – gate x 3 +1 floating	24 hr coverage

Friday 25th August

Time	Item	Comment
07:30	Stage build Continues	
08.30 – 16.00	Main bar marquee	
	Pop up shelters to Peel Park	

Saturday 26th August

Time	Item	Comment
09.30	Stage Build Continues	
12.00	Luton box Van and dropside in	
09.00 – 17.00	Marquee installation continues, dressing rooms, catering tents	

Sunday 27th August

Time	Item	Comment
10.00 – 18.00	Stage build continues	

Monday 28th August (Bank Holiday)

Time	Item	Comment
09.00	Signage in	
09.00	Raise the roof ballast in	
08.30 – 18.00	Stage build continues	
10.00 – 17.00	Toilets – all main / secondary apart from main arena customer toilets.	
10.00 – 13.00	Kitchen arrives and sets up incl. cold stores and fridges / freezers	
10.00 – 17.00	Transfer of stock from stores at Peel and Bingley	
10.00	Refreshments for staff catering in	

Tuesday 29th August

Time	Item	Comment
08.00 – 09.00	Delivery of pop up shelters –	Josh to coordinate
08.00 – 17.00	Generators 1, 2, 3, 10 and 12 delivered	
08.00 – 17.00	Raise the Roof Stage in and set up	
08.00 – 17.00	Tower Lights Delivered	
08.00 – 17.00	Electricians on site	Priority: Artist Catering, Bar, lighting at disabled viewing.
08.00 – 17.00	Dressing Rooms Erected	
08.00 – 17.00	Marquees installed	Real Ale Tent

		1 st Aid - remaining Welfare Press 3 x 2 nd Stage Changing Entrance gates and searches X2 Gin bar marquee Cocktail bar marquee
08.00 – 17.00	Bar Installation	Main bar
19.00	Full over night security in	
08.00 – 17.00	Mojo barrier bar counter installed	
08:00 – 17:00	Initial site branding commences	
12.00 – 17:00	CCTV and Internet to Press Room, changing rooms and marquees.	
08.00 – 20.00	Stage build continues	
08.00	Buggies in	
12.00 – 17.00	Hoarding fence for stage left & right and kids play area	
12:00 – 17:00	Furniture for green room from Peel Park	
14.00 – 15.00	Kitchen Plumbed in and Powered up & taps at rear of venue in	
08.00	Woodlands 4x4	

Wednesday 30th August

Time	Item	Comment
08.00 – 12.00	Bar area skip and remaining bins arrive	Distribute bins to positions
08.00 – 12.00	Ticket office Delivered outside Pool	Ticket office
08.00 – 15.00	2 nd Stage platform, disability viewing platforms and rolling risers in	
08.00 – 17.00	CCTV and network installation continues	Cash office/ ticket office, FOH, search and ticket lanes
08.00 – 17.00	Fencing and Barrier installation continues	Steps, entrance line, box office, first aid, lighting towers.
08.00 – 17.00	Set up cocktail bar and gin bar	
09.00	Straw in	
09.00	Evie in to set up Office	
	Fridges / freezers in Bar	
08.00 – 17.00	Electricians on site	Priority: Power to kitchen, cold room and Dressing rooms,
08.00 – 17.00	Arena toilets arrive and set up	
08.00 – 12:00	Generators delivered & sited – 2 nd stage gate /here	Synchronised stage twin set. Box Office, Tour Buses, Rear of venue.
08.00 – 17.00	Bar operation continue to set up	
08.00 – 17.00	Fire Extinguishers delivered and distributed across site	
08.00 – 20.00	Main Stage Build Completed	
08.00 – 12.00	2 nd Stage Build Completed	
08.00 – 17.00	Tables / chairs – Gin bar, plus 2 nd stage and FOH marquees in	
08.00	Scaff delivery in	
08.00 – 17.00	Bars - decorate	
09.00 – 11.00	Erect pop up shelters at various locations	
09.00	Flags and poles in	
11.00 – 17.00	Signage gantries across the site	
12.00 – 17.00	Popcorn tour Caterers arrive and set up	
12.00 – 17.00	Toilets for backstage delivered – disabled/ luxury any others.	
12.00 – 19.00	Fencing – generators – our staff	

Time	Item	Comment
08.00 – 12.00	Stage Lights. Arrive and rig	
08.00 – 15.00	FOS barrier in	
08.00 – 13.00	Decorate cocktail bar and gin bar, install furniture	
09.00	Broadfords delivery in	
08.00 – 13.00	Remaining toilets installed	
08.00 – 13.00	Dec out artist catering tent	
08.00 – 13.00	Finish site branding	
08.00 – 17.00	All of site traffic signs erected	Josh
08.00 – 17.00	Fencing and Barrier completed	Any remaining areas completed
08.00 – 18.00	Stage crew arrive to assist lampies and PA rig up	
08.00 – 21.30	Electricians on site	
08.00 – 12.00	Comms arrive	to accept delivery
12.00 – 17.00	Catering units arrive and set up	
	Bins sited	
12.00 – 17.00	Funfair ride arrives and sets up	
12.00 – 17.00	Site decor around site	
12.00 – 18.00	PA arrive and rig	
12.00 – 18.00	Load in screen for video screens	
13.00 – 17.00	Erect internal event signage	
15.00 – 16.00	Site walk around	SAG and Building Control, Env Protection.
16.00	Luton off hire	
20.00 – 22.30	Light test	

Friday 1st September

Time	Item	Comment
08.00 – 13.00	Signage Check	
08.00 – 13.00	Site Check	
08.00 – 13.00	Bins Check / trader check	
08.00 – 13.00	Furniture distribution and sign out for traders	
6.00	Road closures on	
08.00	Safety Advisor on site	
09.00	Non food traders load in	
	Road closures on drop off/ pick up	
08.00	Production and stage crew on site	
08:00	Stewards deployed	
08.00 – 22.30	Electricians on site	Finishing off + standby
14.00	all staff on site	
14.00	Volunteers arrive	Volunteers briefed
14.30	Strict vehicle curfew	
15.00	Gates open	On instruction of safety advisor
16.00	First band on stage	
17.00	Park & Ride first bus leaves	
21.30	Show ends	
22.00	Vehicle curfew lifted	On instruction of safety advisor
22:15	Park and Ride closes	
23.00	Securing of site	

23.00	Security on site	Hand over site to security
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Saturday 2nd September

Time	Item	Comment
05.00 – 08.00	Town centre cleansing	
05.00 – 11.00	Site cleansing	
06.30 – 07.30	Park & Ride cleansing	Toilets to be serviced
08.00	Production and stage crew on site	
08.00	Stewards deployed	
06.00 – 08.00	Servicing of toilets	
08.00 – 22.00	Electricians on site	Standby
10.00	Volunteers arrive on site	Volunteers debriefed
11.00	Strict vehicle curfew on site	
11.00	Park and ride in operation	
11.30	Gates open	On instruction of safety advisor
11.55	Show starts	
14.00 – 19.00	Site cleansing team	
15.00 – 19.00	Town Centre cleansing team	
21.30	Show ends	
22.00	Vehicle curfew lifted	On instruction of safety advisor
22.30	Security on site	Hand over site to security
22.30	Park & Ride last bus	
23.00	Securing of site	
23.00	Park & Ride closes	

Sunday 3rd September

Time	Item	Comment
05.00 – 8.00	Town centre cleansing	
05.00 – 11.00	Site cleansing	
06.00 – 08.00	Park & Ride cleansing	Toilets to be serviced
08.00	Production and stage crew on site	
08.00	Stewards deployed	
08.00 – 10.00	Servicing of toilets on site	
08.00 – 21.00	Electricians on site	Standby
10.00	Volunteers arrive on site	Volunteers re briefed
11.00	Strict vehicle curfew on site	
11.00	Park and ride in operation	
11.30	Gates open	On instruction from safety advisor
11.45	Show starts	
14.00 – 19.00	Site cleansing team	
15.00 – 20.00	Town Centre cleansing team	
20.30	Show ends	
20.30	Popcorn tour caterers de rig	
21.00	Vehicle curfew lifted	On instruction of safety advisor
21.00	Lights/PA de rig	
21.30	Security on site	Hand over site to security
22.00	Securing of site	
22.00	Kitchen collected	

22.00	Trader furniture collected and checked off	
22.00	Video Screens de-rigged	
22.30	Park & Ride last bus	
22.30	Park & Ride closes	

Monday 4th September

Time	Item	Comment
01.00	Production and stage crew load out	
06.00 – 07.30	Cleansing of Park & Ride	Toilets removed
05.00 – 08.00	Town centre cleansing	
05.00 – 16.00	Site cleansing	
08.00	Breakdown and recovery of infrastructure commences. Electricians de rig Stage video screen de rig Stage dismantled and removed Generators collected Toilets & Waste water tanks collected. Bar de rig Fencing dismantled and collected Hoarding fence & FOS dismantled and collected Entrance gates removed Gantries removed Funfair vehicles load out Any Marquees not containing furniture to de-rig	

Tuesday 5th September

Time	Item	Comment
07.00 – 16.00	Site cleansing continues as necessary	
08.00	Recovery of infrastructure continues. Marquees dismantled and collected Electricians de rig Stage dismantled and removed Generators collected Marquees collected Bar off site Fencing collected Skips and bins collected cabin, ticket office and Cash counting cabin to collect	

Wednesday 6th September

Time	Item	Comment
07.00 – 16.00	Site cleansing continues as necessary	
08.00	Security off site	
08.00	Remaining items of infrastructure are recovered. Stage off site - AM Generator for office block removed Office block removed – AM Sleeper unit removed AM Plant off site Trakway Removal commences - PM	

Thursday 7th September

Time	Item	Comment
07.00	Trakway removal continues	

Friday 8th September

Time	Item	Comment
07.00 – 15.00	Trakway de-rig	

08.00 – 12.00	Site cleared of any remaining equipment to the stores – taps etc	
16.00	Site clear	Hand back site to Park Manager. Reinstatement to commence.
15.00	Security off site	
15.00	Toilets for security collected	

6. Licensing Objectives

As event manager for Bingley Music Live it is my intention to deliver to the public a safely planned and well organised event; that meets all the statutory obligations under relevant legislation and that meets the standards of safety applied to all public events in the City of Bradford.

Event proposals will be presented to the Public Safety Liaison Group (PSLG) to ensure compliance with the licensing objectives. All recommendations and advice from the group will be taken into account and, where reasonably practicable, incorporated.

Local businesses and residents will be informed of event proposals via mail, media, electronic mail, and where practicable, their concerns and views will be taken into account in the delivery of the event. Based on feedback and evaluation gathered from previous events from the event team, Police as well as residents, the following issues/concerns will be addressed by incorporating the following measures.

- Park and Ride to discourage motorists from entering and parking irresponsibly in Bingley Town Centre;
- Additional signs displaying 'resident only parking';
- Contingency rail service after the event;
- Temporary Traffic Regulation orders for parking enforcement;
- Enhanced Town Centre Cleansing Plan;
- Noise control and pro active noise measurement by an independent noise consultant;
- Re orientation of Discover stage;
- Road closure on Main Street during egress of attendees from the event;
- Closure of Beech Street Park entrance/exit to festival attendees other local residents, disabled people and staff in order to appease any potential anti social behaviour following the event;
- Early finish to programming of music; and
- Consideration to programming i.e. no drum and bass which creates heavy vibration through excessive bass.

The event will include the following Licensable Activities between 15.00 and 21.30 on Friday 1st September, 11.30 – 21.30 on Saturday 2nd September and 11.30 – 21.30 on Sunday 3rd September 2017.

- The provision of regulated entertainment; live music & recorded music;
- The sale of alcohol by retail

To prevent Crime and Disorder, the event manager will co-ordinate with stewarding (crowd management) and security staff and West Yorkshire Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Association regulations stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation. CCTV will be provided at the front of the main stage to assist the monitoring of crowd behaviour.

To ensure public safety, the event manager will consult with the PSLG on the proposals within this document to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency. A Table Top exercise presenting various potential emergency scenarios will be undertaken with the Event Management Team (EMT) in order to plan and prepare for a co-ordinate joint response to potential incidents. The event manager has appointed Neil Marcus of Redman Events as the nominated Safety Advisor. Neil has a vast wealth of experience in the event industry including but not limited to:- Glastonbury Festival, Hop Farm Festival, Wembley Stadium, FIFA Champions League Finals, BBC Radio 1 Big Weekend, Diamond Jubilee Celebrations and World Summit gatherings. Neil also has 18 years experience and knowledge of music events at Myrtle Park.

The Site Manager will ensure an on-going assessment takes place throughout the duration of the event including the 'build' and 'breakdown and recovery' phases. Any escalation in the severity of a hazard or the discovery of a new hazard will be logged and remedied to eliminate reduce or isolate as appropriate. Subject to the severity of the hazard the event manager and relevant multi agency body should be informed.

In all cases such changes are to be recorded in the Event Log which is maintained as a record of activity during the operation of the site. The event log will be maintained by colleagues in Emergency Planning based in Event Control.

To prevent public nuisance the event manager will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. Blue Sky Environment have been appointed as independent noise consultant to undertake noise readings to ensure appropriate noise levels are not exceeded. Noise measurement will be taken at mixing desks and nearest noise sensitive premises. In addition Bradford Council's Environmental Protection Officers will be operating during the event period for responding to any public complaints. Early event finish times are specifically planned to limit noise nuisance to residents in the surrounding area. The early finish times have also been reflected in the overall plans to aid the migration of attendees at the end of the event to meet public transport connections. Consequently attendees of the festival are not then stranded in Bingley Town Centre at the end of the event. The event manager will ensure there is a suitable and sufficient waste and cleansing programme both in the event site and Bingley Town Centre. The event manager will ensure that local residents and businesses are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are addressed.

To protect children from harm the event manager has made arrangements for appropriate trained and experienced staff who have undergone necessary security checks to be available to manage the welfare of separated minors. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. The facilities for holding separated minors prior to repatriation will be located at the Welfare tent. A specific meeting point on site will not be promoted. Instead event information suggests people attending with minors agree their own meeting point and stick to it in the event of becoming separated. This information is promoted on the event website and will also be relayed on the venue LED Screens.

6.1 Multi Agency Site Inspection

A multi-agency site inspection is schedule for 15.00 on Thursday 31st August. The aim of the inspection is to walk the site enabling event management to inform agencies on the layout and be available for any questioning.

Please meet at the entrance gate to back stage near the foot of the stacked office cabins. Security will be located in this area.

Debriefs will be undertaken as follows:

In house (immediate team) hot debrief Sunday 3rd September

Production debrief. TBC

Multi Agency debrief TBC

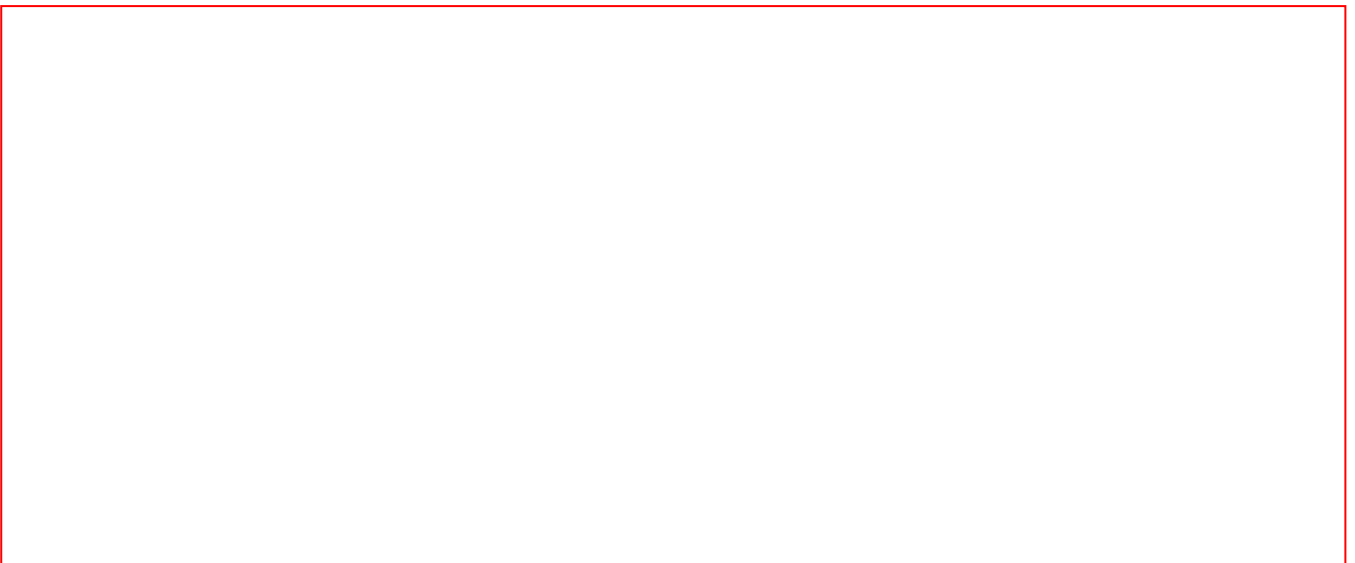
7. Organisational Structure and roles and responsibilities.

7.1 Management Responsibility Schematic



7.1.2 Management Reporting Structure

The following structure represents the reporting lines for the hourly Event Management Team Meeting where updates are required from all operations on site.



7.1.3 Management Reporting Structure (Emergency incidents)

This structure represents the reporting lines in an emergency situation.



7.2 Roles and Responsibilities

Event Manager	<p>Responsible to Bobsie Robinson, Events and Culture Manager, Sport & Culture Services.</p> <ul style="list-style-type: none">• Nominated officer with overall responsibility for the event.• Overall responsibility for co-ordinating and managing health and safety in accordance with HASAWA 1974.• Ensuring licensing objectives are met.• Overall site safety.• Nominated officer for implementing emergency evacuation procedures and contingency plans.• Responsible for event safety plans, crisis management plans and table top exercises.• Liaison with Site Manager, Operations Manager, Production Manager and independent Safety Advisor to ensure health & safety policies are enforced.• Responsibility for the suitability of the venue and it's upkeep during the tenancy of the event.• Nominated Event Manager in the event of the contingency plan being activated.
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	<ul style="list-style-type: none"> • Liaison with Operations Manager to ensure appropriate levels of medical provision, stewarding provision and cleansing provision is achieved. • Liaison with licensing authorities, Public Safety Liaison Group and Event Management Team. • Liaison with noise consultant and Environmental Noise Control. • Liaison with Artist Booker on the programming of bands. • Liaison with Production Manager and Artist Liaison on technical and dressing room riders. • Liaison with Marketing Manager on marketing, press and media activity. • Responsible for the planning and development of new initiatives i.e. cocktail bar, Gin bar, Site Layout. • Liaison with Bar Manager for all bar operations. • Liaison with beverage supplier in relation to supply of beverages for the bars. • Responsibility for ensuring the correct contracting and payment of artists. • Responsible for the overall management and deployment of staff on site. • Overall responsibility for managing the event budget. • Responsibility for ensuring evaluation consistent with departmental targets. • Liaison with Assistant Director, Strategic Director, Portfolio Leader and ward members, Police Silver and Liaison Officers
Site Manager	<p>Responsible to Event Manager for:</p> <ul style="list-style-type: none"> • Overall responsibility for Site Management. • Responsibility for the suitability of the venue and it's upkeep during the tenancy of the event. • Procurement of infrastructure items and services. • Overseeing of site build, breakdown and recovery periods in accordance with schedules agreed with the event manager, production manager and contractors. • Ensuring and maintaining site safety in accordance with HSW Act 1974 during the tenancy of the event site including the review and upkeep of risk assessments. • Ensuring appropriate health & safety policies including risk assessments, working procedures and insurances are provided by contractors. • Liaison with the Council's Building Control dept. • Liaison with the Production Manager and dedicated stage construction manager to ensure schedules are maintained. • The collation of a site contractor health and safety file including structural calculations for demountable structures. • Ensuring contractors comply with appropriate health and safety policies and procedures whilst on site. • Working with the Safety Advisor in ensuring the signing off of contractors work. • Liaison with CDM Manager on site safety measures. • Liaison with the Park's manager on site stipulations, site preparation, reinstatement, recovery and handover. • The co-ordination of cleansing operations. • Procurement of suppliers competent to undertake infrastructure requirements. • Power supply requirements to all areas of site. • Liaison with Bar Manager and Catering concessions, merchandise and other concessions for 'get in' and location. • All plant and vehicle hire including daily inspections in accordance with Council procedures and plant hire procedures. • Responsible for the delegation of duties to site supervisors and site crew. • Monitoring and control of work allocated to site supervisors and site crew.

	<ul style="list-style-type: none"> • The recording of medical incidents on site in accordance with RIDDOR. • Responsible for budget monitoring in area pertaining to role.
Operations Manager	<p>Responsible to Event Manager Responsibility for:</p> <ul style="list-style-type: none"> • Traffic Manager to ensure appropriate traffic management. • Working with the Event Manager in co-ordinating appropriate crowd management and medical cover. • Liaison with Stewarding and Security Services and Medical organisations prior to the event and on site during the event. • The recording of medical incidents on site in accordance with RIDDOR. • Responsible for Welfare team and facilities. • Liaison with Rail Services • Coordinating Park and Ride service • Contracting of food/Ice Cream traders and advancing and liaison on site. • Responsible for budget monitoring in area pertaining to role.
Safety Advisor	<p>Responsible to the Event Manager:</p> <ul style="list-style-type: none"> • To liaise with the Event Manager and advise on any matter affecting public safety including but not limited to show stop and/or evacuation situations. • Working with Site and Production Managers in ensuring appropriate health & safety policies are provided by contractors. • To advise and take action necessary to ensure the safety of visitors during the period the licence is in force. • To oversee the stewarding management ensuring standards are met and briefings are carried out. • Liaison with The Independent Noise Consultant in ensuring noise levels are in accordance with regulations. • Co-ordination and delivery of Table Top Exercise.
Production Manager	<p>Responsible to the Event Manager for:</p> <ul style="list-style-type: none"> • Liaison with tour managers and artists on the appropriate levels of production. • Liaison with Artist Liaison on band schedules. • Working with the Event manager, Operations Manager and stage supplier in arranging for the planning of stage requirements, installation of stage and other associated structures. • Working with PA & Lighting contractor ensuring appropriate levels of production and installation of production. • Working with the Operations Manager ensuring appropriate power supply to all areas of production. • Providing specifications to Event Management on production and logistic requirements. • Management and co-ordination of stage manager, all production personnel and production crew. • Maintaining production schedule. • Maintaining performance schedule. • Responsible for co-ordinating local technical and site crew. • Responsible to Event Manager for budget monitoring.
Stage Managers	<p>Responsible to Production managers for:</p> <ul style="list-style-type: none"> • Co-ordination with production manager, production personnel, artist liaison and tour management. • Maintain performance schedule on stage. • Responsible for co-ordinating technical and site crew allocated to stage
Artist Liaison	Responsible to the Artistic Programming manager for:

	<ul style="list-style-type: none"> • Prepping of artist dressing room and catering riders. • Advancing with tour managers, band managers on dressing room/catering riders, passes etc. • Meeting and greeting of artists, tour managers and band managers. • Allocation of dressing rooms and office space for artists and managers. • Prepping and cleaning of dressing rooms. • Responsible to the production manager and stage manager in ensuring artists maintain schedule.
Security & Stewarding Manager	<p>Responsible to the Operations Manager for:</p> <ul style="list-style-type: none"> • Guidance to members of the public regarding site and event information. • Supporting Traffic Manager as directed • Supporting WY Police. • Recruitment of suitable personnel appropriate to role requirements. • Deployment of steward and security personnel. • Supporting the monitoring of crowd density and crowd situations with a view to public safety. • Central Communications in event control. • Maintaining a sterile production working area. • Maintaining security and access to the arena, backstage areas, artist and staff car parks. • Supporting the monitoring of crowd density and crowd situation with a view to public safety. • Liaison with Event Manager, Safety Advisor and WY Police on event and contingency planning.
Traffic Manager	<p>Responsible to the Operations Manager for:</p> <ul style="list-style-type: none"> • The planning and application of Road Closures, Temporary traffic Regulation Orders, Footpath Closures. • Implementation and upkeep of road closures and TTRO's including all necessary signing and coning to schedule. • Clearance of road closures and equipment to schedule. • Liaison with Council Parking Services. • Liaison with Rail and Bus companies for enhanced services in support of event egress. • The planning and implementation of bus pick up and drop off points. • The implementation of Park & Ride including all signage and any necessary infrastructure requirements.
Event Assistant	<p>Responsible to the event manager for:</p> <ul style="list-style-type: none"> • Staff recruitment • Preparation and dissemination of staff briefing documents • Preparation of items required for Information point, disabled buddy service and welfare area. • Management of personnel for specific areas on site such as Site Office, Receptions, Traders, Merchandise company, play team, Buddy Service, Ticket Office, Welfare and LM Charity • Accreditation and administering passes. • Administering staff payments. • Administering cash advances for expenses. • Managing the event enquiry phone line. • Control of allocation of festival wristbands, passes and sundry items. • Control of radio communications equipment.
Marketing Coordinator	<p>Responsible to the Event Manager</p> <p>Responsible for all Press and Marketing activity including:-</p> <ul style="list-style-type: none"> • Press and Media • Social Media activity • E-marketing

	<ul style="list-style-type: none"> • Media Relations/PR • Media Planning • Media Buying • Coordination of artist interviews • Liaison with Ticketing agencies • Weekly sales reports • Inward investment
Bar Manager	<p>Responsible to the Event Manager Responsible for management of bar operations pertaining to main bar and discovery stage bar.</p> <ul style="list-style-type: none"> • Staff rotas and allocation of roles • Staff management • Stock Control • Operational Training of staff
Revenues Manager	<p>Responsible to the Event Manager Responsible for the safe collections of revenue including:-</p> <ul style="list-style-type: none"> • Ordering of cash advances • Management of revenues staff • Overseeing the safe delivery and collection of cash advances • Till lifts • Till readings • Staff training pertaining to till operating • Cash counting • Reconciliation of tills and maintaining of records • Cash collections within the insured limits • Banking of cash • Preparation of staff wages and payment via BACS

7.3 Roles of multi agencies

West Yorkshire Police	<ul style="list-style-type: none"> • Responding to emergencies. • The protection of life and property. • Saving of life in conjunction with the other emergency services. • Co-ordination of the Emergency Services, Local Authority, Voluntary aid and other subsidiary organisations during the emergency phase of an incident. • Protection and preservation of the scene. • Setting of cordons. • Collation and dissemination of casualty information. • Identification of the dead on behalf of the Coroner who is the principal investigator when fatalities are involved. • Investigation of the incident in conjunction with other investigative bodies where applicable. • Submission of appropriate reports. • Restoration of normality at the earliest opportunity.
West Yorkshire Fire and Rescue Service	<p>The role of West Yorkshire fire and rescue service is derived from its long experience in fire fighting and rescue operations of all types. Its primary functions are to save lives, save property and to render humanitarian services. Major incident plans should aim to cover the following aspects:</p> <ul style="list-style-type: none"> • Rescue of trapped casualties. • Preventing further escalation of the incident by tackling fires, dealing with released chemicals and other hazardous situations.

	<ul style="list-style-type: none"> • Information gathering and hazard assessment to give advice to the Police and enable them to advise the public whether to evacuate or to stay put. • Liaison with the Police regarding the provision of a cordon around an immediate hazard area to enable the fire service to exercise control. • Liaison with Yorkshire Ambulance service incident officer and the Medical Incident Officer (if there is one present) with regard to providing assistance at Ambulance Loading Points and the priority evacuation of injured persons. • The safety of all personnel within the inner cordon. • Consideration of the effect the incident may have on the environment and the action to be taken to minimise this. • Assisting police with the recovery of the dead. • Participating in investigations as appropriate and preparing reports and evidence for enquiries. • Standby during emergency recovery phase to ensure continued safety at and around the site if necessary.
Yorkshire Ambulance Service	<p>Yorkshire Ambulance Service (YAS) is responsible for:</p> <ul style="list-style-type: none"> • Ensuring the event organiser has planned for, and provided, adequate first aid and/or medical cover. This includes appropriate levels of cover, facilities, communications (between first aid/medical staff), and contingency planning. • To advise on matters pertaining to first aid and medical cover.
Emergency Planning (LA)Bronze	<p>Responsible to Event Manager</p> <p>On being activated by the Police the Council's Emergency Planning Duty Manager will if necessary co-ordinate the Local Authority response to a major incident at the event. If required an Emergency Control Centre will be established to manage the incident response following the guidance enclosed in the Council's Emergency Management Plan.</p> <p>This coordination will involve:</p> <ul style="list-style-type: none"> • Assessing Local Authority involvement and co-ordinating the response. • Alerting relevant internal Local Authority departments. • Setting up Local Authority control and co-ordination arrangements as appropriate. • Agreeing such services as may be required including temporary accommodation, rest centres and emergency feeding. • Advising, where necessary, appropriate senior management and elected members. • Collecting, collating and disseminating information concerning the incident relevant to Local Authority involvement. • Establishing liaison with Government Departments, public utilities and other organisations as appropriate. • Co-ordinating post trauma stress counselling, in conjunction with the Police Casualty Bureau, Health Authority and Voluntary Organisations. • Taking control of the recovery phase of the incident once Police and other Emergency Services have handed over responsibility. • Assist in the co-ordinating of the LA media response.
West Yorkshire Health Authority	<p>In responding to an emergency incident, the responsibilities of the West Yorkshire Health Authority may be summarised as follows:</p> <ul style="list-style-type: none"> • Provision of a Medical Incident Officer and Site Medical Team when required. • Treatment and care of casualties and those affected by the incident. • Provisions of public health advice to those managing the response.

	<ul style="list-style-type: none"> • Provision of psychological support, in conjunction with the local authority to victims and those responding to the incident. • Consultation with the West Yorkshire police Press Office regarding the release of media information as required.
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8. Statement of intent

The event manager obo Bradford Council will endeavour:

- To create a safe event for all who attend.
- To set and maintain appropriate standards for health and safety in accordance with the HASAWA 1974.
- To take into consideration, where reasonably practicable, all consideration and recommendations made by the PSLG and Event Management team through the table top exercise.
- To comply and promote the four licensing objectives in the licensing act 2003.
- To create an event that positively promotes the Bradford District and Bradford Council.
- To deliver an event that serves the various communities of the district including families and people on low income including looked after Children.
- In accordance with the disabled action plan to create an accessible event.
- To create an event that positively contributes towards the districts regeneration and local economy.
- To create an event that makes a significant contribution to achieving its cultural targets.
- To help reduce worklessness by engaging people in the event through work opportunities and skill sets.
- To showcase local talent through the Emerging Talent Competition.
- To maintain environmental practices to meet the requirements of BS8901 a sustainable event management system.

9. Venue and Site Design

Myrtle Park is owned by the City of Bradford Metropolitan District Council and is vested within the Department of Environment & Sport.

Situated in Bingley off the A650 Bradford/Keighley road the park is an established outdoor venue hosting Bingley Agricultural Show and the Rotary Club bonfire in addition to Bingley Music Live.

It is in the large open meadow to the south west of the park where the main stage for Bingley Music Live is located. Bordering the south and west sides of this meadow is the River Aire. Two footbridges, which are closed to the general public during the event, enable access to the meadow from land over the river.

The northern side of the park is laid out in the more traditional park style with two bowling greens, flower gardens and war memorial, bandstand, putting green, aviaries, café, tennis courts, skate park and children's play areas. A small portion of this land hosts the Discovery stage, children's area and entrance lanes.

Situated within the park is the Council's grounds maintenance operation depot and Bingley Town Hall, which contains offices for the Council's Environmental Services and Social Services departments. A car park with 44 spaces is available adjacent to the Town Hall for its occupants. This car park is utilised during the event for band tour buses.

There are several access points into the park including 3 vehicular entrances, one of which is specifically used for production access, another for emergency and artist access and egress. During the event all entrances/exits are signposted with individual references. The references are identified on site plans in event control for accuracy when communicating.

The event site has been designed taking into consideration site topography, emergency vehicle access, audience access/egress, audience circulation, queuing times, viewing space and emergency evacuation times and means of escape. The venue is ideally located in terms of proximity to A & E departments with the choice of two, (Bradford Royal Infirmary and Airedale Hospital). Fire & Rescue service and Police stations are also in close proximity as is the major rail network, roads and public transport links.

There are a number of car parks in Bingley Town Centre but attendees of the event are encouraged to use the park and ride service available at UKAR in nearby Crossflatts that will be operated throughout the event in an attempt to minimise through traffic in Bingley town centre.

Whilst the venue is picturesque and has obvious advantages such as the road and rail networks it also has its disadvantages. A residential area borders one side of the park which prevents the event from extending performances times later into the evening. Vehicular access also has its challenges.

Portable aluminium box roadway is installed creating an access route in the green field meadow where the main stage is located. The backstage area is completely padded with the same roadway as protective ground cover for heavy duty vehicles. Both the access road and padded backstage area enable access for heavy load bearing vehicles transporting and off loading event infrastructure such as generators, portacabins, stage equipment, video screens etc.

9.1 Venue plan



10. Site Access

Pre and post event: All vehicles will access the event from the Beech Street entrance. Vehicles will enter through the widened Park entrance onto the tarmac path and turn left into the meadow where portable roadway is installed. The portable roadway borders the meadow and extends beyond the backstage padded area around the perimeter of the site.

Access for artists area.



Access for attendees of the event itself will be on foot. No vehicles, other than emergency vehicles responding to an incident and concessionaires prior to curfew will be allowed access. There is no public parking on site.

Access times for public attending the festival are as follows:

<i>Date</i>	<i>Entry gates & wristband exchange</i>
Friday 1 st September	15:00
Saturday 2 nd September	11:30
Sunday 3 rd September	11:30

Public access will be via one of the following 3 methods of entry

1. Pre purchased ticket. Attendees with pre purchased tickets will proceed to the entry gates where tickets will be exchanged for wristbands. Different coloured wristbands will identify access for weekend and day tickets.
2. Via ticket purchased on the day from the on site ticket office. Purchasers of these tickets will then proceed to the entry gates where tickets will be exchanged for wristbands.
3. Via guest or artist or working personnel pass/wristbands.

Prior to the entry gates there will be a Disney style queuing system which will corral visitors to the event in a confined space. SIA Stewards and Event Wayfinder staff will filter the queue directing attendees to appropriate entrance lanes. The number of entrance gates allocated to weekend and day tickets will be regulated subject to demand.

At entry gates tickets will be exchanged for the appropriate wristbands according to the ticket type. Attendees will then proceed to the search points where personal possession searches will be undertaken. Attendees will then gain access to the entertainment area. The procedure at the entrance gates will be: ticket show, ticket scan, wristband application. This will be followed by wristband check and possession search. Once wristbanded attendees will bypass the wristband exchange and proceed directly to the search area.

11. Capacity

The initial process undertaken to establish capacity is as follows:

- The overall space
- Available viewing area
- Density profile
- Potential capacity.

Capacity can therefore be defined as how many people can safely watch the event. However in addition to the above there are a number of other control measures in establishing capacity that have also been considered.

They are:

- How people get there
- Queuing times
- Means of escape
- Evacuation time; and
- Historical data.

In calculating the various capacities guidance has been taken from:

- The Event Safety Guide (The Purple Guide), the event industry standard on entertainment, primarily music led which focuses on the application of the HASAW Act and supporting regulations in relation to events.
- The Guide to Safety at Sports Grounds (The Green Guide) enables the identification and implementation of measures necessary to ensure the reasonable safety of spectators at sports grounds.
- The Fire Safety Risk Assessment guide has its basis under the Fire Regulatory Reform Orders and gives guidance and advice on how to avoid fires and to ensure people's safety if a fire does start.

In each guide there are inconsistencies in relation to crowd densities.

1. 2 persons per square metre (maximum density Event Safety Guide)
2. 4.7 persons per square metre (maximum open space density Guide to Safety at Sports Grounds)
3. 3.3 persons per square metre (maximum standing density Fire Risk Assessments)

It must be emphasised that these figures are guidance in relation to the particular event the guide supports. However the methodology to calculate the overall capacity is a function of four factors;

- i) the time it takes to get into a venue (Entry Capacity);
- ii) the size of the viewing area;
- iii) the audience profile (the density at which the audience will accept); and
- iv) the emergency evacuation time.

The safest capacity is the lowest of these four figures.

11.1 Entry Capacity

Event access is relatively unhindered in terms of terrain being on foot over well managed grassed areas leading onto internal tarmac footpaths.

As this is not a single artist event the arrival spread has been increased to 4 hours. Although people will arrive prior to the gates opening until the main support band are mid-way through their set, for calculation purposes a "window" based on experience from previous year's events during which time the majority will arrive has been assumed. Therefore an ingress time of 4 hours is acceptable with ingress actually occurring for a period of around 4 hours on Friday and 5 – 6 hours on Saturday/Sunday.

It is anticipated that the peak period of ingress will fall between 17.00 – 19.30 on Friday and between 13.30 – 16.30 on Saturday and Sunday.

Wristband application

A flow rate of 3 persons per minute per lane has been calculated. This is the processing time allowing for ticket show, ticket scan and wristband application.

In theory 17,280 people can be wristbanded in 3 hours via a maximum flow rate of 5760 persons per hour. This equates to 3 persons per minute per point of entry, of which there are 32, over a 3 hour period.

- The wristbanding process will be located within a 24m x 6m marquee.
- There will be 16 entry lanes each 1.5m wide
- There will be 32 Wristbanding points

32×3 persons wristbanded per minute = 96 people per minute. Multiply by 60 minutes = 5760 people per hour

$32 \times 3 = 96$ people per minute, 1 hr = 5760 people, 2 hr = 11,520, 3 hr = 17,280

An exclusive entry lane for disabled customers has been created and is not included in the entry capacity calculations.

The audience profile is generally able bodied, active persons aged predominantly between 18 – 35.

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

Once wristbanded people will walk a short distance (180m) to the search lanes prior to admission into the festival site.

Searches

In light of the recent terrorist attacks in London and Manchester all Bingley Music Live ticket holders will be subject to extra searches at this year's Festival. This is likely to make entrance slower than in previous years.

Our advice to ticket holders will be to:-

- Pack light. The less you bring, the quicker you'll get through the gates.
- Label bags. Put your name and number on any bags and possessions you bring.
- Observe the festival opening times and arrive as early as possible.

To address the impact that the increased searches will create an additional 16 search points will be added compared to previous years.

- 16 search lanes will lead to 32 search points.
- There will be separate search lanes for people with possessions. These lanes will be significantly slower than the fast track lanes for people without bags. The number of lanes will be regulated subject to demand.

The following calculations for entrance searches are based on 16 entry lanes and 32 search points.

Following consultation with Controlled Space (Security Contractor) a flow rate of 2 people per minute per search point has been calculated. This is the processing time allowing for bag and personal possession search. It is recognised that any entry lanes set aside for 'fast track' will see an increased level of throughput but for the purposes of these calculations it is assumed that each search point will be undertaking searches at a rate of 2 people per minute.

The search points will be located in a 24m x 6m marquee

- There will be 16 entry lanes each 1.5m wide
- There will be 32 search points

32 entry points x 2 persons per minute = 64 people per minute.

Multiply by 60 minutes = 3840 people per hour

Multiply by 4 hours = 15360 people.

In theory an entry capacity of 15,360 people can be achieved via a maximum flow rate of 3840 persons per hour.

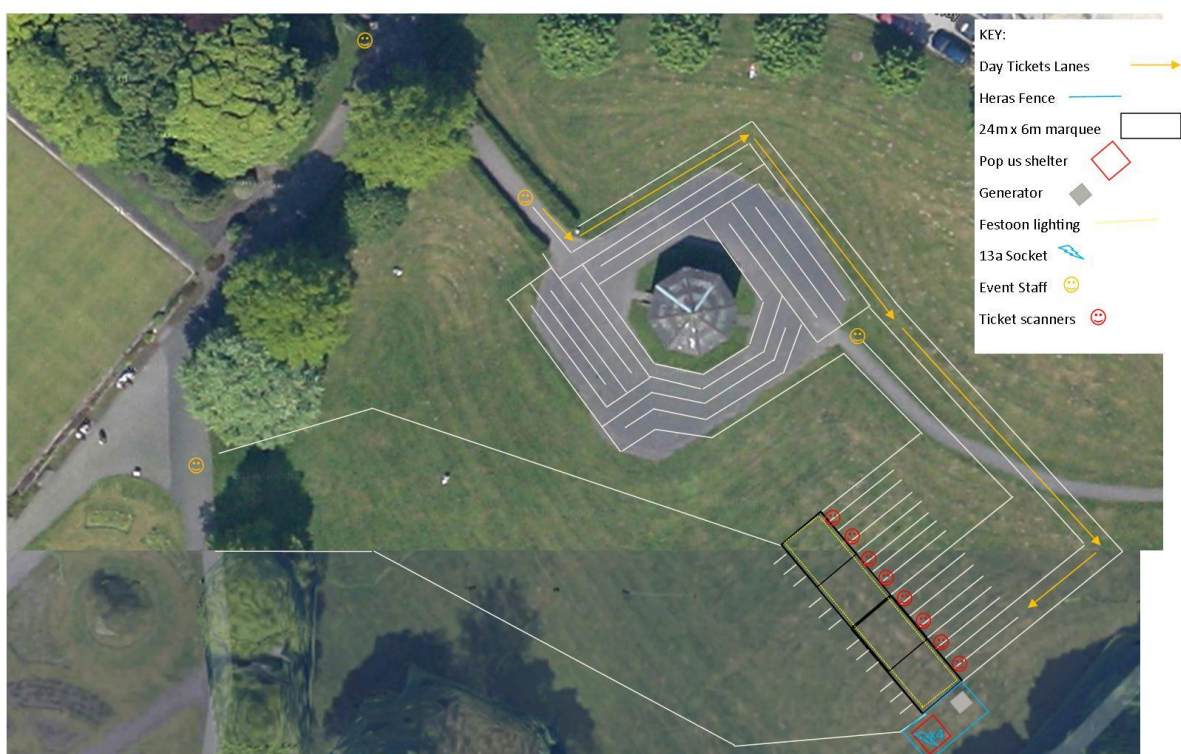
It must be emphasised that these calculations whilst adhering to the various guidance available should not be used in isolation and should be used as a point of reference in discussion with the Public Safety Liaison Group (PSLG)

The Diagram below shows the proposed entry system leading to wristband application.

16 entry lanes with 2 people wristbanding each lane therefore 32 wristbanding points. Wristbanding timed at 3 people per minute.

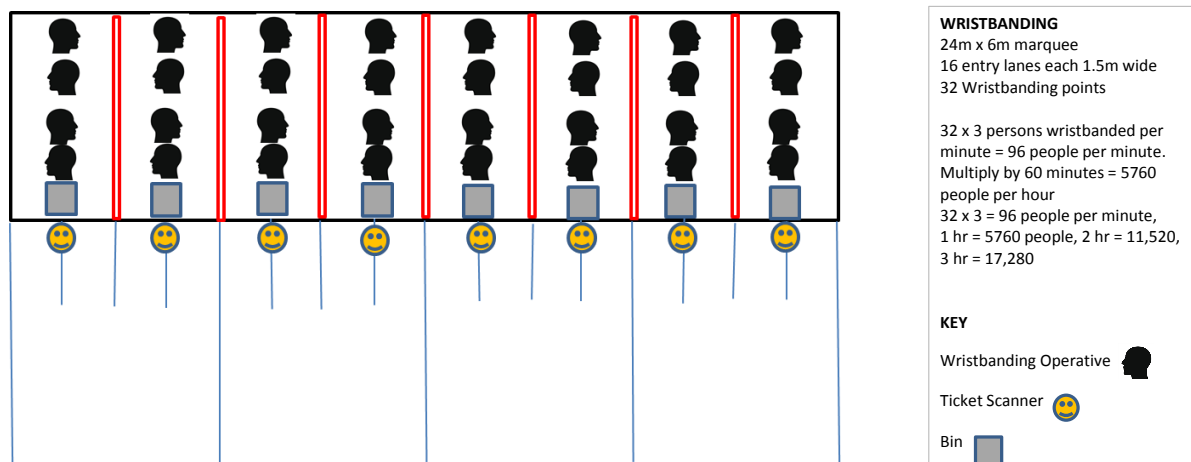
32 x 3 = 96 people per minute, 1 hr = 5760 people, 2 hr = 11,520, 3 hr = 17,280

Holding area = 1400m/sq. 1400 @ 2 people per m/sq = 2800 people. Processing 2800 people in 39 minutes

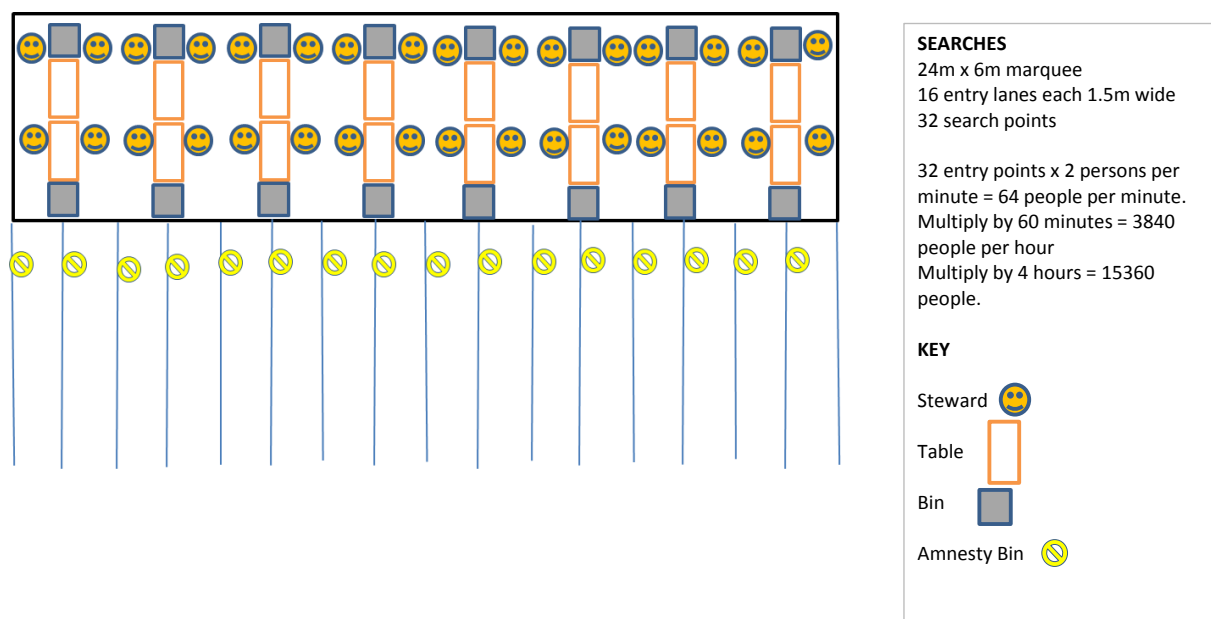


Approximately 80% of ticket holders will need to have wristbands applied at the festival on Friday evening. Consequently there will be an increase of 8 wristbanding points compared to last year.

The diagram below shows the wristbanding set up.



The diagram below shows the Search Lane set up



11.2 Size of the viewing area (Holding capacity)

The size of the main stage viewing area is generally dependent upon the space available for watching the entertainment. Some of the site will be taken up by structures, which will be unoccupied and as such these areas are deducted from the available area. Natural sight lines are also be considered.

The size of the main stage viewing area after deducting such areas is 8177m/sq. and the size of the second stage area is 400m/sq. Applying the calculations in the Event Safety Guide of 2 people per sq/m to the available viewing space would give a holding capacity of 17,154. See below.

11.3 Audience Profile and densities

Based on the audience profile, using previous attendances at previous Bingley Music Live events it is evident that there is a mixed audience, primarily not in family groups, with approximately a 50:50 ratio male and female split. The audience is generally able bodied, active persons aged predominantly between 18 – 35 and is peaceful and good natured.

Experience of such an audience profile at this type of event reflects how the audience will behave. The front of stage area will experience a much higher density than the rear of the event site with the audience choosing which area they wish to view from.

The following overhead image taken of the event in 2015 demonstrates the different crowd densities in the venue.



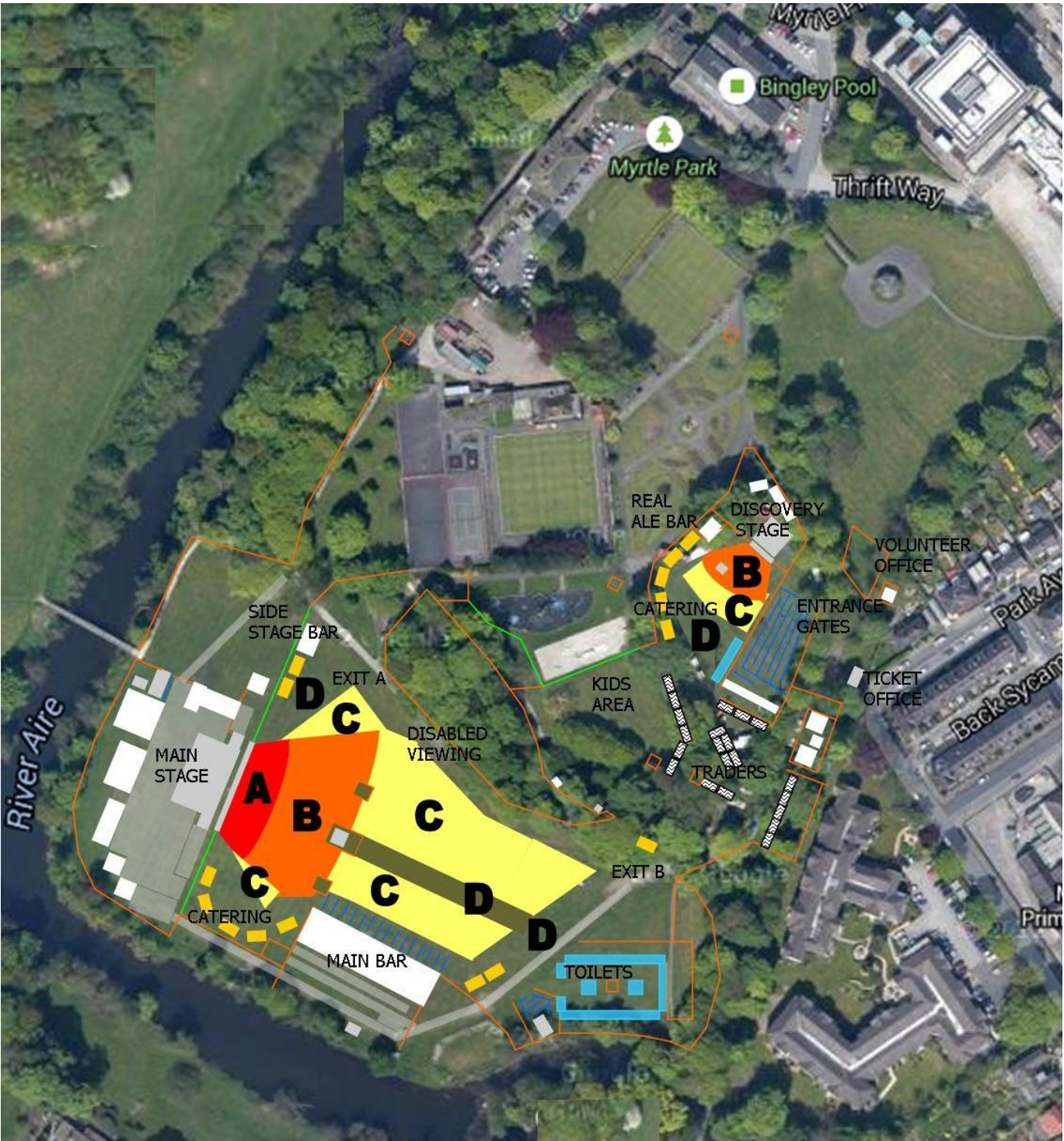
Broadly speaking the densities are broken into four areas. (Refer to figure 1 on the next page).

- A. Front of stage shows densities significantly higher than set out in the guidance. Densities here will exceed the 2 persons per sq/m and are more likely to be 5 or 6 people per sq/m.
- B. Viewing area to the rear of this area to the front of house tower. Here the density will be high and more than likely to exceed the guidance density i.e. 4 people per sq/m.
- C. This area is more likely to be in accordance with the guidance density of 2 or 3 persons per sq/m.
- D. The density is likely to be below the guidance density.

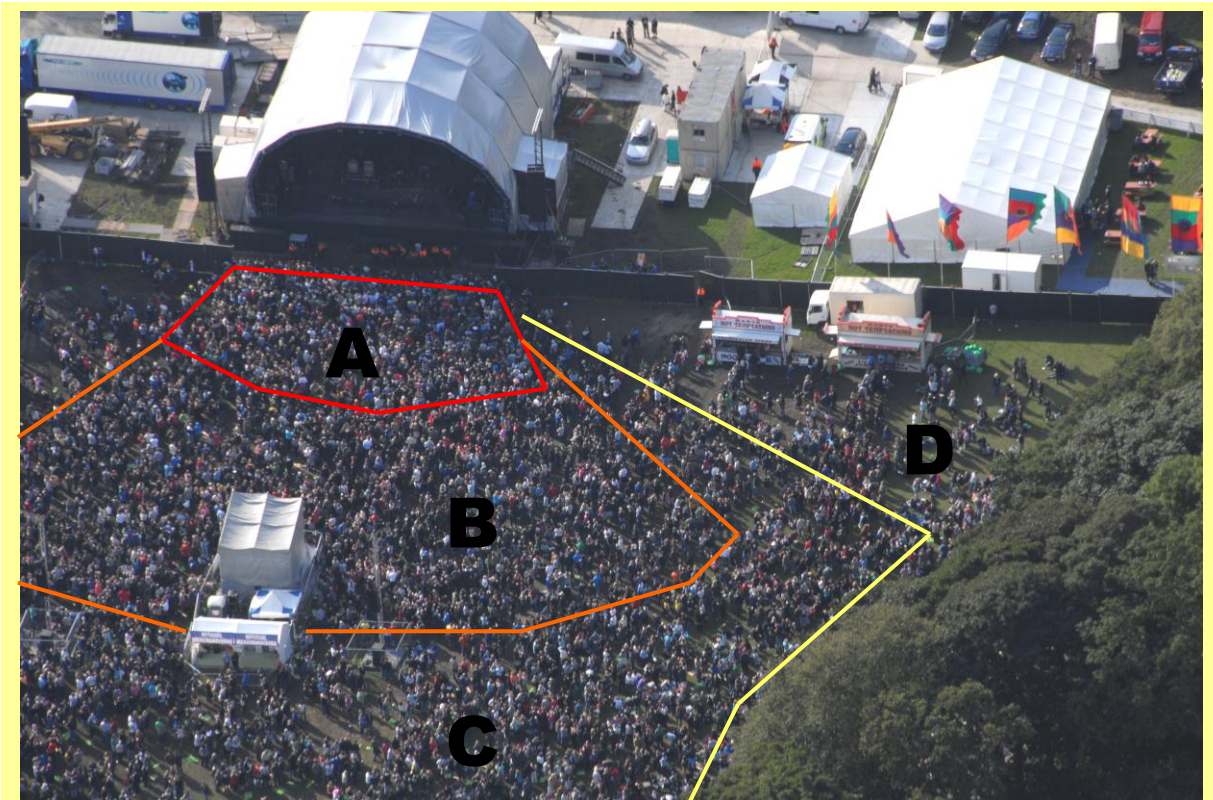
Applying the increased densities beyond the 2 persons per sq/m calculates capacity at 15,841 and gives a revised holding capacity. Capacity calculations do not take into account the area available at the children's area, cocktail Bar, Gin Bar, toilets, Disabled Viewing platforms or Discovery stage. This is because one should assume most ticket holders will be located in the main arena for the headline act.

The following diagram (figure 1) shows an indicative plan highlighting the different density areas at the event site in accordance with A, B, C and D above.

Figure 1



The aerial photograph below illustrates the high density areas in front of the main stage.



11.4 Egress and exit capacities

Exit capacity is the number of people that can enter into a free flowing exit route. Emergency exit capacity is different, that it is the time taken for people to reach a place of safety and is discussed in 11.5.

When applying exit calculations, similarly with capacity calculations there is again difference in guidance. The Event Safety Guide refers to The Guide to Safety at Sports Grounds which suggests a recommended rate of passage of between 66 – 82 persons per metre width subject to stepped or flat egress. The Fire Safety Risk Assessment suggests a rate of escape - flat of 109 persons per metre width per minute.

The differing figures in the guidance available have their own controls which must be applied when establishing figures. Therefore consideration has been given not to use the highest figures to get the highest calculation.

As Bingley Music Live is a 'greenfield' site and not a sports stadium the flow rate used in this calculation has been reduced to take into account that egress, although relatively unhindered in terms of being well lit with well maintained internal footpaths is less than ideal due to occasional uneven terrain as well as a stepped and inclined egress.

Considering this a significantly reduced exit rate of 65 persons per metre width per metre has been applied.

Egress at Bingley Music Live is via two exits; Exit A via a stepped egress at the front side of the viewing area (6m wide); and Exit B, a gradient at the rear side of the viewing area (8m wide). A total of 14m exit width.

An exit capacity of 18,200 can be achieved via a maximum flow rate of 910 persons per minute. This equates to 65 persons per minute per metre exit width over a period of 20 minutes.

The audience profile is generally able bodied, active persons aged predominantly between 18 – 35.

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

It must be emphasised that these calculations whilst adhering to the various guidance available should not be used in isolation and should be used as a point of reference in discussion with PSLG.

11.5 Emergency Egress Capacity

In conjunction with the Bingley Music Live emergency evacuation procedures and contingency plans dealing with show stopping arrangements (Chapter 12) and in the event of an emergency egress from site, all available entry exit points will be used. The availability of entry exit points is obviously dependant upon the location and nature of the incident necessitating the emergency evacuation. For this reason, the larger of the two exits is discounted from the emergency evacuation exit calculations.

As mentioned in 11.4 above, emergency exit calculations are about the time taken for people to reach a place of safety. In a football stadium, depending upon the nature of the emergency, this could be the pitch; in a theatre or arena style set up, a safe distance from the venue, thus outside. On a 'greenfield' site there may be many places of safety not necessarily outside the venue and it is generally big enough to move people around and not necessarily leave the site.

In the case of Myrtle Park, arrangements have been made to include additional emergency exits to the front left and front right of stage. In total the additional exit widths equate to 14 metres which together with the narrowest of the existing exits gives a total emergency exit width of 20 metres.

An emergency exit capacity of 19,500 can be achieved via a maximum flow rate of 1300 persons per minute. This equates to 65 persons per minute per metre exit width over a period of 15 minutes.

The audience profile is generally able bodied, active persons aged predominantly between 18 – 35.

The calculation also assumes average weather with relatively good ground conditions. Only severe wet weather will impact the flow rate to any degree where under such circumstances the overall attendance is likely to be proportionately reduced.

It must be emphasised that these calculations whilst adhering to the various guidance available should not be used in isolation and should be used as a point of reference in discussion with PSLG.

11.6 Licensed capacity

Whilst the licensed capacity is restricted to 16,000 taking into account the various capacities below, the lowest of the figures has been applied to determine actual capacity for this year's festival.

Summary of capacities:

Entry Capacity = 15,360

Holding Capacity = 15,841

Exit Capacity = 18,200

Emergency exit capacity = 19,500

It is anticipated that the attendance figures for this year's festival will be 15,000 per day.

11.7 Impact on Exit

Whilst the vast volume of attendees leave the event site following the last band our experience suggests that there is also a staggered exit due to people wanting to avoid the mass exit and to meet transport connections home. This helps alleviate crowd pressure on exit. Local campsite provision also reduces the demand on queues for public transport after the event.

It is also worth noting that the festival's ticketing policy of not putting day tickets on sale until much closer to the festival actually encourages followers of particular bands to purchase the full 3 day weekend ticket even though they may only wish to attend the festival for one or two of the days. This is due to the tickets being affordable and people not wanting to run the risk of missing out from seeing their favourite band in the event the festival sells out before release of day tickets. Consequently there are often less attendees at the event than weekend ticket sales data suggests.

12. Fire Safety

A fire safety risk assessment will be undertaken to look at the event and premises and the likelihood that a fire could start and cause harm to those in and around the premises or at the event. (See Appendix E)

The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people at the event if a fire does start.

Fire safety at Bingley Music Live is supported by additional precautions e.g. operational functions such as the cleansing of the site thus preventing the build up of rubbish, fire safety certificates of marquees, provision of fire extinguishers. Given the nature of the event the compound risks associated with a fire emergency relate to structures and catering concessions.

Provision will be made for tackling the early stages of a fire before the arrival of the fire brigade through the use of the appropriate portable or hand held fire fighting appliances that will be allocated to the areas of risk.

12.1 Classification of Fires

The classification of fires most likely to occur at an outdoor venue are Class A and Class B fires.

Class A fires are fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers.

Class B fires are fires involving liquids or liquefiable solids.

12.2 Fire Extinguishers

- To combat Class A fires, fire extinguishers containing foam and/or water will be provided.
- Class B fires and fires involving electrical equipment – carbon dioxide (CO₂) fire extinguishers will be provided.
- Dry powder fire extinguishers will also be provided which are suitable for both class A and B types of fire.
- Light duty fire blankets will be provided on stage, which will be suitable in the event of a clothing fire.

12.3 Mobile Catering Outlets

Terms and Conditions for all mobile catering concessions are required to be equipped with one x 2 kg dry powder extinguisher (rating 21 B) and one light duty fire blanket. Deep Fat Frying units in addition will include one x 9 litre foam type fire extinguisher.

12.4 Means of Giving Warning in Case of Fire

In the event of a fire, the Major Emergency and Incident Plan (chapter 13.6), will be followed with the appropriate action undertaken subject to the incident being small or large scale.

12.5 Exits

Provision will be made to ensure that:-

- all exits and gateways are unblocked and staffed by stewards throughout the event;
- all exits are kept clear at all times;
- all exits and gateways are clearly signed and illuminated; and
- all exits lead to a place of safety.

12.6 Plans

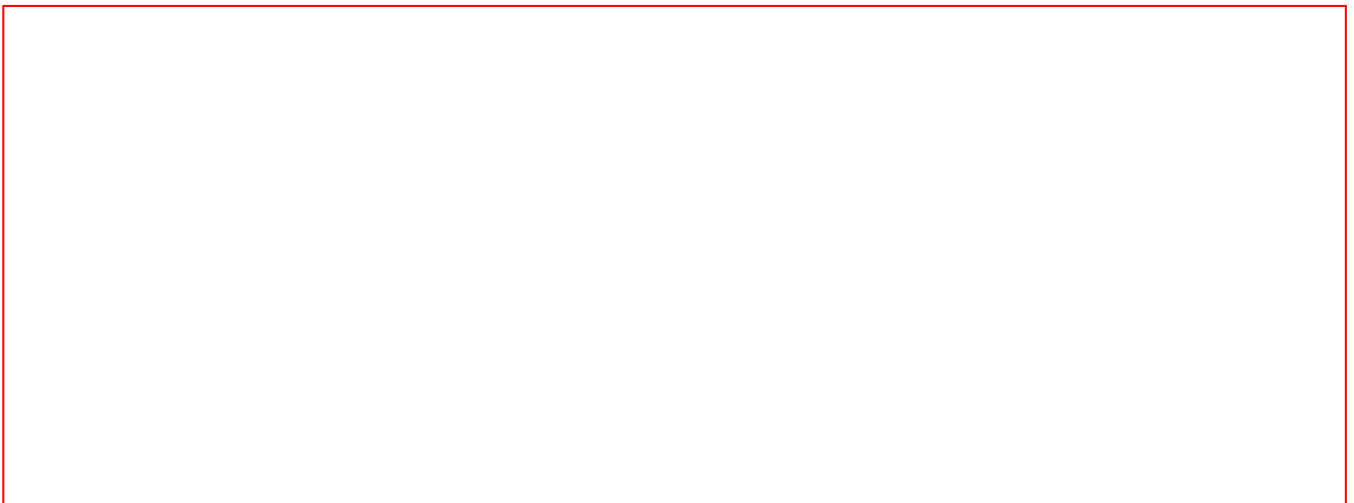
Co-ordination with West Yorkshire Fire and Rescue Services is essential. Specific event site plans identifying emergency access routes (red routes) and emergency vehicle rendezvous meeting points have been determined and can be seen in Appendix E1 *Fire Safety Plan*.

12.7 Fire Risks

Fire risks will be reduced by:

- A co-ordinated planning approach with the emergency services.
- Power supplies and electrical distribution will be undertaken by qualified electricians.
- The provision of appropriate fire extinguishers.
- Safe storage of LPG in accordance with current guidance.
- Valid fire safety certificates for event infrastructure.
- Prohibition of petrol fuelled generators.
- Deployment of trained security and event stewards familiar with the use of fire extinguishers and their locations.

12.8 Emergency Vehicular Access Route (Red Route)*



12.9 Emergency Lighting

All parts of the venue subject to public access and egress and all pedestrian escape routes will be illuminated by portable floodlighting columns or by mounted metal halide flood lights.

13. Event Contingency Plan

13.1 Event Management Team

There can be many emergency incident scenarios which would require the evacuation of the whole or part of the event site. The single most effective way of dealing with such incidents is through the use of an events management team which is made up from key agencies. It is recognised that this team cannot be put together when an emergency incident is unfolding and as such advance preparations with the team are essential. Consequently a table top exercise will take place with key agencies and emergency responders where a number of simulated emergency situations that can be associated with the event will be presented and worked on to establish the most effective response and to test the communication lines between each agency.

The aim of the table top exercise is:

- To define what scenarios constitute an emergency.
- Test the chain of command, lines of communication, information sharing and decision making process using the JESIP principles
- Express opinions in real time
- Consider incident planning and timelines
- Check we have the resources and skill base for the best possible response to an unfolding emergency

The event management team will comprise of the following key agencies:

Event Manager
Event Site Manager
Event Operations Manager
Emergency Planning Bronze
Independent Safety Advisor
West Yorkshire Police Bronze Liaison
CCTV operator
Steward Manager

13.1.1 Regular update meetings

Individual members of the event management team at the event will meet on the hour every hour to update on feedback they have received prior to the hourly meeting.

13.2 Incident Escalation

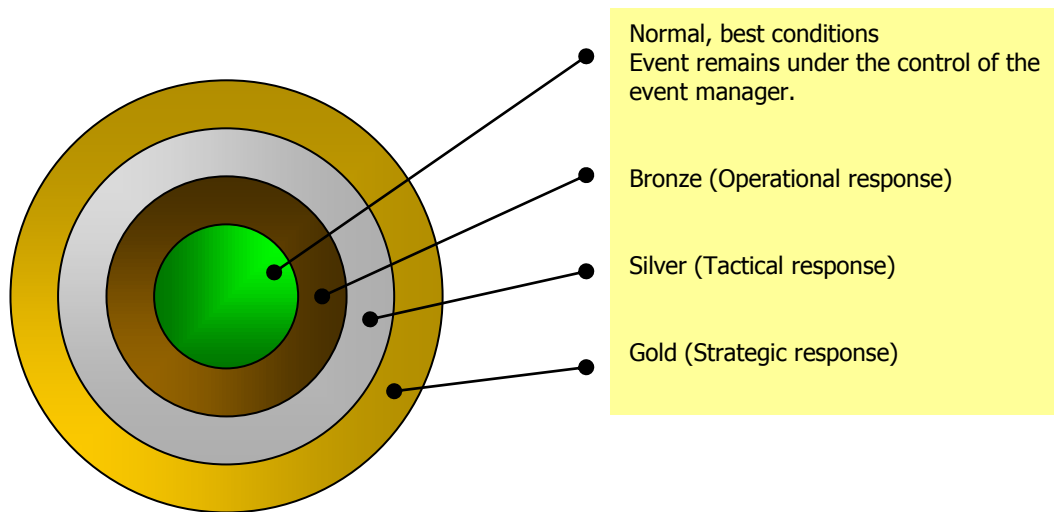
It is a pre requisite that the event management team are fully conversant with the layout of the site, the entry exit systems, the normal flow and anticipated behaviour of the audience and the impact of an emergency situation.

An emergency situation requires a multi agency approach in which the event manager, safety advisor, emergency planning, police, ambulance, fire and rescue service and stewards all play a part. Subject to the nature of the incident the decision to implement the contingency plan will be with the Police, Fire or Ambulance and is covered in the section 'Transfer of authority' (Chapter 32). The decision to evacuate part or the entire site will remain with the joint agencies and again will be subject to the nature of the incident.

The contingency plan is designed to implement systems to try and manage a situation back to normal event conditions. Only when circumstances clearly indicate should a full evacuation be contemplated.

The following diagram sets out an escalation process for a contingency situation and identifies how each level of contingency sits inside the next until a joint agency emergency plan is required to be implemented.

The diagram illustrates the escalation process.



Each level of action can be reached independently and it is not always necessary to move through the escalation process. The objective is always to try and return to normal event conditions.

Bronze

The Bronze (Operational) small scale incident where part evacuation may be implemented at the request of Police Bronze in consultation with the Police Liaison Officer, the event Safety Advisor, Event Manager and LA Bronze liaison officer. The immediate needs of the emergency would dictate the level of response. If necessary this would be escalated to Silver or Tactical level, where the initiation of a plan of action would be formulated. If the emergency was of significant size or escalated quickly beyond the capability of the responding agencies, the Gold (Strategic level) may be activated. At this point mutual aid may be considered for some or all responding agencies

Silver

Implemented at the requests of the Emergency Services, the decision to evacuate is made by Police Silver Commander in consultation with Event Manager, Safety Advisor, Police Bronze Commander, Police Liaison Officer and LA Silver. The Silver (Tactical) level of response will be situated at Dudley Hill which is sufficiently near to the emergency scene to enable the swift decision and implementation of actions, staff and resources. This level will be directed by the Gold (strategic level) if the emergency warranted it. Silver would have the over view of the emergency and the response required. The Silver level within the Local Authority would be the Emergency Planning Duty Manager.

Gold

Large Scale Incident. Implementation of full scale crisis management plans – LA Emergency Planning Team and the appropriate Emergency Services. The Gold (Strategic) level would be initiated for large scale emergencies. Within the local authority this would be the Strategic Director or a nominated deputy. They would liaise with senior officers from the other responding agencies. Strategic aspects of the emergency from information supplied from the Silver (Tactical) level, would be considered, from which policy framework would be implemented to respond to the emergency.

13.3 Major Incidents

As defined in the Civil Contingencies Act 2004 a major incident is any emergency which requires the implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to:-

- Rescue, treat and transport a large number of casualties;
- The involvement either directly or indirectly of large numbers of people; and
- The handling of a large number of enquiries from the public and/or news media, usually to the Police

It is also

- any incident that requires the large scale combined resources of the emergency services; and
- the mobilisation of the emergency services and supporting organisations such as the LA to cater for the threat of death, serious injury or homelessness to a large number of people.

As stated in 13.1 above there are many different reasons for evacuating the whole or part of the event site. The reason may or may not be apparent. If for example a bomb or suspect package becomes a real threat to the safety of those attending or flames are billowing from a catering unit then the reason for partial or whole evacuation would be apparent. However if there was a major traffic accident or an accident involving a tanker with toxic chemical from which vapours from the vehicle were heading in the direction of the event site, the reason for the evacuation would not be so apparent.

Evacuation of the event site will take place when there is a significant major incident and a risk of serious injuries either to some or all of the attendees. The likely causes for a major incident have been appraised and the following risks and hazards have been identified that would give consideration for an evacuation:

Site Specific

- Overcrowding and crushing of spectators
- Serious medical emergency
- Food poisoning
- Structural collapse
- Civil disorder
- Fire from a tented area of catering concession
- Suspected package, bomb alert necessitating evacuation
- Terrorist activity
- Adverse weather
- Flooding

Non site specific

Incidents beyond the control of the event management team may result in special arrangements being implemented by the joint agencies. Examples of incidents include:

- Off-site chemical incident resulting in an airborne threat to health
- Major transport disruption
- Toxic smoke plume
- Extreme adverse weather
- Public disorder not associated with the event

13.4 Major Incident response

13.4.1 The role and responsibilities of Event Management in responding to a major incident are:

- To liaise with the Emergency Planning Duty Manager (EPDM), Event Safety Adviser and Police Liaison Officer.
- To manage the scene until the emergency services arrive.
- To log the incident and provide information to the emergency services.
- To liaise with the emergency services.
- To assist the emergency services in evacuation as necessary and under the direction of the emergency services.
- To continue to steward and staff the site under the direction of the emergency services.

13.4.2 The role and responsibilities of the Emergency Planning Manager (LA Silver) are:

- Liaise with the event manager and multi-agency partners at all times concerning the incident and appropriate command and control arrangements
- Establish an AIMS event for the incident determining appropriate access permissions
- Where appropriate add in pre-set AIMS task libraries
- Alert and brief the appropriate LA Services with respect to an emergency and if appropriate the Chief Executive and/or the Corporate Management Team (CMT) Duty Officer
- Discuss the need to activate emergency plans and the level of activation e.g. advise/alert, standby or full activation with appropriate officers
- Consider in consultation with the Chief Executive and/or the CMT Duty Officer if activating the Emergency Control Centre (ECC) who would assist in the co-ordination of the Council's response to the emergency - arrange for the opening of the ECC where appropriate
- Inform partner organisations that the Emergency Control Centre is open and the appropriate contact details
- Identify and deploy Council Liaison Officers to attend the scene (Bronze) and multi-agency tactical control (Silver) if appropriate, ensuring liaison is maintained throughout the emergency
- Ensure that Media and Warning and Informing responsibilities are discharged for smaller scale emergencies where Silver (LA) is not convened including appropriate liaison with the Contact Centre
- Participate in Gold (LA) and Recovery Groups giving advice from an emergency management perspective
- Implement the emergency response framework determined by the Gold Controller for Council Liaison Officers, AIMS Controller and Silver Support Officers including 24/7 rotas where appropriate
- Inform partner organisations when the Emergency Control Centre is stood down and any continuing Council response
- Co-ordinate the collation of documentation from all involved in the emergency for preparation of debrief sessions, production of post emergency report and for archiving
- Resume standard Emergency Planning Duty Manager callout procedures

13.4.3 The role and responsibilities of LA Bronze Liaison Officer in responding to a major incident is:

- Attend event control at incident scene.
- Make contact and liaise with LA staff at the scene
- Make contact and liaise with the agencies lead commanding officer, acting as a link between the Council's response and external agencies
- Provide briefings to external organisations represented at the group concerning the LA's response to the emergency and any appropriate issues arising
- To receive a briefing of the current emergency status and any requests for assistance which may be required
- Maintain regular contact with the Emergency Planning Duty Manager providing regular SitReps of the situation on the ground, status of the emergency and associated plans of action
- Where appropriate link directly with Silver LA Liaison Officers

13.4.4 The role and responsibilities of the EMT Bronze in responding to a major incident is:

- Manage the AIMS Incident Management System
 - In the Emergency Control Centre review all messages logged by Silver Support Officers determining any action necessary and forwarding on to appropriate LA Officers.
 - Print regular copies of the AIMS incident log in the event of system failure
 - Manage the paper based backup system in the event of an AIMS system failure.
- AIMS logging will not be undertaken at this event.

13.4.5 The role and responsibilities of the Local Authority in responding to a major incident are:

- Support the emergency services during an emergency
- Support the vulnerable in the community with a wide range of services
- Lead the recovery and return to normality for the community effected
- Maintain council services at an appropriate level wherever possible
- To identify specific resources available for emergency response
- Support the overall response by making available staff, equipment, supplies and resources when requested
- Identify and encourage officers who can take on a key role in the response and recovery phase, and for these staff to be released from their normal duties to support the response
- Validate the planning process and response by taking an active part in training, testing and exercising
- Lead the work of voluntary organisations and faith communities who may be assisting the response to an emergency

13.4.6 West Yorkshire Fire and Rescue

The Fire and Rescue Service has a key role with regard to fire fighting and urban search and rescue operations. This includes the rescue of trapped casualties and where appropriate assisting the Police and Ambulance services. The service also has responsibilities relating to the prevention of further escalation of an emergency by tackling fires, dealing with released chemicals and other hazardous situations. The Service will provide advice and assistance with regard to the mitigation of any harmful effects to the environment and in the aftermath of a fire and/or chemical release, continue to monitor the area affected to ensure that the site poses no further hazard to the public or environment.

13.4.7 West Yorkshire Police

The role of the Police includes co-ordinating the emergency services and other supporting organisations responding to an emergency. The primary responsibilities of the Police include saving life, protecting property, criminal investigations, preserving and investigating the scene of an emergency in partnership with other relevant organisations. The Police have responsibilities to collate and disseminate casualty information and identify any deceased persons on behalf of the Coroner.

13.4.8 Yorkshire Ambulance Service (YAS)

The primary roles of the Ambulance Service are triage, treatment and transportation. Yorkshire Ambulance Service will also co-ordinate the overall medical response to an emergency, including medical teams and voluntary agencies such as St John. YAS has the responsibility of decontaminating patients, other than in mass casualty situations. YAS acts as the gateway to the wider National Health Service.

13.5 Event Control

Event Control will be located backstage in a 2nd story portacabin. Event Control will be staffed by the Event Controller operating comms. Police Liaison Officer, CCTV operator. Also Situated in the room will be the Event Manager, EMT Bronze, Site Manager, Operations Manager and Safety Officer,

EMT Bronze will record all key decisions during the course of the event and emergency situations.

Regular meetings on the hour, every hour will take place by the above parties in Events Control.

Event Control will include all necessary radio communication charts, scripted messages and gridded referenced plans indicating services and venue facilities. All joint agencies will be provided with these plans.

A dedicated external telephone line will be in operation for use in emergencies.

This number will be 07856 714570. A landline in the event of a major incident where mobile airways are likely to be blocked is accessible for use at the nearby Bingley Pool.

In the event that Event Control is decommissioned through a particular incident a secondary Event Control Point will be housed in Bingley Town Hall.

Rapid Deployment CCTV Cameras will be operated and monitored from Event Control. Cameras will be mounted at the front of stage to monitor the crowd high density area, at the rear of the front of house tower, at the search lanes (EN5) and at the rear of the main bar to monitor movement between the bar and the cash counting cabin. The CCTV system will be linked into the Council's control room where access to any CCTV camera in the district will be available. Consequently the cameras mounted on Bingley Main Street will capture attendees arriving and departing to and from the event.

13.6 Major Emergency and Incident plan

The following major incident plan outlines the procedures adopted to deal with emergencies associated with Bingley Music Live. The plan is for major incidents ie those potentially involving a considerable number of casualties and identifies:

- key decision-making personnel
- procedures for stopping the concert
- details of messages to alert and stand down management and stewards
- details of the script of public announcements to the audience
- identification of forward holding areas for emergency services; and
- an outline of the roles and responsibilities of those involved

13.6.1 Intention

The intention of the plan is to:

- Secure a speedy and successful partial or full evacuation of the event site.
- Treat and evacuate, where necessary all injured parties to hospitals in the immediate area.
- Fully evacuate within 15 minutes
- To protect and save lives wherever possible.

13.6.2 Event Alert State

To assist the crowd management stewards to monitor the area, it is intended to operate a simple three-tier system. Upon raising the alert state the Stewarding Manager will notify Police Control and other relevant parties via Event Control. Equally, any steward who feels the alert states needs to be lifted should raise this matter with the Stewarding Manager as soon as possible. Should the alert state need to be raised it is imperative that all stewards are informed.

When raising the Alert State the Stewarding Manager will use the relevant internal 'Kilo Codes' to notify all radio holders.

GREEN indicates
No problems reported.

AMBER indicates (for example)
Unusually heavy pressure in a particular area with no free flow and areas of crowd density over 5 people/m² in large areas; or
The area is full to capacity; or
There is a bomb threat, threat of fire or threat of crowd disorder

RED indicates (for example)
Confirmed fire, bomb threat or structural collapse or amber incident upgraded by security or safety manager. The evacuation of the area would depend upon the area affected and the information available.

13.6.3 Operational method condition Amber

In the event that Condition Amber is declared, the Stewarding Manager will activate the following plan:-

1. Stewarding Manager will confirm with Police that they are aware of the situation.
2. Stewarding Manager will advise representatives in Event Control.
3. The relevant area Stewarding Team Leader will immediately go to the location as directed by Stewarding Manager and co-ordinate the incident. Resources will be deployed as requested.
4. The Stewarding Manager will co-ordinate the security operation with the relevant authorities.
5. All Stewards are to maintain radio silence until contacted by Control.
6. All parties will be advised of the exact area of the threat by reference to a common grid map.
7. Evacuation "Stand By" for all teams will be as per standby instructions in the situation escalation plans in 13.6.13 – 13.6.16
8. All available access points are to prepare for evacuation of the site by arranging for all obstacles to be removed. Dependent on the circumstances, at this stage the public will not be informed of any preparations and any delay in admission will be explained as production problems.
9. Any vehicles parked in any area nearby should be prevented from exiting onto public roads.
10. The R.V. Points and Forward Holding areas for Emergency Vehicles are to be staffed and secured. Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code. Where the situation could become serious, a "Stand-By" for condition Red will be issued.

13.6.4 Operational Method Condition Red

Where the incident is considered as so serious as to force the cancellation of all or part of the event, the Stewarding Manager will assume command of all resources. Steward Team Leaders will be informed and will direct all stewarding staff to assist the Emergency Services as requested whilst the situation exists. The Stewarding Manager will ensure the following:-

1. All access points to be cleared of any obstructions (Barriers, queues, refuse etc).
2. Designated R.V. Points and Forward Holding areas to be secured for Emergency Services and Emergency routes to be cleared.
3. Cordon to be established around the effective area.
4. Decisions on the most appropriate route will be made depending on the size and nature of the incident; should any escape route become obstructed the Stewarding Manager will decide on a suitable alternative. The audience to be directed away from the threat and the Incident area to be secured.
5. Designated stewards to be positioned in areas to inform and manage the audience.
6. Vehicles to be secured to prevent exit to the public roads.
7. All staff to maintain radio silence until further notice.

DUE TO THE TYPE OF INCIDENT, THERE MAY BE A NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER GUIDANCE OR LEADERSHIP FROM WEST YORKSHIRE POLICE.

13.6.5 Kilo Codes

Should an emergency arise, the Stewarding Manager will notify all radio holders with a location and one of the following Kilo Codes: -

- Kilo 1
- Kilo 2
- Kilo 3
- Kilo 4
- Kilo 5
- Kilo 6
- Kilo 7
- Kilo 8
- Kilo 9
- Kilo 10



Depending on the type of incident, certain stewards may start to make preliminary action ready to assist, should they be needed. For example, if there is an alert due to a structural problem then the rigging team, under the direction of their crew boss, may assemble in one location, and don on their climbing PPE to be ready for deployment if require.

The use of 'FESTIVAL' will be used to manage situations.

- F = Fast time assessment
- E = Exact location
- S = Service
- T = Type of incident
- I = Inform
- V = Vulnerability
- A = Access
- L = Log decisions and Action

13.6.6 Emergency Announcements

CODED MESSAGES

Coded messages are often used at events to avoid alarm if overheard by the public. An example of this is using codes such as Mr. Ash or Mr. Sands if there is a fire or Mr. Casey if there is a suspect package.

The concept behind coded announcements is understandable but because there is no standardisation of code names in reality security companies find themselves using many different code names across many events. This often causes confusion and as a result can create a delayed response to an emergency.

As most messages are relayed via radio into an ear piece these days the modern day thinking, as conveyed by event experts at the Emergency Planning College, is that it is far more precise to relay actual details of the incident as opposed to code names so that staff/stewards receiving the message are clear of the type of incident without having to look up the code name on a piece of paper. As a result, messages are more accurate providing a clear shared understanding of information which in turn provides a more effective response.

In line with this thinking Bingley Music Live will not be using code names.

13.6.7 Reporting Detection of a Fire.

Details of the fire to be relayed i.e. what/where/size/level of danger

The steward for the area will immediately evaluate the situation and evacuate the area affected as necessary.

13.6.8 Reporting Detection of a Suspect Package

Details of the package to be relayed. I.e. what/where/size of package

13.6.9 DECLARING AMBER ALERT

The first message issued in this event will be:

AMBER ALERT

This is a warning that the alert evacuation procedure is on AMBER. All staff to stand by radios and wait further instructions. Sound system staff to prepare to close down any sound systems if applicable. Stewards to stop more persons entering the area and clear exit routes.

13.6.10 RED ALERT

This message in this event will be:

RED ALERT

This is a warning that the alert state has gone to RED. An evacuation of the area will follow. Stewards/security to be prepared to evacuate the event area.

13.6.11 EVACUATION

A full evacuation will take place when you hear one of the following announcements:

LADIES AND GENTLEMEN OWING TO AN INCIDENT (GIVE BRIEF DETAILS) IT HAS BECOME NECESSARY TO EVACUATE THIS AREA (GIVE DETAILS OF AREA TO BE EVACUATED) PLEASE LEAVE FOLLOWING THE DIRECTIONS OF STEWARDS AND EMERGENCY SERVICES. PLEASE MOVE AS QUICKLY AND QUIETLY AS POSSIBLE AS DIRECTED.

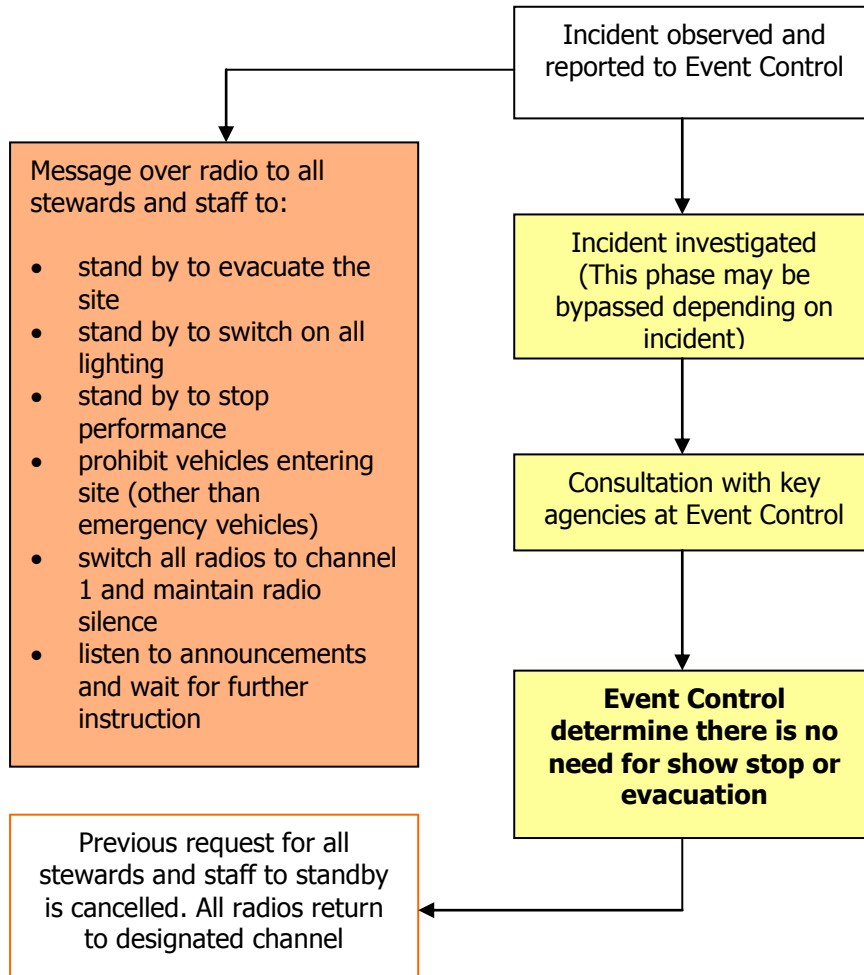
13.6.12 STAND DOWN

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:

THE PREVIOUS MESSAGE IS CANCELLED.

13.6.13

Phase 1 – Small Scale Incident



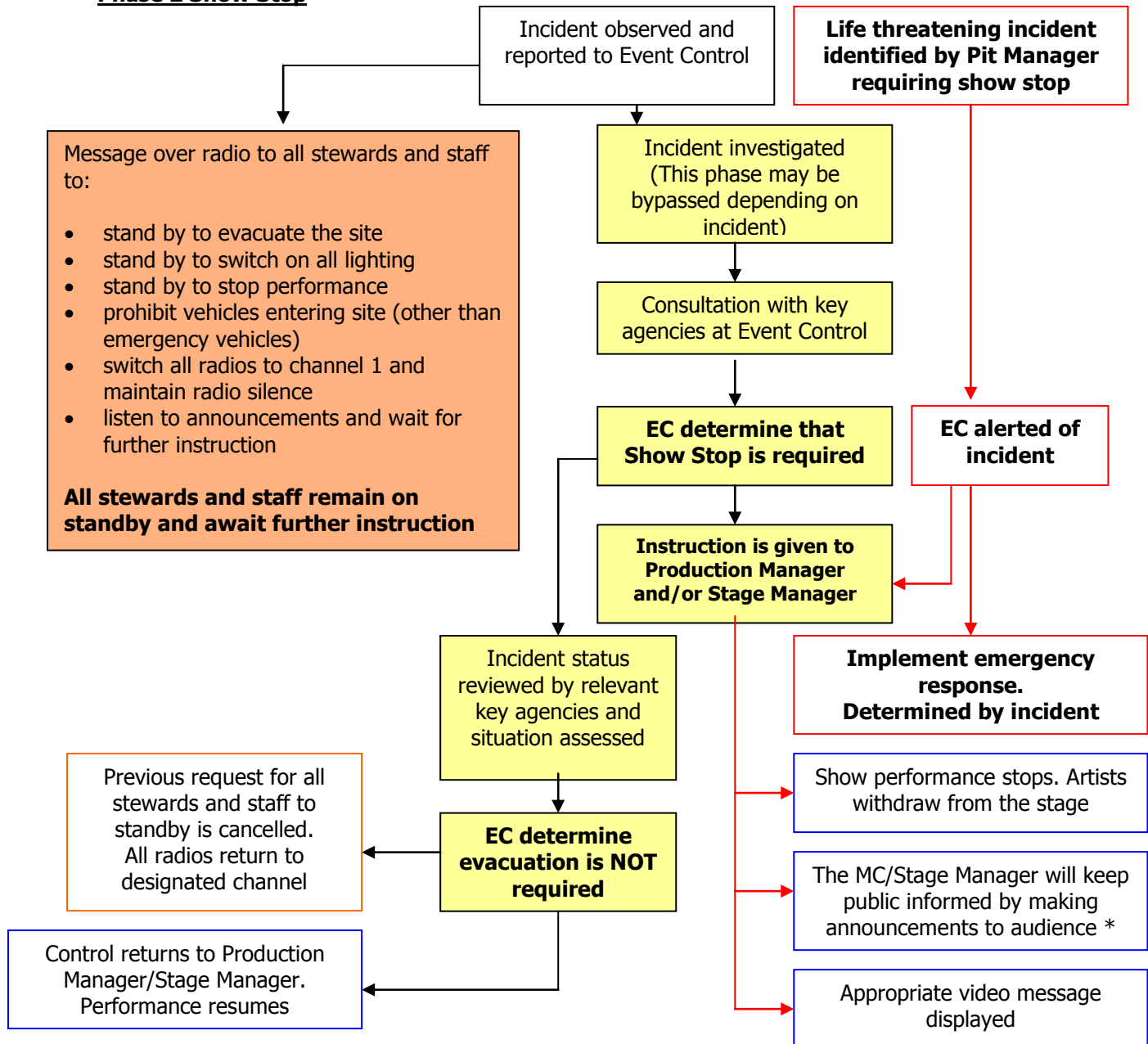
13.6.14 Phase 2 – Show Stop

The nature of an incident may require the performance to stop in order for full control/order to be restored, and to allow for action by stewarding/first aid/others. **THE SHOW STOPPING IS NOT THE ORDER TO EVACUATE. This may happen without a standby call**

Show stop may be requested by any agency and will be called via a joint decision of key agencies in event control i.e. Event Manager, Safety Advisor, Police and Emergency Planning Team.

The following flow chart presents the Show Stop procedure.

Phase 2 Show Stop



* Message relayed to audience by MC/Stage Manager:

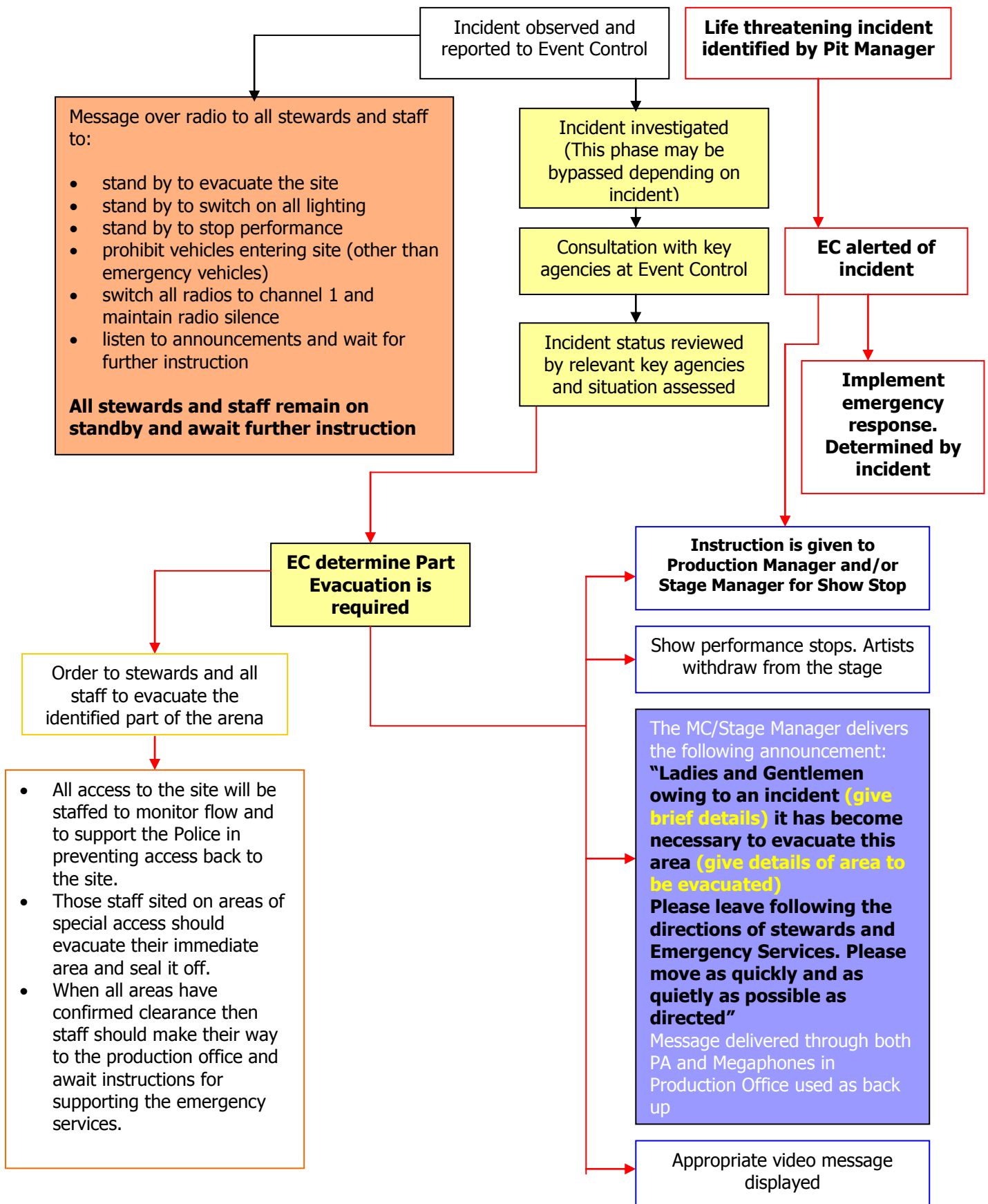
"Ladies and Gentlemen owing to an incident (give brief details) it has become necessary to temporarily stop the performance. As soon as we can we will get back to the show"

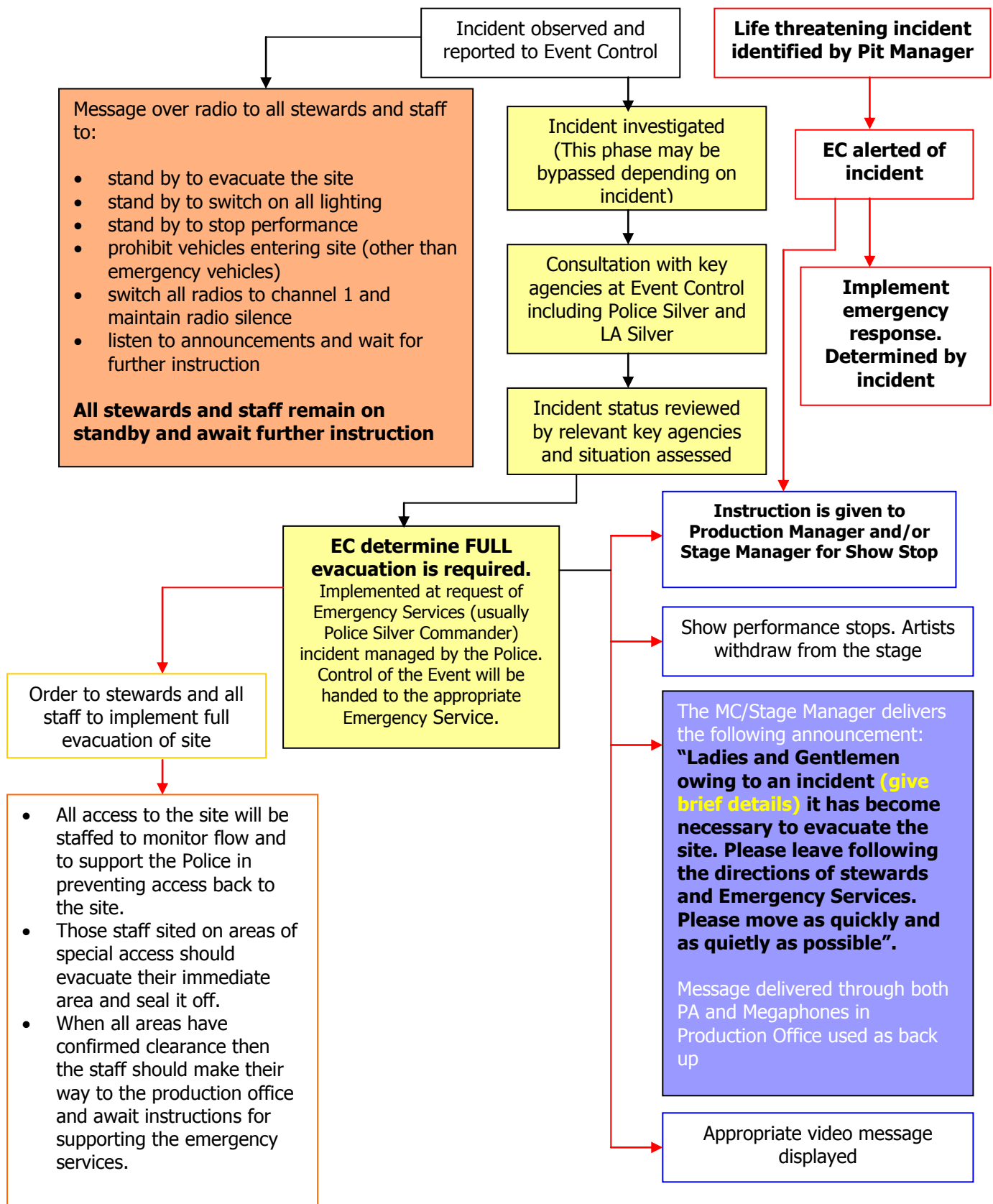
The MC/Stage Manager will be required to continue passing on information as is necessary.

In the event of a potential life threatening incident in the front of stage area, the "incident investigation" phase will run concurrently with a recommendation to stop the show. The Pit Supervisor will alert Event Control of the incident and will be in immediate contact with the on-stage production representative (at position previously identified and agreed) to recommend immediate cessation of the show. Event Control and/or on-stage production representative, in joint liaison where appropriate, will have sole authority for show stop. All stewards, security and staff will standby to assist / evacuate as directed.

13.6.15

Phase 3 – Part Evacuation (Small Scale)





13.6.17 Evacuation Procedures

The purpose of evacuation is to move people away from the actual or potential danger area to a safer place. In the context of this event there are two levels of evacuation which are reflected within phase 3 and 5 above.

- **Small Scale**

In situations requiring the evacuation of members of the public from part of the arena, the evacuation area will be identified by the Event Manager and Safety Advisor in consultation with the Police Liaison Officer, Police Bronze Commander and LA Bronze Liaison Officer. Stewards and security will assist in the process of evacuation.

Police Silver should be consulted and approve any planned evacuation of any area of the site or park.

- **Full Scale**

For incidents requiring the full evacuation of the public from the whole site, persons will be evacuated by the Emergency Services and assisted by stewards and security staff. The decision to evacuate persons from the event site will be by the Police Silver Commander in consultation with the Event Manager, Safety Advisor, Police Bronze Commander, Police Liaison Officer and the Emergency Planning Deputy Manager (LA Silver officer)

All evacuated persons will be directed away from the incident to a place of safety, dependent on prevailing circumstances. These arrangements will remain flexible dependent on the incident but the following exit routes will be considered in both situations:

13.6.18 Evacuation Routes

Before implementing an evacuation, there will be a standby phase during which personnel involved in the evacuation process are able to be deployed to their evacuation positions. Circumstances may not always permit this phase.

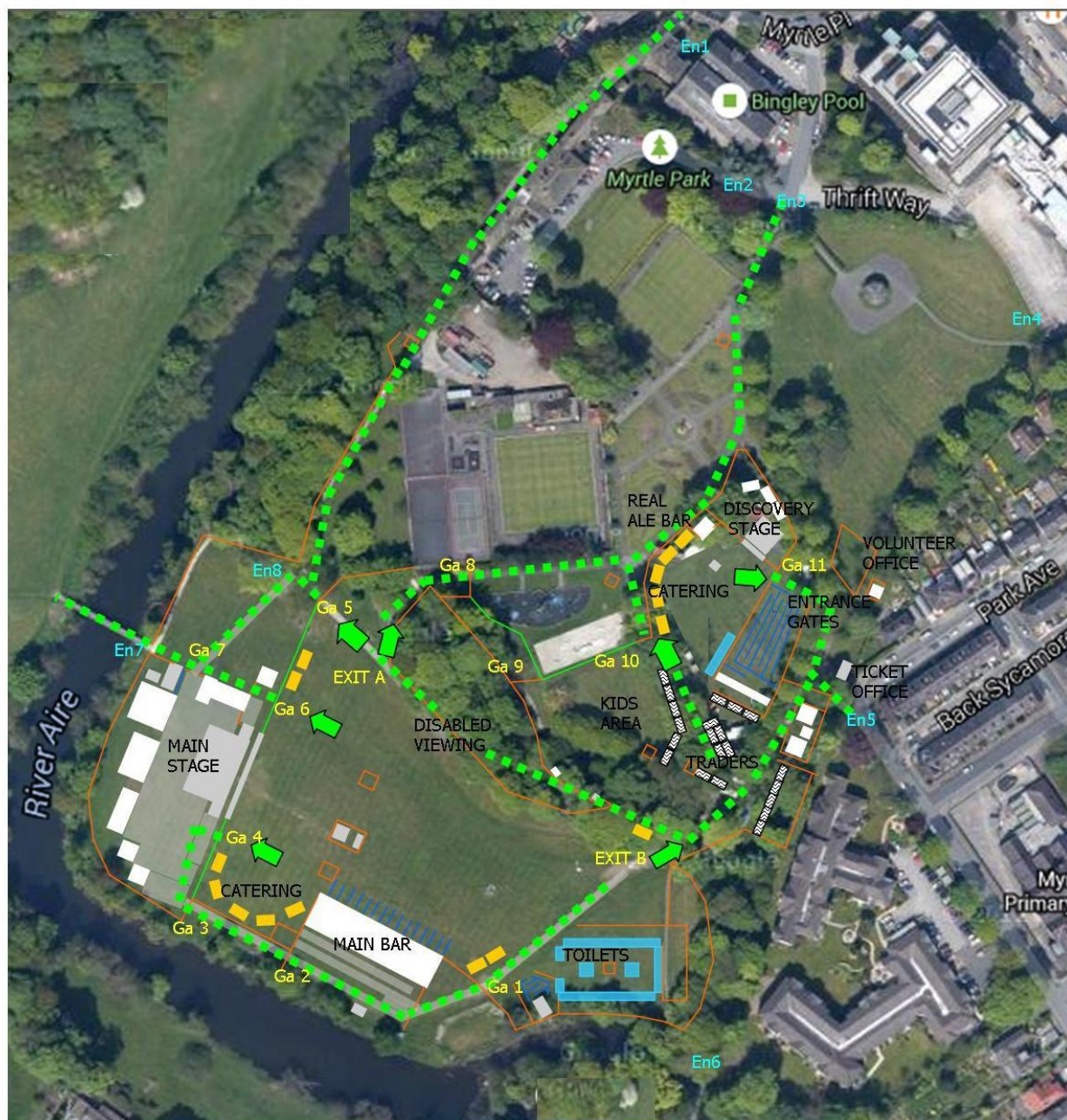
13.6.19 Evacuation procedure for disabled attendees.

As not all evacuation routes are suitable for disabled people, due to the topography and surface of certain routes, there are two designated escape routes for disabled people from the main stage area. From the disabled viewing area at the main stage arena disabled attendees can evacuate via Ga 5 leading to En7 which leads over the footbridge and into the campsite. Alternatively disabled people may evacuate via Exit B which will lead to En 5 and the same way they entered. Obviously this would be subject to the location and nature of the incident.

Disabled evacuees may then be held or evacuated further as required. In the event that Exit B is available, this would be used as a primary route.

The evacuation route from the Discovery stage area of the site would primarily be through Ga11. However, if this were to be blocked off by an incident then evacuation would be possible from Ga10.

All evacuation access points and access routes are shown in the diagram on the next page. All routes will lead to a place of safety subject to the location of the incident. The broken green lines show the routes available.



13.6.20 Incident Control Point (ICP) – Silver Control

Silver Control will be located at This is the point from which the management of the full scale incident is controlled and co-ordinated. It is the central point for multi-agency partners to work together to resolve the incident.

13.6.21 Rendezvous Point (RVP)

The RVP is where all resources arriving in response to the incident are initially directed for logging, briefing, equipment issue and deployment. with the incident but are usually set at a distance to the incident itself.

Forward Holding areas for emergency response have been pre determined and are located as follows:-



13.6.22 Red Routes

The following Red Routes have been confirmed:

- Primary Emergency Route is:*

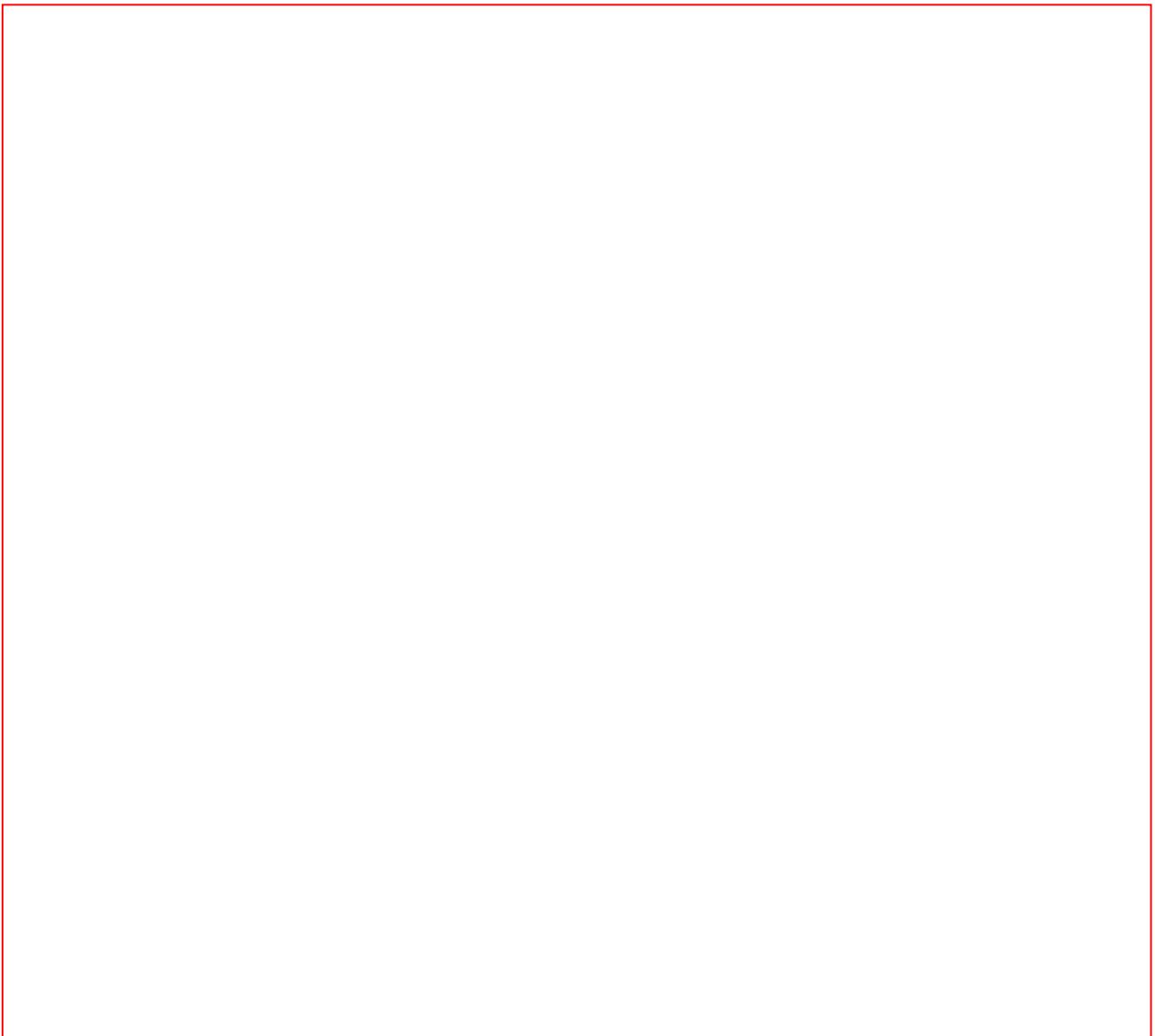
i)

- Contingency Emergency Route is:

i)

- Movement within the site will be facilitated by stewards/security as appropriate
- Prior to entering red routes, control will be notified to enable routes to be checked and remain sterile.

The map below shows the primary Red Route as a solid red line and the contingency Red Route as a broken red line.



13.6.23 Receiving Hospitals

The availability and use of the receiving hospitals will be identified by the appointed medical contractor and YAS.

13.6.24 Emergency Rest Centres

In the event of a major incident or emergency, the choice of Emergency Rest Centre(s) for temporary accommodation of evacuees will be decided by the Duty Emergency Planning Officer. The nearest LA rest centre to Myrtle Park is Bingley Arts Centre approximately 100 metres from Myrtle Park. The next nearest rest centre is Victoria Park, Keighley, 5 miles from Bingley.

The primary purpose of a rest centre is to provide emergency accommodation to those who may have been evacuated as a result of an emergency. Activating and operating a rest centre will be undertaken in accordance with the LA Emergency Rest Centre plan. Voluntary agencies may also be called to assist the Council in its response to an emergency if it is deemed that such services are required or such an action is appropriate. Depending upon the number and needs of the evacuees it is possible that overnight accommodation may be deemed more appropriate and/or cost effective by utilising hotel accommodation rather than operating a rest centre. It is assumed that most people will disperse naturally if not from the venue then from the rest centre, via trains, buses, cars unless there is a lockdown. If overnight accommodation is required the decision will be made by the Emergency Planning Duty Officer. The LA Emergency Management Team hold a store of equipment including blankets, camp beds and sleeping bags which may be of use in the operation of a rest centre.

13.6.25 Mutual Aid

Mutual aid can provide assistance through existing agreements with other West Yorkshire Authorities. At the time of an emergency, assistance may also be obtained from other partner organisations. The provision of mutual aid does not just apply to the operational response of an emergency but includes all elements, neighbouring local authorities may for example be able to provide additional rest centres if the emergency requires or additional staff to deal with public enquiries. All elements of mutual aid will be coordinated in conjunction and with the assistance of the Emergency Planning Duty Manager.

13.6.26 Emergency Feeding

Emergency feeding will be made available to those people who have been displaced by an emergency and may be temporarily residing in rest centres. Food will be made available to all of those affected and where appropriate dietary needs be catered for including those who may be affected by specific allergies. The LA has the facilities to provide and co-ordinate these services in-house. In the initial stages of an emergency supplies may be procured through the Emergency Planning Duty Manager with the use of a special supermarket store card or Corporate Purchasing Card.

13.6.27 Survivor/Evacuee Reception Centre(s)

In the event of a major incident or emergency the Survivor/Evacuee Reception Centre will be determined by the Duty Emergency Planning Officer. The location will be a secure area to which uninjured survivors can be taken for shelter, first aid, interview and documentation. The interviewing will be co-ordinated by West Yorkshire Police and supported by the Local Authority Emergency Planning Team.

13.6.28 Friends and Relatives Reception Centre(s)

In the event of a major incident or emergency the Friends and Relative Reception Centre will be determined by the Duty Emergency Planning Officer. The location will be a secure area set aside for use and interview of

friends and relatives arriving at the scene and the joining together of separated families. The opening and managing of reception centre/s will be co-ordinated by the Local Authority.

13.6.29 Emergency Assistance Centre(s)

Survivors, families, friends, relatives and all those impacted by the emergency may require advice and assistance including longer term emotional support, for example counselling. Such services may be made available in Emergency Assistance Centres, through a phone line service or through access points in the community, whatever method is deemed appropriate. In addition to trauma and welfare support provided by LA services contact may be made and strategies implemented with the assistance of the National Health Service and other wider community support frameworks. The Fire Service may activate British Red Cross's Victim Support Unit at the time of an emergency to cater for the immediate needs of those affected. The purpose of this area is to ensure that trauma and welfare support is available to those affected by the emergency both during the emergency itself and during the longer term recovery phase.

13.6.30 Media Briefing Centre

The Media briefing area will liaise with all aspects of the media with regard to the emergency and arrange for the broadcast and dissemination of key messages where appropriate. Messages for the media and the lead authority will be determined by Gold (Council) or if appropriate the West Yorkshire Media Protocol. For smaller scale emergencies the Emergency Planning Duty Manager will link with the appropriate departments to ensure media activities are appropriately covered. All media requests for information and interviews should be addressed by this area. It should be noted that the media response is likely to be an ongoing activity following an emergency with regard to community rehabilitation and if appropriate any recovery appeal which is subsequently established. It is also important that the response of the LA and the community itself to the emergency is acknowledged and reported. The location of the media briefing centre will be confirmed by the Crisis Communication Team co-ordinator in consultation with agency partners.

13.6.31 Casualty Bureau

West Yorkshire Police will activate this facility and depending on the scale of the incident, it will be based upon regional / national arrangements.

13.6.32 Fatalities

In the event of a fatality/fatalities the area shall remain in situ and cordoned off in accordance with the relevant procedures pertaining to West Yorkshire Police. A fatality may for example be the result of a murder or structural collapse. The area shall remain under the control of West Yorkshire Police until all necessary investigations have been undertaken.

13.6.33 Temporary Mortuary

In the event of fatalities the Coroner may require the use of existing structures within the event area to be employed. This will be determined dynamically at the time of the incident in consultation with West Yorkshire Police and the LA Emergency Planning Team. If the existing structures are unsuitable for operational reasons West Yorkshire Police will deploy inflatable tents at their disposal. If the Coroner decides normal mortuary capacities are not adequate then the West Yorkshire Temporary Mortuary Plan will be co-ordinated by the Local Authority Emergency Planning Office.

13.6.34 Emergency Passenger Transport

Transport may be called upon for a variety of reasons for example to support the evacuation of members of the public during an emergency. Certain services may be provided by specific LA departments or associated contractors however wider support from external companies may need to be called upon depending on the capabilities of LA departments and associated contractors at the time of an emergency.

The Emergency Management Team maintains a list of external transport suppliers including local taxi firms which can be utilised in the event of an emergency.

13.6.35 Emergency Transport and Fleet

Transport may be called upon for a variety of reasons for example in the transport of materials or the provision of specialist machinery in response to the emergency. Certain services may be provided by specific Council departments or associated contractors however wider support from external companies may need to be called upon depending on the capabilities of Council departments and associated contractors at the time of an emergency.

13.7 Bomb Threats

Bombs can be constructed to look like anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost non-existent. The only common denominator that exists is that they are all designed and intended to explode.

A bomb threat is generally defined as a verbal threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists.

There are two main reasons someone may call with a bomb threat:

- The person knows of an explosive device that is in place, and wants to minimize injuries
- The person wants to create an environment of panic/confusion or to interrupt normal everyday or special functions

The latter reason is the most frequently encountered, especially at large scale or major event e.g. Aintree Racecourse - 1997 Grand National. Unfortunately, there is often no way to tell which is the motivation of the caller until after a thorough inspection has been undertaken. This means that there will always need to be a response to the threat by the Event Manager in consultation with the Event Management Team to determine whether there is a need to evacuate or not.

It will be necessary for site security to undertake regular patrols and all staff and stewards should be aware of what is going on around them. Staff, stewards and attendees should all take into consideration:

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

A comprehensive bomb threat procedure for the response to bomb threats and the discovery of suspicious items is shown in Appendix E.

13.7.1 Minimum Cordons

Letter size/small parcel Minimum 100 metres; Suitcase/Holdall Minimum 200metres; Vehicle Minimum 400 metres.

Once the decision has been taken to cancel the event the procedure outlined in 13.7.5 will be followed.

13.7.2 Terrorist Threat

Following recent terrorist attacks in the UK which saw the threat level of international terrorism rise to Critical there is a need for an increased level of awareness. Vigilance is vital regardless that the current national threat level is now again 'Severe'. Given the fatal attack at Manchester Arena following the concert of Ariana Grande, it would be irresponsible if the organisers of Bingley Music Live marginalised the threat of terrorism. Whilst the event is not on the radar as a major national event it is still a music event attracting a mass gathering of people of predominantly white British demographic in one location.

The management team have assessed the potential risks related to terrorist threat and will be implementing mitigating measures against both internal and external to the event site.

13.7.3 Search Policy

Linking in with the threat of terrorism and for security reasons, all Bingley Music Live ticket holders will be subject to extra searches at this year's Festival.

There will be separate search lanes for those with possessions in addition to 'fast track' gates for people without. In anticipation that admission will be slower than normal the number of search points will be significantly increased.

The following information will be communicated to ticket holders:

- Pack light. The less you bring, the quicker you'll get through the gates. It really will make things quicker.
- Label bags. Put your name and number on any bags and possessions you bring.
- Observe the festival opening times and arrive as early as possible.

We have put in place all necessary measures to maximise public safety, working closely with the authorities. You can also play your part in keeping Bingley Music Live safe and secure by reading the information on Restrictions and Prohibited items.

13.7.4 Restrictions and prohibited items.

In order to facilitate the security, safety and comfort of all patrons, Bingley Music Live reserves the right in its reasonable discretion to conduct security searches of persons, clothing, bags and all other items on entry and exit, and to confiscate items which may cause danger or disruption to the Event.

The following information will be communicated to ticket holders: _

- **There is no re-admission to Bingley Music Live after entry.** Please plan ahead, once you're in, you're in!
- **This is a fully standing event. Chairs are not provided.**
- **Seats and chairs are permitted into the event but be prepared to queue longer in the search lanes.** Please be aware that there will be capacity crowds this year and not as much room as previous years for setting out chairs. Do not pitch your chairs in the high density areas in the area in front of Front of House tower and don't feel upset or angry with people that stand in front of you and block your view. Be prepared to move your chair further back should you insist on seating.
- **Large bags are not allowed to be taken into the festival.** There is no storeroom to leave your bags. Please don't bring them.
- **Small bags are allowed into the festival** with the dimensions of 30cm x 42cm (A3 size) Nothing bigger please. Please be prepared to queue longer in the search lanes.

- **Umbrellas** parasols, and the like are not permitted for safety reasons.
- **Tents and gazebos**, tables, BBQs, stoves and gas canisters are also not permitted due to safety reasons.
- **Banners & Flags** with sticks/poles are not permitted
- **Food & drink**. There is a variety of licensed bars and catering open throughout the event, as well as a free water point. If you insist on bringing food and drink into the event bring minimal amounts and be prepared to allow a steward to search through any items you bring. **Only non alcoholic drinks in plastic containers with unbroken seals 500ml** and baby food where not in glass containers is permitted. **Alcohol is not permitted.**
- **Glass or Cans** Note that no glass or cans are permitted anywhere in the venue at any time.
- **Challenge 25**
If you are lucky enough to look under 25, we may ask you to prove your age when attempting to buy alcohol as part of our Challenge 25 Alcohol Policy. Any one of the following is considered an acceptable form of ID:
 1. Passport (not a photocopy). Foreign passports are acceptable if in suitable condition and include a photograph.
 2. Full or provisional photo card driving license issued by the DVLA.
 3. Proof Of Age Card - The card must be part of the PASS scheme and carry their hologram.
 If you are under 18 you are committing an offence if you attempt to buy alcohol. Similarly, anyone purchasing alcohol for someone under 18 is committing an offence.
- **Illegal Substances and New Psychoactive Substances (Legal Highs)** New psychoactive substances / so-called 'legal highs' are strictly forbidden at the event and following the introduction of the Psychoactive Substances Act on 26 May 2016, could result in penalties for possession or supply.
- **Animals** Animals, with the exception of assistance dogs, are not permitted at any time within any areas of the site.
- **Behaviour** Illegal and antisocial behaviour will not be tolerated and will lead to ejection from the event.
- **Dangerous or hazardous items** e.g. knives, scissors, flares, fireworks, lighter fuel, aerosols, spray cans, Air Horns, Klaxons or similar, Laser Pens are not permitted to be brought into the event.
- **Chinese Lanterns** are not permitted.
- **Bicycles, Skateboards and scooters** are not permitted.
- Any other items not included in the above list that we consider to be unsafe or pose a risk to public safety and/or security.
- **Unauthorised professional photography or filming equipment** is strictly prohibited.

A team of Wayfinders i.e. people specifically selected due to their ability to communicate in a clear and concise manner but also with the ability to engage with festival goers in a light hearted way will be deployed at the festival to assist on ingress and egress. At ingress they will be located on approach to the venue to offer advice to ticket holders on the restrictions and prohibited items and also at the wristbanding lanes and search lanes to give clear directions and to maintain the flow. On egress, the team will be on standby to assist with the egress of the audience.

13.7.5 Cancellation Procedure

There may be several reasons for cancelling the event including but not limited to adverse weather, bomb threat, national mourning etc. The decision to cancel must be made in appraisal and evaluation with all parties, and interested agencies, the decision is however that of the Event Management team.

In the event of the decision to cancel the following steps are to be taken:

- Contact LA Silver who will liaise with LA Gold and the Emergency Planning Team.
- Contact the LA Press Office.
- Confirm written statement with press office. (Example: **"Following joint agency appraisal & evaluations with Emergency Services and Event Organisers, Bingley Music Live has been cancelled in the interests of public safety"**).

- Contact the Council Contact Centre who will act as information number for public 01274 431000
- Publicise using social media channels plus local media e.g. radio and press (referring public enquiries to press office tel.: 01274 432131
- Contact Visitor Information Centres.
- Erect notices on site.
- Deploy stewards around site as necessary and until after event was due to commence.

13.7.6 Useful Contacts in the event of cancellation

Council Contact Centre
Press Office
Head of Press & Marketing
Visitor Information Centre
Radio Leeds
Stray FM
Pulse Radio
Real Radio
Capital Radio
Telegraph & Argus
Yorkshire Evening Post

14. Crowd Management Plan

The character of artists performing over the weekend will largely determine the dynamics and physical behaviour of the audience attending. Such is the range of bands over the weekend and based on previous events the average age of the event attendee is between 18 and 35 yrs. The event has roughly attracted a 50:50 male/female split, predominantly white British. Attendees generally are not in family groups although families do attend. Intelligence on the acts programmed suggests that it is highly unlikely performances will incite unruly behaviour. Management are aware of crowd crushing at a Libertines reunion concert at Hyde Park in 2014 and are aware of the root cause of the surging that caused the crushing. There may also be instances of body surfing and should the latter occur the pit crew will be prepared to manage the situation. Management are currently seeking the thoughts based on experience from the Artist Booker and Event Safety Officer for any advice on expected crowd behaviours in relation to programming.

14.1.1 Prohibited Items

The following items are not allowed to be brought into the event arena:

- **Large bags are not allowed to be taken into the festival. Small bags are allowed into the festival** with the dimensions of 30cm x 42cm (A3 size) Nothing bigger please. Please be prepared to queue longer in the search lanes.
- **Umbrellas** parasols, and the like
- **Tents and gazebos**, tables, BBQs, stoves and gas canisters
- **Banners & Flags** with sticks/poles
- **Only non alcoholic drinks in plastic containers with unbroken seals 500ml** and baby food where not in glass containers is permitted.
- **Alcohol**
- **Glass or Cans**
- **Illegal Substances and New Psychoactive Substances (Legal Highs)**
- **Animals** with the exception of assistance dogs, are not permitted at any time within any areas of the site.
- **Dangerous or hazardous items** e.g. knives, scissors, flares, fireworks, lighter fuel, aerosols, spray cans, Air Horns, Klaxons or similar, Laser Pens
- **Chinese Lanterns**
- **Bicycles, Skateboards and scooters**
- Any other items not included in the above list that we consider to be unsafe or pose a risk to public safety and/or security.
- **Unauthorised professional photography or filming equipment**

Any item not included in this list but considered inappropriate for admission by security will remain at the discretion of venue Security Stewards. Pets will not be allowed other than assistance dogs. All prohibited items found on persons will be confiscated prior to entry into the arena.

Any item on the prohibited items list and any other items considered inappropriate for admission will either be confiscated and left in a secure compound at the entry gates for disposal or will be returned to vehicles by owners. There will not be a managed deposit and reclaim facility or luggage storage area at the event.

All items are left at the owner's risk. There is no guarantee that items can be reclaimed after the event. All items unclaimed after the event will be disposed of. The City of Bradford Metropolitan District Council or the Security Company employed at the event will not accept any responsibility for the loss or damage to items left by owners.

Notices stating the prohibited items and terms of disposal will be displayed at the entrance points to the festival.

People with young children that require pushchairs are recommended not to position themselves in high density areas of the audience due to the risk of overcrowding and pushing and surging. This information is

presented in the Info section of the BML website and stewards will also be briefed to look out for people with pushchairs to further extend this advice.

14.1.2 Bags

As stated earlier the festival will be warning ticket holders to "pack light" and be braced for increased security checks with the emphasis on packing light.

- Large bags are not allowed to be taken into the festival. There is no storeroom to leave bags.
- Small bags are allowed into the festival with the dimensions of 30cm x 42cm (A3 size)

Staff will be located on the approach to the festival to caution ticket holders in advance

14.1.3 Entry and Exit of the Audience

Following substantial queues on admission on the Friday of the festival in 2015 a new entry system was designed to ensure a better logistical control of people entering the festival in 2016. This system worked well but audience numbers were low compared to 2015 and what they will be this year.

On arrival at Myrtle Park attendees will make their way to the wristbanding area which will be clearly signposted. A pedestrian barrier lane in the style of a Disneyland queue arranged to make better use of space and avoid long queues will be arranged around the bandstand which is located near to the entrance of the park off Myrtle Place. These lanes will lead to the ticket/wristband exchange. This is where attendees will exchange their ticket for a festival wristband which will be required to gain admission into the festival site. The procedure at the ticket/wristband exchange will be: ticket show, ticket scan, fasten wristband. There will be 32 wristbanding points staffed by volunteers at this area. The number of wristbanding points can be regulated depending on demand.

Once wristbanded there is no requirement for attendees to repeat this process and simply bypass this location and head straight for the search lanes on re entry to the festival.

After attendees have had wristbands applied they will make their way to the search lanes. At this location there will be 32 search points. This can be regulated upon the discretion of the stewards. Staff will direct people to the entrance lanes where stewards at the end of the barrier lanes will filter the queue and undertake personal possession searches. There will be fast track lanes for ticket holders who don't have any bags.

Only attendees that have a wristband applied can enter the search lanes. Signage will inform attendees of this. The message will also be reinforced by stewards and staff located in advance of the search lanes. Once searched attendees are able to gain admission into the rear of the event site. Access into the main arena will be via the ramped access at Exit B. Ingress at Exit A is prohibited as this would involve descending into the arena via steps. Exit A will be used only for egress at the close of the event and/or for evacuation.

14.1.4 Times of admission, show start/finish

Friday 1st September
Gates open: 3.00pm
Concert Starts: 16.00pm
Concert ends: 9.30pm

Saturday 2nd September
Gates open: 11.30am
Concert Starts: 11.45am
Concert ends: 9.30pm

Sunday 3rd September
Gates open: 11.30am
Concert Starts: 11.40am
Concert ends: 9.30pm

14.1.5 Crowd pressures at entrances

32 wristbanding points is intended to deal with the anticipated crowd pressure at the entrance gates on the Friday. Whilst a staggered admission of the crowd can be expected upon gates opening it is expected the peak period of ingress will fall between 17.00 – 19.30 on Friday and between 13.30 – 16.30 on Saturday and Sunday.

Queuing lanes will be installed leading up to the wristbanding points to accommodate ticket holders and prevent queues extending from the park into the town centre. A contingency measure to increase temporary lanes to prevent people queuing onto the streets will also be in place.

14.1.6 Receptions for Staff Accreditation/ Guests and Press/Media

There will be separate receptions in a discreet area of Myrtle Park for staff accreditation, festival guests and press and media. All will be issued with specific wristbands/passes enabling access into the festival site via a separate entrance which will be staffed by festival gate staff and stewards checking accreditation/ID and bags.

14.1.7 Aids to crowd management

CCTV cameras will be monitored by police, safety officer and the steward operating communications and will be operated by licensed CCTV operators. The cameras will be carefully positioned to monitor the audience for distress, anxiety, crushing or sway surges. This will allow preventative or rescue measures to be put into action if any signs of physical discomfort are observed.

If people do become at risk, immediate action can be taken by enlisting the assistance of performers by making on stage announcements via the PA system. The use of the electronic screen system visible to the audience can also be used to display messages.

14.2 Stewarding

'Controlled Space' are appointed to undertake stewarding and security at the event. Controlled Space have previous experience of major events including 4 years of Bingley Music Live. The main responsibility of stewards is crowd management, static guarding of entrances and gates and entrance searches. They are also there to assist the police and other emergency services where necessary.

14.2.1 Stewarding roles

The general duties of stewards:

- To help attendees by providing information as to the site layout
- To control vehicle parking and traffic marshalling as necessary
- To control access to restricted areas authorising to pass holders only
- To monitor and report on crowd densities
- To monitor crowd behaviour and welfare
- To monitor signs of distress/anxiety of the audience in the high density area in front of the stage and in particular the front of stage barrier and to extract persons experiencing problems in accordance with Controlled Space procedures
- To assist the Police and other emergency services as directed
- To monitor the general site and be aware of suspicious packages
- To minimise the risk of fire e.g. by monitoring the build-up of refuse by traders etc.
- To assist in part or full evacuation as may be necessary

14.2.2 Steward deployment and numbers

A comprehensive survey of the site by the Operations Manager in consultation with the Event Manager, Site Manager and security contractor will be undertaken to establish the number of stewards necessary to manage the safety of the audience and other areas in support of the event.

Stewarding numbers will be based upon a risk assessment rather than a precise mathematical formula and will take account of mandatory positions and all relevant circumstances, including previous knowledge and experience of the event. Stewards will be located at key points including: stage pit area, backstage, bar, entrances and exits. The appropriate provision of SIA security stewards will be allocated taking into consideration the roles and duties involved.

Detailed stewarding locations can be seen in Appendix J

14.2.3 Steward Organisation

All supervising stewards will be SIA registered to undertake their role.

An established chain of command will be arranged prior to the event taking place.

- The stewarding manager will liaise with the Operations Manager, Event Manager, festival security liaison, safety advisor and operational Police Liaison Officer and/or Police Bronze Commander.
- A number of stewards in a supervisory role, responsible for different areas will report directly to the stewarding manager.
- A number of safety stewards will report directly to the supervising stewards.

14.2.4 Steward Conduct

All stewards will be fit to undertake the duties allocated to them. While on duty they will:

- Concentrate only on their duties and not on the performance or mobile phone;
- Not leave their place without permission;
- Not consume or be under the influence of alcohol or drugs; and
- Remain calm and be courteous towards members of the public and audience.

All stewards will wear distinctive clothing and be individually identifiable by means of a number, which is clearly visible. A register of all stewards on duty will be kept on site.

All stewards will receive briefing prior to the event on their individual functions by the stewarding manager. In addition the Operations Manager will monitor and check stewards to ensure they are in the appropriate locations and further brief them on their role if clarity is required.

14.2.5 Steward Training and Competences

Duties and competencies of stewards include:

- Understanding their general responsibilities towards the health and safety of all categories of audience (including disabled people and young children), other stewards, event workers and themselves;
- Carrying out pre-event safety checks;
- Understanding the operations for using fire extinguishers;
- Being familiar with the layout of the site and able to assist the audience by giving information about the event facilities including first aid posts, toilets, and facilities for disabled people and the procedure for dealing with lost children.
- Staffing entrances, exits and other strategic points;
- Controlling or directing the audience who are entering or leaving the venue to help achieve an even flow of people into and from the various parts of the site;
- Recognising crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding;
- Assisting in the safe operation of the event by keeping gangways and exits clear at all times;
- Investigating any disturbances or incidents;
- Ensuring that combustible refuse does not accumulate;
- Responding to emergencies, raising the alarm and taking the necessary immediate action;
- Being familiar with the arrangements for evacuating the audience, including kilo codes and undertaking specific duties in an emergency;

Stewards will receive the appropriate mandatory training in order to carry out their duties effectively. Training must include dealing in fire safety matters, emergency evacuation and bomb threats. Those working in the pit area must be trained so that they are able to extract distressed people out of the audience safely and without risk to themselves.

14.2.6 Entry screening, customer search, drugs policy, alcohol policy and ejection procedure.

The law requires licensed premises to be controlled in a manner that supports the four licensing objectives of the Licensing Act 2003. These are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from harm

The Controlled Space team are there to assist the Bingley Music Live Festival Manager in ensuring that the venue upholds these objectives at all times.

14.2.7 Entry Screening

Screening a person's suitability to enter a venue is undertaken in support of achieving these licensing objectives. It helps to ensure that those entering the venue are legitimate customers who can reasonably be expected to comply with the event entrance conditions and behave in an acceptable manner.

Customer screening is carried out by SIA Licensed Door Supervisors supported by event stewards. Controlled Space staff will conduct entry screening in a respectful and polite manner. Individuals without a valid ticket or other legitimate accreditation will be refused admission. Anyone found to be under the influence of alcohol or drugs or demonstrating anti-social behaviour will be refused entry.

14.2.8 Customer Search

The purpose of searching customers is to ensure a safe environment and the safety of individuals attending Bingley Music Live, through the identification and, where appropriate, confiscation of items that may endanger safety or are contrary to other conditions of entry in pursuit of Premises License compliance.

The event search policy will be agreed with the Bingley Music Live Festival Manager and will state whether the searches are to be:

- All customers (general search)
- Random search
- Specific searches

In light of the terror attacks at Manchester and London the intention is to search every person entering the festival.

SIA Licensed Door Supervisors have no statutory legal right to search customers. Searches can only be conducted with the customer's consent, as a condition of entry. The fact that searches will be conducted is clearly advertised to ticket holders in advance of the event as well as at the venue. Any customer refusing to consent to a search will be politely but firmly refused entry to the event. Searching customers once they are inside the venue can only take place when the right to do so is listed as an entry condition.

The search procedure will identify all prohibited items stipulated in the entry conditions. Usual items include (but are not limited to) weapons and other dangerous or potentially dangerous items such as laser pens, air horns, fireworks and glass items as well as alcohol and drugs. Entry conditions clearly listing prohibited items are clearly displayed at the venue entrance to support those conducting searches of customers and their belongings. Such signage also acts as a deterrent to those approaching the search area and can result in customers disposing of banned items prior to being searched. It also encourages voluntary disposal of any prohibited items upon entering the search area.

Additionally following the terrorist attacks in London and Manchester a restriction on sizes of bags being brought into the festival will be implemented for the safety of all attending. Communication to get this message out will be vital. Aiding this will be clear signage at the venue and advance information that will be disseminated via various forms of media.

Controlled Space staff will conduct searches in a respectful and polite manner, remembering that those being searched are customers. The methods and approach to searching influence the mood of those being searched, and set the tone for compliance with the venue's practises and terms and conditions of entry.

Designated search areas adjacent to the entrance gates will be set out. These facilities are positioned under shelter. Tables for use during the search of personal belongings are provided together with confiscation bins.

Customers will generally be searched by SIA Licensed Door Supervisors who are of the same gender though customers may be asked if they object to someone of a different gender conducting the search. Permission will be gained from the ticket holder for a belongings and / or personal search. The search will be of outer clothing and belongings only. Ticket holders will be asked to handle their own belongings. Search staff will ask the customer to open their bag or remove items from their pockets so that the search may be undertaken.

Items that pose a danger to the safety of the customer or others and items prohibited by the event entry conditions will not be allowed into the venue. Ticket holders found to be in possession of banned items will be advised that they cannot bring such items into the venue. Customers will then be asked to voluntarily deposit prohibited items in confiscation bins. Items will not be recorded and will not be returned. Confiscations dealt with in this way typically include alcohol.

Customers will also be advised that they can return contraband items to their vehicle providing they are not illegal items. If potentially illegal items are discovered the person will be detained and the Police informed.

Personal possession searches will be made to attendees entering the event site in accordance with the training given to SIA Door Supervisors.

14.2.9 Drugs Policy

Drugs misuse goes against all four licensing objectives therefore licensed premises must operate a zero tolerance policy towards drugs misuse. It must also be made clear to customers and staff that there is 'zero tolerance' to drugs and associated criminal acts on the premises and that any breaches will be dealt with firmly and immediately. This policy is also relevant to substances formerly known as 'legal highs' where the potential of associated risk equals or exceeds the risks associated with illegal substances.

The objectives of the drugs policy are:

- Preventing drugs entering the event
- Detecting those supplying and misusing drugs
- Ensuring the safety of customers and staff

It is recognised that a small number of persons attending any event may attempt to bring illegal substances into the venue.

SIA Licensed Door Supervisors are made aware of search/seizure/arrest procedures at the venue, particularly in relation to controlled drugs and offensive weapons. SIA Licensed Door Supervisors may search potential customers before allowing them into the venue, and may search customers who have already gained entry (see above).

Where suspected controlled drugs are found on customers during a search, SIA Licensed Door Supervisors have two options. They can either seize the items and refuse entry to the customer, booking in the property in the incident book before handing it to the Bingley Music Live Festival Operations Manager for safe keeping, or they can seize the items, make a citizen's arrest, and hand the customer and confiscated items over to the Police when they arrive. The decision as to which course of action is to be taken is to be made by the Bingley Music Live Festival Operations Manager and Police Silver Commander after a briefing by the Controlled Space Head of Security. Whichever course of action is taken, anyone found to be in possession of what is believed to be a classified, non-prescribed, drug will be evicted from the site. Medical assessment of the customer will be offered prior to ejection.

Prevention of drug dealing and minimising drug taking on site is key to the effective implementation of the drugs policy. The fulfilment of these objectives can be aided by:

- The use of hi-visibility Security Operatives deployed at fixed locations.
- The use of overt Security Rapid Response Teams
- The use of Security Patrols to monitor for drug related activity
- The use of covert Security Operatives to gather intelligence

On-going liaison by the security contractor with the medical team via Control to monitor the numbers of drugs related casualties and any sudden increases will be undertaken to inform the Security team and the Bingley Music Live Festival Operations Manager of any developing trends.

Where it is clear that active drug dealing is taking place within the arena Security staff will liaise with the Bingley Music Live Festival Operations Manager and as necessary liaise with and support West Yorkshire Police in identifying those involved and if required assist West Yorkshire Police in detaining/ejecting the suspect/s.

14.2.10 Alcohol Policy

Excessive alcohol consumption and the resultant behaviour of those concerned is a breach of the Premise License objectives and conditions. It is therefore imperative that this is strictly controlled. The Controlled Space team and bar team will monitor for persons who have had too much alcohol to drink.

Anyone found to be over intoxicated and behaving in an unacceptable manner will be asked by Security staff to leave voluntarily. Anyone refusing to leave voluntarily will be ejected from the site (see below). Depending on the condition of the person they will be offered medical assessment.

Assistance and support to the Bingley Music Live bar team will be provided by Security at all times. However, bar staff will be briefed on the course of action required if they exercise refusal of service. If the customer is to be asked to leave due to over consumption of alcohol or for other reasons, Security should be called by use of radio to the bar. Immediate ejection of the person/s from the arena will then be swiftly and calmly, achieved by the Security team (See below).

14.2.11 Ejection Procedure

All potential ejections and the reasons for and background to these will, when practicable, be notified by Security operatives to Event Control where a record will be made. Where possible all potential / actual ejections will be monitored via CCTV.

All ejections will be carried out by SIA Licensed Door Supervisors using only necessary reasonable force in order to protect the person being removed from injuring themselves and to prevent injury to Security staff or any third party. All Security staff undertaking the ejection of customers will be SIA Licensed Door Supervisors.

An ejections register will be maintained by Security Control, together with a detailed incident report for each ejected person which will be available for inspection by the Bingley Music Live Festival Operations Manager.

14.2.12 Ejection Route

Notification of ejections will be sent to Control where Police liaison will be made aware of the incident.

Any person ejected from the main stage arena will be escorted by the steward response team to Exit B (Rear venue). This will lead to the exit gate in the event perimeter fencing located near ref. En5. Depending upon the nature of the incident that has led to the ejection the ejected may be handed over to the Police. It is at the gate in the heras metal fence just above Exit B where the handover to Police will take place; the Police having been pre-warned of the action and having made their way to meet the response team at this gate. A secondary ejection route for anyone ejected from the front of the main arena will be via the backstage egress red route at the top of the hill adjacent to the tennis court/park depot gates. Both handover points are discreet and purposely out of public view.

14.3 Management of spectators

It is anticipated that 15,000 ticket holders will descend on Bingley to attend the festival over the three days, all of whom will need careful and considered management.

Crowd management is about understanding and then influencing the behaviour of crowds using tools such as design, information and staffing systems. This plan is built on key areas that are listed and explained below using the Crowd Behaviour Analysis, Prediction & Response (APR) model.

At certain points in the venue there will be a concentration of attendees. These are known as high density areas/high risk areas. The main area of risk is the high density area in front of the main stage where up to 5 people per m/sq will be stood with almost no movement possible for long periods of time. A Pit Team trained in understanding signs of distress and physical discomfort as well as lifting techniques will be located behind the pit barrier ready to eject anyone to a place of safety should they be showing signs of distress/anxiety. CCTV cameras will also be monitoring the crowd in this location to assess any early warning signs of distress.

Hazards will be supported by risk assessments to identify and manage the process.

14.4 Analysis

Profile	The expected audience profile is a mixture of experienced festival goers as well as casual gig attendees of full mix in family groups. The younger ones being accompanied by their parents, or elder siblings. Experienced festival attendees are generally know how to behave at a festival as opposed to a younger audience who generally come along with friends not particularly for the enjoyment of music but as a place to go because their friends are also going. The programming of acts for Bingley Music Live this year tends to be one that will attract more of an experienced festival type of audience.
Event	Annual late summer music festival, now in 11 th year. 2 stages consisting of established platinum selling artistes as well as up and coming new artists that will go on to be the next best thing.
Venue	The venue is a public park in the centre of the town of Bingley. There are a network of tarmac paths and large open grassed areas that create the makeup of the park.
Variables	Public transport to and from the park is good. To date there has been no mention of increasing of services for bus and rail. There are a number of car parks in Bingley Town Centre and a park and ride service operating for event attendees. Event held in open and subject to all weather. Some road closures but a tried and tested traffic management plan is in place. The weather in April may determine the attendance and dwell time of spectators.

14.5 Prediction

Arrival	Some ticket holders are likely to arrive early on the Friday afternoon but from experience this will not be many with most people arriving between 17.00 – 19.30 on Friday and between 13.30 – 16.30 on Saturday and Sunday. Experience suggests people will arrive in their own vehicles and by public transport.
Assembly	Intelligence from previous events shows that those who arrive early aim to get as near to the stage as possible. They may have travelled significant distances & will have money/resources to look after themselves. Ticket holders local to the event on the Friday will go home after work, have dinner and then set out to the event expecting to get straight in. Some ticket holders, who aren't interested in the lesser known bands will assemble in the local pubs in the town centre where the beverages are cheaper before making their way to the event. It is important to get the message across to all ticket holders in advance of the event to arrive as early as possible to avoid lengthy queues at the entrance gates. It is anticipated that 90% of the audience will need wrist banding and searching on the Friday.
Ingress	Ingress is ticketed and controlled via network of barriers channelling people to entrance gates. At the entrance gates tickets will be checked, scanned and surrendered in exchange of a festival wristband. From this point ticket holders will head towards the search lanes for bag checks. It is our aim for ingress to be calm with tickets holders compliant with directions offered by stewards. Buskers will be

	performing to the queues at the entrance lanes to lift the spirits of all in the queues.
Circulation	People are likely to circulate within the venue with some people heading straight for the front of the stage. People will move around the areas to the toilets, to get food and drink, trading and merchandise stands and will put up with dense crowds. From experience people will congregate in areas and 'set up camp' with folding chairs and blankets in any available spaces. In the main this is throughout the daytime when circulation around these groups is still achievable. Circulation becomes more difficult during the headline set when the crowds are much more dense and there is less space available to circulate.
Egress	From experience of previous events egress at the end of the concert is controlled and passive and at a steady pace.
Dispersal	The majority of those leaving will head for their cars or to the railway station to ensure they make their connections. Some people will disperse to the campsite at Bradford and Bingley Rugby Club where there will be late night entertainment and refreshments. Others will disperse to pubs and/or restaurants in Bingley Town Centre.

14.6

Prediction	Response		
	Environment	Management	Information
Arrival	<p>Ensure good signage is in place.</p> <p>Ensure barriers control the flow of ticket holders.</p> <p>Straw on standby</p> <p>Contingency lanes to absorb ticket holders in a confined space.</p> <p>Buskers to perform to crowds queuing.</p>	<p>Logical entry system.</p> <p>Suitable and sufficient stewards, staff and volunteers to offer advice and direction to ticket holders on ingress.</p> <p>Adequate numbers of volunteers to administer wrist banding operation.</p> <p>Appropriate numbers of stewarding for searches to ensure a safe but smooth through put of people.</p>	<p>Advance communications via social media to advise of gate opening times and encourage people to arrive early.</p> <p>Information on available facilities, what people can expect. Press releases, social media, website.</p> <p>Access information for disabled people.</p>
Assembly	<p>Provide additional toilets in town centre and at entrance lanes.</p> <p>Cleansing plan</p>	<p>Appropriate levels of stewarding provision for anticipated numbers.</p>	<p>Clear communication with those arriving from stewards controlling crowds and volunteers offering advice.</p>
Ingress	<p>Barrierred lanes to control flow of ticket holders.</p>	<p>Sufficient stewards, staff and volunteers to direct ticket holders and apply wristbands and undertake searches.</p>	<p>Clear communication and unambiguous signage</p>
Circulation	<p>Appropriate positioning of infrastructure within the venue.</p> <p>Toilets in appropriate and logical locations.</p>	<p>Sufficient Stewarding to manage the crowd, working from observation points to identify pinch points.</p> <p>CCTV in the front of</p>	<p>Advance communication in press and social media.</p> <p>Maps showing layout of areas/no go areas.</p>

		<p>stage area to observe crowd for signs of distress or trouble.</p> <p>Police assistance available for ejections.</p>	
Egress	<p>Egress from pedestrian areas relatively unrestricted.</p> <p>Tower lights to illuminate egress</p>	<p>Stewarding to manage the crowd on egress.</p> <p>Police support available</p>	Clear signage
Dispersal	<p>Road closure on Main Street allowing free flow of attendees across road to railway station.</p> <p>Barrier system to control crowds at railway station.</p> <p>Frequent Park and Ride service.</p>	<p>Stewards to oversee dispersal.</p> <p>Traffic Management</p> <p>Police presence in Bingley Town Centre.</p>	<p>Use of press, websites and social media to advise of any roads affected or traffic issues.</p> <p>Train times on venue screens.</p>

15. Traffic Management

The purpose of traffic management is not only to control traffic moving around the event site during the event but to enable the free flow of traffic, so far as reasonably possible, outside the event site.

The priorities of the traffic management plan are:

- To create a safe event for the public attending
- To minimise disruption to residents and traffic in the surrounding area
- To encourage the use of the Park & Ride Service
- To encourage the use of Public Transport

15.1 Off site Traffic Management

An assessment of the event's impact on traffic outside of the event site suggests that there will be minimal disruption to the highway network in and around Bingley before and after the event on each day. The Bingley bypass greatly minimises the impact of traffic congestion for vehicles that are bypassing Bingley in both north and south of the town and as such the ripple effect on traffic congestion is likely to be minimal.

15.1.1 Intention

The following has been implemented to assist the management of traffic:

- Major routes to the venue appropriately signposted using a traffic sign contractor
- Park & Ride available to all festival attendees encouraging those in cars to use the facility
- All routes signposted to encourage the use of the Park and Ride.
- Specific roads identified for Temporary Traffic Regulation Orders (TTRO) to enforce parking restrictions enabling the free flow of public transport
- Deployment of the Council's Traffic Services (Civil Enforcement) to enforce parking restrictions in the area
- Specific roads identified to receive road closures to enable sterile route access and crowd flow on egress
- Emergency routes signposted
- Resident Only Parking areas signposted
- Production vehicle routes signposted
- Guests and disabled access car parks signposted
- Stewards in place at all venue vehicular access points to prevent unauthorised access and offer directions to traffic to the correct locations.

15.1.2 Infrastructure

- All road closures will be coned or will have barriers, 'Road Closed' signs will be displayed
- All road closures to be staffed with stewards in radio contact with event control
- All roads with TTRO's will be signposted
- Advance notices will be displayed informing of TRC's and TTRO's
- Roads leading off Bradford Road to resident areas will display Resident Parking Only signs
- Vehicles parking illegally will be issued with a parking penalty ticket
- Vehicles parked illegally and deemed an obstruction or a hazard to public safety will require police assessment as to whether the vehicle is to be removed. If deemed necessary, the Police will arrange a nominated contractor to remove the vehicle.

15.1.3 Directional signage

Advance directional signage will include a colour coded system for various entrances into the site. This has been introduced specifically so not to broadcast routes for backstage areas, tour buses, emergency access etc.

The signage will be as follows:



15.1.4 Temporary Road Closures (TRC's)

Location	Day	Times
Myrtle Place, Myrtle Grove, Airedale Street	Friday	15.00 – 24.00
	Saturday & Sunday	08.00 – 24.00
Wellington Street	Friday, Saturday & Sunday	19.30 – 23.00
Main Street	Friday, Saturday & Sunday	19.30 – 23.00

15.1.5 Main Street Road Closure – Diversion Route

- Traffic travelling from Keighley on Main Street at the junction of Park Road, traffic will be diverted left along Park Road via Charles Street and Mornington Road, then right, along to the bypass or Ferncliffe Road.
- Traffic travelling from Bradford on Main Street at the junction of Ferncliffe Road, again via Mornington Road and Charles Street, along Park Road and right onto Main Street.
- Buses and HGV's will be allowed through the road closure, the speed limit will be 10mph. The rationale to allow buses and HGV's through the road closure is due to heavy load bearing vehicles not being able to pass each other on Charles Street and Mornington Road.

15.1.6 Temporary Traffic Regulation Orders (TTRO's)

Location	Day	Times
Chapel Lane	All days	17.00 – 23.00
Charles Street & Mornington Road	Fri - Sun	Fri 16.00 – Sun 21.00
No 'U Turn' - Bradford Road (section of road from Leonard Street to junction of Ferncliffe Road)	Fri – Sun	Fri 09.00 – Sun 24.00

See appendix F1 – F4 showing road closures and regulation orders.

15.2 Public Transport

The use of public transport will be promoted and encouraged on the festival's social media feeds and via the festival website including a link to journey planner, for services and times.

15.2.1 Rail

Train departure times after the event including forward connection times from other stations will be presented on the screens at the festival.

Northern will be consulted on event proposals and will determine whether to provide an enhanced rail service for passengers exiting the event. The intention of the additional service is to support passengers after the event has finished where large crowds at Bingley station have previously been experienced. Attendees' leaving the event en masse to use the rail service has resulted in a crowded station and in certain instances people intending to travel by rail have missed trains. The additional service is therefore a contingency measure and will not be promoted to the public in order to encourage passengers to meet the advertised rail service.

Bingley Music Live will provide barriers to be assembled by Northern staff to contain queuing passengers entering the station. (Station car park to be closed by Northern on Thursday night before the festival)

A larger proportion of the queuing system will be allocated towards the Leeds/Bradford entrance i.e. a 70/30 split. Signage to direct passengers to Leeds/Bradford and Skipton queues will be displayed. There will also be signage directing passengers arriving at Bingley Station to Myrtle Park.

3 portable toilet units will be provided outside the station for passengers arriving at the station to prevent people urinating in doorways etc.

A lighting tower will be provided at the front of the station to illuminate the area as people make their journeys home after the festival.

The Council Highways dept. will provide road closed signs and cones for the road closures on Wellington Street.

Two stewards will be located at road closures between the following times.

Friday 19:30 – 23:00

Saturday 19:30 – 23:00

Sunday 19:00 – 23:00

British Transport Police will provide a Policing Team at the Railway station that will be supplemented by WY Police if necessary.

In addition, Northern is providing a team that will be located at the rear entrance of the station.

15.2.2 Bus and taxi

Local bus companies (First and Keighley Bus) will be consulted on proposals for the festival via PSLG. An existing bus service runs at regular intervals from Bingley to Bradford and Keighley. During the road closure on Wellington Street, buses will use the temporary bus stop on Chapel Lane. Signs will be placed at the bus stop to inform passengers of the temporary bus stop on Chapel Lane.

Signs are to be placed at the taxi bay on Wellington Street and Chapel Lane to direct public to the two temporary Hackney Carriage Ranks on Bradford Road outside the Police Station and opposite side of the Police Station.

Private Hire Taxis will use the temporary pick up and drop off point located in the small car park on Victoria Road off Ferncliffe Road. This is for pre booked appointments only. Signs will be sited to inform festival goers of this location. Hackney Licensing will write to Private Hire companies to inform them of the designated area and stress that this is only for pre arranged bookings.

15.3 'Residents Only Parking' signs to be sited at following streets:

- Southlands Avenue
- Southfield Road
- Southlands Grove
- Private road opposite Ashfield Crescent
- Ashfield Crescent x 2 entrances
- Oak Avenue & streets leading off
- Myrtle Avenue
- Leonard Street
- Ash Terrace
- Leonard's Place
- Sycamore Avenue
- Myrtle Court
- Ash Grove
- Oakbank
- Holyoak Avenue
- Charles Street
- Mornington Road

Signs are for information only and are not enforceable.

15.4 Parking

Public car parking areas are available in the municipal car parks located in Bingley Town Centre where 350 spaces are available. Parking for these areas will be free after 6pm on Friday & Saturday and free all day on Sunday. These car parks are not promoted on the event website nor are they specifically signposted. This is to deter people travelling to the event by car coming into Bingley Town Centre but instead to encourage use the Park & Ride facility.

Car parking for staff and crew will be available in the meadow across the river with access and egress via Harden Road.

Car parking for disabled people possessing the blue badge will be available at Myrtle Park First School. Car parking spaces are limited and available on a first come first served basis.

Car parking for main stage artists will be available at the rear of the main stage area. Artists for the Discovery Stage will be accommodated on the basketball court. Access for both car parks is available via EN1.

All vehicles accessing the car parks will be identified to stewards by the presentation of event parking permits displayed on vehicle dashboards.

15.5 Park & Ride

A Park & Ride service will be operated from UKAR car park at Crossflatts to the venue. The location of the park and ride facility is approx 2 miles from venue where there is parking space available for 600 vehicles. Four x 78 seat double deck buses, 2 of which will have disabled access will operate a shuttle service between the following advertised times.

Friday	17.00 – 22.15
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Saturday	11.00 – 22.15
Sunday	11.00 – 22.15

Whilst these are the advertised times the actual park and ride will be operational until 11pm to accommodate late comers.

The Park & Ride temporary bus stop will be located on Main Street in front of the former Bradford & Bingley Building Society.

2 stewards will be located at this bus stop between the following times:

- Friday 19:30 – 23:00
- Saturday 19:30 – 23:00
- Sunday 19:30 – 23:00

The bus times will be advertised on the website. Signs will also to be displayed on buses and at bus stops to inform travellers of last bus times:

- Friday from 17:00 – last bus back 22:15
- Saturday from 11:00 – last bus back 22:15
- Sunday from 11:00 – last bus back 22:15

6 stewards will be deployed during the following hours at Crossflatts car park:

- Friday
 - 2 x stewards 15:00 – 23:00
 - 4 x stewards 16:00 – 23:00
- Saturday
 - 2 x stewards 09:00 – 23:00
 - 4 x stewards 10:00 – 23:00
- Sunday
 - 2 x stewards 09:00 – 23:00
 - 4 x stewards 10:00 – 23:00

Car Park opening hours for the Park and Ride car park at Crossflatts are:

- Friday – from 17:00
- Saturday & Sunday from 10:00

Car Park Spaces

- Main Car Park – 368 spaces
- Roadside car park – 40 spaces
- Overspill car park – 200 spaces

Contingency Plan for Park & Ride

- Approximately 115 car park spaces are available within an enclosed area of the former Triphase works unit on Croft Road next to the overspill car park.
- If this area is used then signs will be displayed with closure times.

15.6 Disabled Car Parking

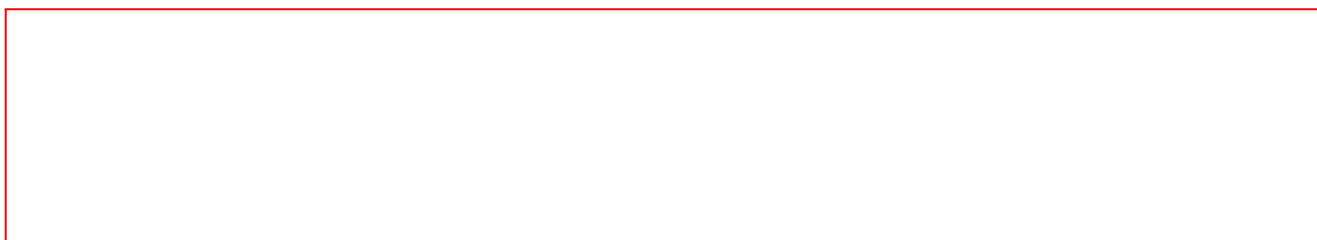
Car parking for approximately 100 cars is available from Myrtle Park School for disabled attendees (Blue Badge to be displayed).

Opening times are:

- Friday 16:00 – 22:30
- Saturday 10:00 – 22:30

- Sunday 10:00 – 22:30

15.7 Emergency Vehicle Access



15.8 Pedestrian Access

Separate access routes will be available for pedestrians in the venue. Traffic movement in these areas will be restricted to all vehicles except emergency vehicles should the need arise to access these routes. All routes will be illuminated using temporary lighting columns as appropriate.

Pedestrian access via the two footbridges and bridleway will be closed to the public through grant of approval of the Police Town Clause Act 1847. Closure of these rights of way will be from Friday 08.00 to Monday 12.00.

The Beech Street entrance to the park (En5) will be closed to festival attendees except for residents between Park Ave – Oak Ave and Beech Street – Bradford Road where ingress and egress will be by special wristband. Access will also be available for disabled people, staff and production vehicles. The closure of this exit to other festival attendees is to eliminate anti-social behaviour that has occurred in the Beech Street area in previous years. The wristbands for local residents enabling access will be sent out with the pre event letters that are distributed to residents' approx 1 month prior to the event.

15.9 On-site Vehicle Management

Traffic movement on site during event times will be restricted to the cleansing team and emergency vehicles. Vehicle movement will not be allowed in the arena's whilst the event is in progress except in an emergency situation necessitating access by the emergency services.

All vehicles accessing the site i.e. food traders, contractors, production staff etc will be identified by event passes or wristbands that are recognisable to the stewards. A cursory check will be undertaken on vehicles entering the site for contraband.

All vehicles accessing backstage areas will be limited to event management, performers, and production staff, stewards and emergency services. With the exception of obvious identifiable vehicles i.e. blue light services, all vehicles will be identifiable with special passes, recognisable by stewards.

15.10 Vehicle Curfews

Vehicle curfews applying to concessionaires/bar on site are as follows:

Day	Curfew from	Curfew to
Friday	14.30	22.00
Saturday	10.30	22.00
Sunday	10.30	22.00

Though 'curfew to' times are stated above an assessment will be made by the safety advisor and Operations Manager who will give the appropriate permissions for the curfews to be lifted.

15.11 Temporary Roadways

Temporary portable roadway suitable for heavy production and service vehicles will be installed around the perimeter of the site including back-stage areas to aid the movement of vehicles accessing the site. A maximum speed limit of 5mph applies. Because the temporary roadway may present trip and slip risks to attendees of the event, signs indicating "risk of slipping and tripping" will be erected warning public of the potential risks.

15.12 Plant

Two all terrain telehandlers will be on site to assist with production. All operators will have received appropriate training in the use and operation of this type of vehicle.

An all terrain cherry picker will be available for the installation of truss for rigging stage lights and erection of stage.

All operators must receive authorisation from the site manager and present evidence of training prior to using any plant.

16. Cleansing Plan and Sustainability

The purpose of the cleansing plan is to deliver an effective waste management service for the venue as well as the areas impacted in the vicinity of the site.

A report was undertaken during the 2009 event specifically to assess the impact 15,000 attendees had descending on Bingley Town Centre. Many people gather in the town centre pubs before making their way to the event site. The assessment report demonstrated that large quantities of waste was generated from event attendees who by and large were prepared to use the bins available in the town centre but were unable to due to the bins quickly becoming full. Consequently the bins overflowed and bags of litter were piled next to the bins which although were cleared by the early morning town centre cleansing team were left throughout the event period and overnight. Since then cleansing teams have been deployed in the town centre to empty the bins during the event period as well as after the event to ensure the town centre and streets around the venue are maintained to a high standard.

Understandably large events generate waste material from the audience attending the event as well as from concessionaires. The intention of the cleansing operations plan is to ensure the waste generated from the event is regularly and safely removed from the site and all other areas impacted by the event through the deployment of refuse collection teams.

16.1 Types of Waste

The bulk of waste likely to be generated over the weekend includes:

In the event site

- Food packaging
- Waste food debris
- Waste food from food stalls
- Lost items e.g. clothing

Outside the site

- Food packaging
- Waste food debris
- Drinks cans
- Bottles (plastic and glass)
- Plastic cups served at pubs

16.2 Safety

The Cleansing Division of Bradford Council contracted to undertake cleansing operations have a legal duty to ensure that the health, safety and welfare of their own employees are protected on site.

The collection of waste will be carried out in a safe and professional manner ensuring risk to employees and attendees is minimised as far as reasonably practicable.

- All employees and their activities associated to collecting waste will be managed by their appropriate supervisors.
- All employees will wear hi visibility tabards or jackets whilst undertaking cleansing operations
- All employees will wear the appropriate PPE for undertaking their duty.
- All employees will comply with the risk assessments and method statements pertaining to the particular area of work.

Hazards associated with waste include:

- Injury to workers during collection and removal of waste eg Cuts and grazes, needle stick injuries, possible infection etc.
- Injury to attendees of the event eg slipping on inappropriately discarded refuse/waste discarded food.
- Fire hazards when waste is accidentally or purposely ignited
- Misuse of waste e.g. throwing of items etc.
- Vehicle movements associated with collecting waste; and
- Waste attracting vermin and insects.

16.3 Operations plan

The operation plan will ensure areas are effectively cleaned prior to, during and after the event.

- Temporary bins will be positioned at entrance lanes and gates for the disposal of banned items on entry.
- Temporary bins will be positioned at other areas where there is likely to be greatest concentration of refuse e.g. refreshment areas.
- Temporary recycling bins will be placed at various locations to encourage attendees to recycle
- All catering outlets in accordance with the attendance agreement will be equipped with litterbins for the disposal of food packaging.
- Large industrial skips required for the disposal of waste from food concessionaires and the bar will be located at the rear of outlets not accessible to public.
- Messages promoting 'green' initiatives will be displayed on the electronic video screen system-requesting people to dispose of their litter in the bins provided or to bag it up ready for collection by the cleansing teams.
- Existing litter bins located within the upper park will be available for the disposal of waste on ingress/egress.
- The town centre and streets in the residential areas around the venue will be litter picked during and following each event day.

16.4 Operations Timetable

Cleansing Schedule - Bingley Town Centre

	<u>Time On</u>	<u>Time Off</u>	<u>Area</u>	<u>Tasks</u>	<u>Resource</u>
Friday	16:00	21:00	Bingley Town Centre	litter pick / empty bins	Transit + Dvr + Op
Saturday	05:00	08:00	Bingley Town Centre	Emptying bins, litter picking	Transit + Dvr + Op
	13:00	21:00	Bingley Town Centre	Emptying bins, litter picking	Transit + Dvr + Op
Sunday	05:00	08:00	Bingley Town Centre	Emptying bins, litter picking	Transit + Dvr + Op
	13:00	21:00	Bingley Town Centre	Emptying bins, litter picking	Transit + Dvr + Op
Friday	13:00	21:00	internal / External	Manage staff	Cleansing Manager
Saturday	13:00	21:00	internal / External	Manage staff	Cleansing Manager
Sunday	13:00	21:00	internal / External	Manage staff	Cleansing Manager

Cleansing Schedule - Myrtle Park

	<u>Time On</u>	<u>Time Off</u>	<u>Area</u>	<u>Tasks</u>	<u>Resource</u>
Friday	16:00	19:30	Event site	litter pick remove items	Transit driver 2 ops
Saturday	13:00	19:30	Event site	litter pick remove items	Transit driver 2 ops
Sunday	13:00	19:30	Event site	litter pick remove items	Transit driver 2 ops
Saturday	05:00	11:00	Event site	Litter pick arena areas	Transit driver 8 ops
Sunday	05:00	11:00	Event site	Litter pick arena areas	Transit driver 8 ops
Monday	05:00	11:00	Event Site	Litter pick arena areas	Transit driver 8 ops
Saturday	05:00	11:00	Event site	Manage staff	Cleansing Manager
Sunday	05:00	11:00	Event site	Manage staff	Cleansing Manager
Monday	05:00	11:00	Event site	Manage staff	Cleansing Manager

16.5 Sustainability

Consideration of environmental issues, sustainability and corporate social responsibility will be taken into account by event management. It is a disputable fact that sustainability comes at a cost and is a balance of economic, environmental and social best practice. However, BS8901 is the British Standard for sustainable events and is a framework for implementing sustainability.

The management of Bingley Music Live have implemented this framework in an attempt to make a positive environmental and social impact.

A phased approach towards a sustainable event has been adopted with the intention of building on existing management systems to develop a policy that will include planning, implementation, monitoring and control.

The Bingley Music Live team are constantly issued with a challenge to increase sustainable event solutions for each year's events.

Current initiatives include:

- Inclusion of traders offering fair trade and ethical products.
- Encouragement to traders to use bio-degradable products.
- Emphasis on public transport including bus/rail and lift sharing
- Park and Ride – minimising the impact of traffic.
- Increased use of LED low carbon lighting in production.
- Re-use of event signage.
- Recycling of timber signage used to make artist green room.
- The BML Green Team volunteers patrol the site in small but visible groups to promote the Keep BML tidy message.
- Separation of audience waste.
- On site Recycle Stations.
- Self stop compression taps.
- 'Do not waste water' signage.
- Consideration of local supply chain in procurement of suppliers.
- Use of recycled paper in all publicity material.
- Carbon off-setting through tree planting projects undertaken by the Council.
- Use of trackway to minimise damage of land caused by vehicle movement on site.
- Management of noise levels during the event to minimise the impact of noise as a pollutant

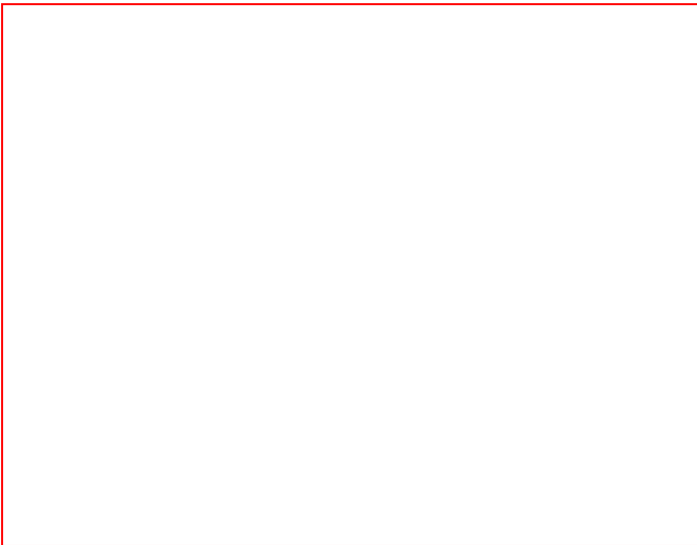
17. Communication

- Within each organisation e.g. individual Emergency Services, Stewards, event management, control a framework of communication will exist.
- An effective communication system between different agencies e.g. police to fire, stewarding to ambulance, Control to police, will ensure all procedures are co-ordinated.
- Consideration will be given to ensure effective communication via
 - Appropriate power supplies for communication equipment
 - Back up supplies in the event of power failure
 - Accessibility and space for workers to operate effectively
 - Communication links to key personnel in critical locations
 - Provision of key items of documentation and stationery, gridded site plans, key contacts, message pads, log sheets.

17.1 Radio Communication

- Radio communication is an essential medium for general operational requirements and a prime medium for responding to emergencies.
- Each organisation (event staff, stewards and emergency services) requiring radio communication will allocate operational channels as necessary for identified functions or areas.
- Radio communication is provided at the event for operation by designated personnel.
- CCTV will be used and monitored in event control with cameras at designated points throughout the site
- A list of relevant contact numbers will be available in event control.
- All staff will be issued with information on radio protocol.

The Radio channel list is as follows:



17.2 Telephone Equipment

A mobile phone located in the incident control centre will be dedicated for contacting the emergency services. A landline is available at Bingley Pool in the event that cellular phone airways are blocked

17.3 Public Information and Communication

Public information will be conveyed to the audience by messages updated on the LED video screen systems situated at both sides of the stage.

Information will include; venue facilities, train times, band schedule, welfare and safety, urgent messages and emergency instructions.

17.4 PA systems

The PA system will be a vital medium for communicating with the audience and arrangements will be made with the PA operators to ensure that override facilities allow announcements to be made in an emergency incident without interference from other sound sources.

The PA system will have a back up power supply that will allow continued operation at full load in the event of an emergency.

The PA system will also be used, should it be necessary, for communicating with the audience arriving at, or leaving, the venue.

17.5 Loud Hailers

In addition to the PA, 2 loud hailers, located in event control will be available to deliver messages to the audience.

17.6 Emergency Public Announcements

Early warning will be essential and consideration will be given to the following:-

- Early warning and persuasion time
- Clarity and quality of announcements
- Whether public may respond better to an empathy figure making announcements
- Reasons given for messages where possible
- Key messages will be pre planned
- Announcements to be reinforced by message displays on the side stage screens, as far as reasonably practicable
- Key messages to be repeated

18. Temporary demountable structures

The venue is a 'Greenfield' site and therefore temporary demountable structures e.g. Stage, PA masts, Front of House tower, portacabins and marquees are required.

The responsibility for managing the hazards connected with the erection of such structures rests with the individual contractors employed to undertake their duties conscientiously and in accordance with the appropriate risk assessments and method statements.

18.1 Main Stage

- The Main stage will be a 18m Space Roof by Acorn Event Structures.
- Performance area: 18m x 12m
- 4m cantilever to offer weather protection
- Trim height: 8m
- Integral PA hang and screen support wings with load capacity per side of 4,000kg for PA and 3,000kg for screens both sides of stage.
- Stage left cowshed 4m x 4m
- Stage right cowshed 4m x 4m
- Covered backstage area for pre set up and patching backline.

Staging Deck

The stage deck will be supplied to the following specification:

- Layher system scaffold sub-structure with Layher Eventdeck platform surface providing 5kN/m² load capacity.

- Built to accommodate stage roof and ancillary structures.
- Finished floor level to be set at minimum of 1.8m at stage centre and leveled to follow contours of site.
- 1no. 5m wide load-in ramp with landing.
- 2no. sets of access stairs.
- Ramp, stair and platform finish to be slip resistant phenolic plywood.
- Black stage netting to entire downstage edge to cover scaffold substructure.

Delay Towers

- The delay tower will be integral to the front of house tower.

Front of House Structure

The front of house structure will be supplied to the following specification:

- 1 no. double storey 6.21m x 5.14m bespoke Layher system scaffold front of house structure with decked levels at 0.3m and 2.8m
- Access ladder between decked levels.
- Sheeting to three sides and roof.

The main stage by Acorn Structures



18.3 The Discovery Stage (2nd stage)

Designed and engineered in association with Thomas Engineering of Worcester this stage is based on a modular LiteDeck platform with a Thomas Supertruss roof system.

Key features include:

Integrated ballast system.

DDA compliant rear access ramp provided as standard.

'eyelid' canopy for extra weather protection to the proscenium.

Option to extend stage depth.

Outriggers for Line Array PA systems

Incorporates a lighting grid which can be rigged at platform level.



Structural calculations for stages can be seen in Appendix Q.

18.5 Marquees

- All marquees will be supplied and erected by a reputable and competent company specialising in the marquee hire industry.
- The structural integrity of the marquees will be the responsibility of the hire company.
- Safe access and egress will be maintained from all exit routes.
- All membranes and fabrics used in a marquee shall be flame retardant and be free of flaming molten droplet characteristics.
- A certificate from a recognised standing to show compliance with the above provisions will be sought from the marquee company.
- All marquees will be equipped with an adequate number of emergency exits of a suitable size, lighting and emergency exit signs and fire fighting appliances.
- Any emergency exits consisting of wall flaps will be of quick release design, clearly defined at the edges and so arranged for easy and immediate egress from the inside.
- All exits will be evenly distributed around the marquee so that genuine alternative exit routes are available.

19. Sanitary Facilities

Portable sanitary provision for male, female and wheelchair users will be provided in the form of chemical flushing units and urinals. Site restrictions predominantly dictate toilet location however the fact that all public toilets are located in an area accessible to the audience that is away from congested areas and distanced from stage sight lines enables the whole area to be illuminated with portable overhead tower lights during the hours of darkness.

- All toilets will have opaque roofs thus enabling sufficient light transfer from the floodlights when used during the hours of darkness.
- All sanitary conveniences will be regularly maintained and serviced by attendants throughout the duration of the event.
- All units will contain either cold-water hand-wash basins and soap dispensers or sanitising gel.
- Co-ordination with the council's cleansing services in accordance with the event cleansing plan will be undertaken to ensure existing toilet provision is made available in an attempt to control public urination in the streets/shop doorways in the town centre.
- The contractor providing and maintaining the sanitary facilities will undertake the appropriate on-site storage of waste with effluent tanks.
- All waste to be removed from site and appropriately disposed of.

19.1 Sanitary Provision for Wheelchair users and disabled people

Appropriate sanitary accommodation for wheelchair users will be provided in accordance with the Disability Discrimination Act 1995. Toilets will both be integrated into the main arena toilets and specifically for disabled users in the disabled viewing areas.

A changing places hygiene unit is also available for people with profound and multiple learning disabilities, as well as other serious impairments such as spinal injuries, muscular dystrophy, multiple sclerosis or an acquired brain injury. People with such disabilities often need extra facilities to allow them to use the toilets comfortably.

Changing Places toilets are different to standard disabled toilets with extra features and more space to meet these needs.

The hygiene unit will have:

- adequate space in the changing area for the disabled person and up to two carers
- a centrally placed toilet with room either side for the carers
- a screen or curtain to allow the disabled person and carer some privacy.

The right equipment for:

- a height adjustable adult-sized changing bench
- a tracking hoist system, or mobile hoist.

A safe and clean environment for:

- wide tear off paper roll to cover the bench
- a large waste bin for disposable pads
- a non-slip floor.

19.2 Toilet numbers

Appropriate toilet provision to meet the demands for an audience of 15,500 will be met.

The figures in accordance with recommendations in the Event Safety Guide for toilet provision for events over 6 hours applied to an attendance of 15,500 are as follows:

Calculation methodology:

- 1 toilet per 100 females
- 1 toilet per 500 males plus 1 urinal or 1 urinal space per 150 males
- 1 toilet per 75 special needs people.

Based on 15,500 people attending and assuming the audience is split 50:50 male:female the toilet provision is as follows:

- 7,750 females equates to 77 toilets
- 7,750 males equates to 16 toilets and 43 urinals or 51m length of urinal.
- 1 toilet per 75 special needs people equates to 2 toilets

Total recommended provision based on the guidance:

- 93 portaloos
- 51m urinal trough
- 2 special needs toilet

Toilet numbers for attendees of Bingley Music Live 2017 :

- Disabled provision: **7** no. Wheelchair accessible toilets consisting of 1 W.C. equipped with a wash hand basin, grab rails and ramps. (Provision in excess of the recommended 1:75 disabled people in the Event Safety Guide)
- 1** Changing Places Hygiene unit
- 134** Single Units
- 12** Urinal Troughs equivalent to **42m** length of trough

In addition toilets will also be located at welfare, the railway station, park and ride car park, campsite and entrance gates.

Toilets are also available in areas not accessible to public admittance i.e. traders, bar, artists, first aid, staff and crew.

The distribution of toilets around the site is as follows:

Toilet Provision for attendees

Main stage arena	110 Single Units 1 Wheelchair Unit 12 Urinal Troughs equivalent to 42m length of trough (Urinal troughs require 3 x 2000ltr Septic Tanks (Or equivalent))
Main stage Disabled Viewing	3 Wheelchair Units
Queuing lanes Entrance gates	7 Single Units, 1 Wheelchair access Unit
Discovery Stage Arena	10 Single Units 1 Disabled Unit

Discovery stage Disabled platform	1 Disabled Unit
Welfare Area	2 Single Units
Family toilets In Play area	4 Single Units

Toilet provision for artists and staff

Main stage Backstage	1 Delux Toilet Unit 4 Single Units 1 Wheelchair access toilet
Staff, crew, Stewards	2 Single Units
First Aid Backstage	1 Single Unit
Discovery stage Backstage	2 Single Units
Discovery Stage Bar	2 Single Units
First Aid Rear of site	1 Single Unit
Rear of main Bar	4 Single Units
Rear of food Traders (main arena)	1 Single Unit
Main stage Front of House	1 Single Unit
Cocktail Bar	1 Single Unit
Gin Bar	1 single Unit

In addition, toilet provision will be allocated at the following areas:

Park & Ride car park	2 Single Units
Entrance to Railway Station	3 Single Units

Total number of toilets

- a. 8 Wheelchair accessible toilets
- b. 1 Changing Places Hygiene unit
- c. 1 Delux toilet unit
- c. 158 Single Units
- d. 12 Urinal Troughs equivalent to 42m length

19.3 Toilet contractors

20. Medical, Ambulance and First-aid Management

The medical, ambulance and first aid provision for the event has been planned in accordance with recommendations of the Events Safety Guide where the level of provision has been determined by a scoring system which considers specific factors such as:

- The size of audience
- Nature and type of entertainment
- Nature and type of audience
- Location and type of venue

20.1 Medical provider

- A complete medical plan will be drawn up by EMS and submitted in this document as Appendix J.
- There will be no ambulance movement on site without prior authorisation from Event Control
- Ambulance cover will be maintained throughout the event at the appropriate level in the event of casualties having to be removed from site
- A record of all casualties will be made by EMS
- Both medical points will be supplied with 2 way radio as part of the communications system
- Medical workers may be required to attend to casualties in the pit area extracted from the audience where experienced medical workers will be suitably trained to offer advice on casualty handling to stewards.

20.2 Medical risk assessment

The following risk assessment determines the recommended level of medical cover required for Bingley Music Live. The scoring is highlighted in red.

Table 1 Event nature

Item	Details	Score
(A) Nature of event	Classical performance	2
	Public exhibition	3

	Pop/rock concert	5
	Dance event	8
	Agricultural /country show	2
	Marine	3
	Motorcycle display	3
	Aviation	3
	Motor sport	4
	State Occasions	2
	VIP visits / summit	3
	Music Festival	3
	Bonfire / pyrotechnic display	4
	New Year celebrations	7
(B) Venue	Indoor	1
	Stadium	2
	Outdoor in confined locations, eg park	2
	Other outdoor, eg festival	3
	Widespread public location in streets	4
	Temporary outdoor structures	4
	Includes overnight camping	5
(C) Standing / seated	Seated	1
	Mixed	2
	Standing	3
(D) Audience profile	Full mix, in family groups	2
	Full mix, not in family groups	3
	Predominately young adults	3
	Predominately children and teenagers	4
	Predominately elderly	4
	Full mix, rival factions	5
Add A+B+C+D	Total score for Table 1	15

Table 2 Events Intelligence

Item	Details	Score
(E) Past history	Good data, low casualty rate previously	-1
	(less than 1%)	
	Good data, medium casualty rate previously	1

	(1% - 2%)	
	Good data, high casualty rate previously	2
	(more than 2%)	
	First event, no data	3
(F) Expected numbers	<1000	1
	<3000	2
	<5000	8
	<10 000	12
	<20 000	16
	<30 000	20
	<40 000	24
	<60 000	28
	<80 000	34
	<100 000	42
	<200 000	50
	<300 000	58
Add E+F	Total score for Table 2	15

Table 3 Sample of additional considerations

Item	Details	Score
(G) Expected Queuing	Less than 4 hours	1
	More than 4 hours	2
	More than 12 hours	3
(H) Time of year	Summer	2
(Outdoor events)	Autumn	1
	Winter	2
	Spring	1
(I) Proximity to definitive Care (nearest suitable A&E Facility)	Less than 30 min by road	0
	More than 30 min by road	2
(J) Profile of definitive care	Choice of A&E departments	1
	Large A&E department	2

	Small A&E department	3
(K) Additional hazards	Carnival	1
	Helicopters	1
	Motor sport	1
	Parachute display	1
	Street theatre	1
(L) Additional on-site facilities	Suturing	-2
	X-ray	-2
	Minor Surgery	-2
	Plastering	-2
	Psychiatric / GP facilities	-2
Add G+H+I+J+K	Total score for table 3	4
Subtract L		

TOTAL FOR TABLE 1	15
TOTAL FOR TABLE 2	15
TOTAL FOR TABLE 3	4
TOTAL SCORE	34

SCORE CONVERSION

SCORE	Ambulance	First aider	Ambulance personnel	Doctor	Nurse	NHS ambulance manager	Support unit
< 20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0
41-50	4	40	12	3	6	2	1

51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	1
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	3
> 75	15+	200+	35+	12+	24+	8+	3

Note: An ambulance paramedic crew, as a minimum, consists of a paramedic and an ambulance technician trained to IHCD standards.

Because the 26-30 scoring above is borderline and based on experience of the event it is felt that it would be prudent to increase NHS Ambulance, Paramedic and Ambulance technician provision.

Therefore a summary of medical provision can be seen below:

Events Safety Guide score	=	31-35
Paramedic Ambulance and Crew		2
Ambulance and Crew		0
Additional Ambulance Personnel		4
Ambulance Manager		1
First aiders		12
Doctors		1
Nurses		2
Support Unit		0

20.3 First Aid Points

Three designated first aid points located in marquees for the provision of medical cover will be located as follows:

- 1) At the rear of the venue in a quiet location with immediate egress from the festival site to the highway network.
- 2) At the rear of the main stage for treatment of anyone in the high density areas in front of the stage.
- 3) Within the campsite.

This provides a balanced medical coverage of the event site.

The first aid point located at the rear of the venue will be designated as the main medical facility with the second-line medical area located backstage which is predominantly the treatment area for persons extracted from the front of stage area.

20.4 Medical coverage times

Medical cover will be as follows:

Friday 2pm – 10.00pm
Saturday 11.00am – 10.00pm
Sunday 11.00am – 10.00pm.

- Times are subject to show times overrunning and may be extended as necessary. The instruction to 'stand down' will be made by the Operations Manager in consultation with the event safety adviser.
- The medical manager will be on site several hours in advance of the medical team.

21. Concession Plan

The Event Operations Manager will have specific responsibility for the management of the concession plan.

The following considerations will be taken into account by event management and the catering traders:

- To prevent, as far as is possible, access to the rear of catering units by the audience
- The appropriate parking of support vehicles
- To maintain access for emergency vehicles and event vehicles
- To allow suitable spacing between units
- To provide appropriate disposal of refuse generated
- To provide proper disposal of oil and fat waste details of which must be agreed in writing with event management
- Provision of appropriate and secure LPG cylinder storage in accordance with HSE guidance on the safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units"
- To carry and display relevant certificates of food standards and product liability certificates
- To display price lists
- The issue of appropriate vehicle passes and wristband ID
- The possession of a current appropriate fire extinguisher and fire blanket and any other equipment identified via fire risk assessment
- Arrival and set up times to be agreed with management
- Inspection times to be agreed with management
- Operation times to be agreed with management
- To ensure the catering organisation provide all details to event management for inspection by Environmental Protection prior to the event
- To ensure the catering organisation provides all details of electrical power requirements to event management
- To agree in writing that all catering units will be hooked up to the diesel generators provided by event management.

21.1 Declaration of compliance

An agreement outlining the terms and conditions will be arranged by the Operations Manager. The catering organisation will be required to sign a declaration agreeing compliance with the terms and conditions and relevant food safety legislation.

21.2 Artist Catering

Popcorn Tour Caterers, a company specialising in artist tour catering have again been appointed to cater for artists and crew. The following has been taken into account by event management and Popcorn Tour Caterers:

- The allocation of space backstage for dining, preparation and cooking
- The provision of a mobile kitchen
- The provision of refrigeration for food storage
- The provision of marquees to house dining area and prep.
- The provision of power and electrical installation
- Mains water supplies
- Grey water disposal
- Provision of appropriate and secure LPG cylinder storage in accordance with HSE guidance on the safe use of gas cylinders, "The keeping and use of LPG in vehicles: mobile catering units"
- Arrival and set up times to be agreed with the Site Manager
- Artist catering and dressing room riders
- To ensure Popcorn Tour Caterers provide all details to event management for inspection by Environmental Protection prior to the event

22. Bars and sale of Alcohol

There will be a number of bars serving alcoholic and non alcoholic beverages at the festival.

Main Bar

The size of the main bar marquee is 50m x 10m. This will contain the whole bar operation which will consist of 17 x 12 headed multi dispense units (MDU) serving lager and cider. Serving the MDU's will be cellar units which will be fed directly from tankers that will be located at the rear of the marquee. This bar will predominantly serve Lager, Cider, Wine, soft drinks, Water and Spirits and Mixers.

Discovery Stage Bar

The bar at the Discovery stage will be located in a 9m x 6m marquee. In addition to the beverages sold at the main stage bar will be real ale. Both bar marquees will contain the bar operations. There will be no admittance of public in the marquees.

Cocktail Mandy's

A Cocktail bar will be located in a traditional style marquee within the woodland area between the two stages. The area around the bar includes seating and has a relaxed, friendly atmosphere.

Gin TT's

A Gin bar will be located in a traditional marquee similar to the cocktail bar will be located between the two stages within the market trader area. This bar was new last year and was proved to be a welcomed addition to the festival's bars.

The sale of alcohol is covered by the premises license for Myrtle Park.

For the 3rd consecutive year the bars will be operated 'in house' as opposed to a contracted bar operator.

Operation times of the bars are as follows:

- Friday 1st Sep 15.00 – 21.15 hrs
- Saturday 2nd Sep 11.30 – 21.15 hrs.
- Sunday 3rd Sep 11.30 – 21.15 hrs.

The following will be taken into account to ensure an efficient bar service:

- A lane system, where appropriate, for the free flow of people to and from the bars
- A minimum of 17 MDU's allocated appropriately for fast pour lager and cider to meet audience demand
- An option to sell wine by the bottle in 750ml PET (plastic) if available plus 175ml bottles for easier cash handling and speedier service (no decanting)
- Toilets for staff
- Appropriate hand wash facilities

- The sale of bottled water and soft drinks
- Prohibition on the sale of alcohol in glass bottles or cans
- A sign campaign on site promoting no glass policy
- Proof of age system (Challenge 25)
- Compliance with appropriate Electricity at Work Regulations
- Suitable and sufficient lighting
- Emergency lighting
- Structural compliance of marquee
- Risk Assessments ensuring the health and safety of customers and staff
- Risk assessments ensuring the appropriate and safe collections of revenue
- The appropriate handling and storage of carbon dioxide cylinders and chemicals
- SIA security management system (2 SIA staff in place throughout operating times plus 2 teams of 4 SIA staff available as a response team if necessary)

Persons under the age of 18 years will not be served alcohol at the bar and a challenge 25 will be operated by the bar staff serving customers. This will be reinforced by appropriate signage and staff briefings.

There is a prohibition of alcohol being brought into the event to all attendees. SIA staff will be instructed to seize alcohol from attendees seen to be attempting to smuggle alcohol into the event at entrance gates. Furthermore SIA staff will be briefed to seize alcohol from attendees should they present a crime or disorder risk or be in breach of the licensing conditions.

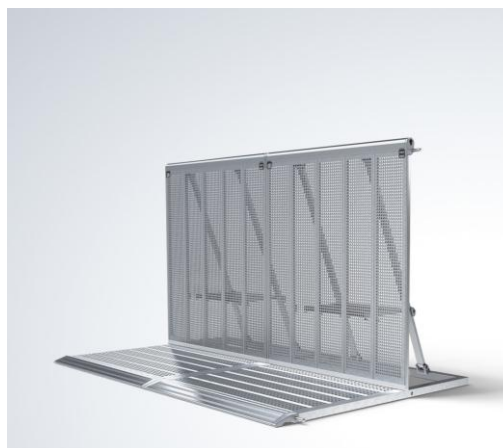
23. Barriers and Fencing

Barriers and fencing installed at the event will serve different purposes including physical security and relief of audience pressures. It is therefore essential that the selection of barrier is appropriate for the purpose intended

23.1 Front of stage barrier

Due to the expected crowd density and size of audience it is a requirement for the provision of a suitably designed and constructed barrier to be installed in front of the stage.

The barrier commonly known as Mojo Barrier will be of an 'A' frame construction and will rely on a tread plate at the front to maintain its stability. The Barrier will be demountable, linked by couplers and erected at an appropriate height to the audience to relieve and prevent the build up of thoracic compression. The barrier purposely has a rounded top to prevent, as far as reasonably practicable, injuries to persons when extracted over the barrier into the pit area.



Front of stage barrier. Picture on LHS shows reverse side of barrier with elevated tread plate to assist stewards in extracting people out of the audience. Audience is stood on a larger ground level tread plate as seen in picture on RHS.

The area between the stage and the front of stage barrier will be designed to assist the work of the stewards and paramedics. An important role of the stewards is to rescue members of the audience who are in distress. An elevated platform inside the barrier will help with the lifting of people and enable stewards to oversee the audience and identify those in distress. Entrances and exits from the pit will be left unobstructed to allow stretcher-bearers clear access to the first aid point away from the pit area. Exits will be a minimum of 1.1m wide. The pit will be a minimum of 4.0m from front of stage-to-stage barrier.

23.2 Side-stage Fence

The erection of a 2.4m high solid side-stage hoarding fence will form a sightline obstruction, which will ensure that important exits to the right and left of stage are kept clear and available for use in an emergency.

Access gates will be contained in the Fence line to create emergency relief Outlets to either relieve crowd pressure in the event of surging/pushing or as an emergency evacuation route. This style of fencing will also form a solid barrier for privacy backstage. The fencing is braced with steel braces placed at a 45 degree angle from the top of the fencing and pinned into the ground at the rear. This is for additional stability in order to withstand heavy loads in the event of any attempted breaching of the side stage fencing by the audience.



23.3 Crowd Control Barriers

The provision of steel crowd control barriers will be assembled in various parts of the venue to maintain a uniform free flow system and assist and guide the audience. E.g. The audience entrance system and bar queuing systems



Crowd control barrier

23.4 Mesh Fencing

Metal mesh fencing (2m high) known as Heras fencing will be erected in areas within the event site to prevent unauthorised access to members of the audience. E.g Front of house, around generators, site perimeter etc.

Heras fencing



24. Power and Electrical Installations

- Generators and electrical installations throughout the site will be managed by an experienced and reputable electrical company who have undertaken electrical supplies and services at the event for several years.
- All electrical installations and equipment will comply with all statutory provisions, current and applicable at the time and will be of adequate capacity, reliability and durability in accordance with the general requirements of the Electricity at Work Regulations 1989.
- Generators will be diesel powered (petrol prohibited) and of suitable ratings for their purpose.
- All generators will be isolated from the public.
- Two generators will be provided for powering the stage and will be synchronised in the event of failure of the main generator.
- All diesel tanks will come complete with an integral bund to prevent spillage in the event of a tank being pierced.
- Electrical installations for the stage i.e. PA and lights will be the responsibility of the associated production companies in this instance Coast to Coast Concert Productions and Zig Zag Lighting.
- All electrical equipment will be installed, so far as is reasonably practicable, so that interference by the public or unauthorised employees cannot gain access.
- All electrical equipment exposed to weather will be suitably waterproofed and fitted with Earth Leakage Circuit Breakers.
- Wherever possible cables will be routed or buried so they will not cause trip hazards or be crushed by vehicles.
- Armoured cabling will be installed with cable ramps where cables cross public areas.
- An assessment of power supplies will be undertaken several weeks in advance of the event with event management and the electrical contractor to determine requirements.
- Temporary lighting will be located around the site to provide lighting in the hours of darkness and emergency lighting.
- Festoon lighting will be installed within the campsite.

- A safety lighting inspection of the venue will be undertaken with the electrical contractor and event management on the night of Thursday 31st Aug enabling any alterations to be undertaken before the event.
- A completion certificate will be provided by the electrical contractor for each supply.
- Electrical engineers will be on standby throughout the duration of the event for maintenance and breakdown cover.

25. Sound, noise and vibration

High sound levels present a risk to hearing, both for those working at an event and for the audience. High vibration can have serious consequences for the integrity of temporary and permanent structures. Both sound and vibration can lead to noise nuisance outside the venue. Therefore, proper control and management of sound and vibration levels will be monitored both in rehearsal and during the event.

Noise at Work regulations (The Control of Noise at Work Regulations 2005) specify the minimum requirements for the protection of workers from the risks to their health and safety arising, or likely to arise, from exposure to noise at work. Noise risk assessments identify those workers who are likely to be exposed including musicians, performers, technical staff and staff involved in work activities connected to the entertainment including security, front of house, bar and catering staff, depending on their location and length of time spent in the noisy environment.

The risk to hearing from noise and vibration is increased in the immediate area of speakers. Stewards operating in the pit area are advised to restrict the length of time spent exposed to noise and vibration by operating a staff rotation system.

Key problem areas include:

- Security staff (eg pit and barrier staff)
- Stagehands
- Sound engineers
- Bar staff inside auditoriums
- Stewards
- Performers
- Sound checks

25.1 Responsibility

It is the event manager's responsibility

- To assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection where noise exposure cannot be reduced using other methods.
- Ensure sound levels will be monitored to ensure compliance with Noise at Work regulations.
- Make sure the legal limits on noise exposure are not exceeded.
- Ensure there is a competent and responsible sound engineer in attendance to take noise readings at mixing desks and nearest noise sensitive premises to ensure compliance with agreed sound levels.

25.2 Audience

The regulations do NOT apply to members of the public exposed to noise from their non-working activities.

The audience where practicable will not be allowed within 3m of any loud speaker. This will be achieved by the use of approved barriers and fencing.

25.3 Noise Assessment

Noise is quite a complex science and is measured in decibels (dB). These levels range from 0dB which would be complete silence to humans to 140 dB which would be a jet aircraft taking off beside you. The usual office would be 40-50 dB and a busy bar in a night club might be 100dB. The increase in dB levels is not linear - every extra 3dB doubles the noise suffered. The Regulations detail a sound 'dose' that would be the maximum a worker to suffer in a fixed period of time. The louder the noise, the shorter the time the worker can be exposed to that noise. There is now a daily or weekly exposure limit of 87dB.

- A worker could be exposed to 85dB for 8 hours
- 95dB for 45 minutes
- 100dB for 15 minutes
- 115dB for just 30 seconds

To enable effective management of sound and vibration levels, periodic assessments of audience noise exposure will be monitored by an independent noise consultant. The consultant hired to monitor noise is Blue Sky Acoustics – specialists in the assessment of industrial and environmental noise and vibration. Blue Sky Acoustics work with the Local Authority to ensure that an event is appropriate for the size of the venue and the character of the surrounding area. Consultation takes place with the Local Authority at the earliest opportunity to agree acceptable noise limits, but to ensure that all parties are fully aware of all aspects of the event.

Consultation with the Local Authority will take into consideration the guidance given in The Code of Practice on Environmental Noise Control at Concerts, 1995. Noise levels will be monitored and a report produced after the event.

As agreed with the Local Authority the music noise levels will be set initially at 95 dB (A) and shall not exceed either 100 dB (A) over a 15 minute LEQ period at the mixing desk, or 75dB (A) over a 1 minute period at 1m from the facade of any noise sensitive premises (whichever is the lower level).

The above levels are generally suitable for an outdoor rock/pop concert and Event Management have received approval from the Council's Environmental Protection Dept for these levels in order to create a working level that is acceptable. These levels will be monitored during pre event checks as well as during the concert.

The PA will be rigged on Thursday 31st August. Sound checks will be held between the following times:

Thursday 31 st Aug	Testing PA system	Between 4.30pm – 7.00pm
Friday 1 st Sep	Sound check	Between 10.00am – 3.00pm
Saturday 2 nd Sep	Sound check	Between 9.30am – 11.30am
Sunday 3 rd Sep	Sound check	Between 9.30am – 11.30am

26. Local Environment and Community

Event Management recognise the importance of informing local residents and businesses of event arrangements. Residents and businesses around the venue will be contacted by letter and informed of event proposals ahead of the event. The letter will offer an opportunity for residents to raise any concerns in hope that Event Management can allay fears and/or remedy any concerns.

In addition the resident's forum that has been set up specifically to engage residents on festival proposals and to take on board resident concerns has met on three occasions this year to engage and discuss event proposals, surveys and actions to address any resident issues raised. A debrief will be held after the event later in September or October and a questionnaire will be available to residents

immediately after the event to measure improvements as well as take on board any further resident concerns/issues experienced this year.

The following arrangements will be in place to help minimise the impact on the environment and community:

- Independent noise level monitoring
- Re orientation of the Discovery stage away from residential properties
- Considerate programming
- Relocating toilets away from resident area
- Controlled admittance of Beech Street entrance and exit to festival attendees
- A recovery plan for reinstatement of the park
- A comprehensive waste management programme and cleansing plan
- Traffic management plan
- Park and Ride service
- Scheduled early finish times
- Crowd management undertaken by professional stewards and security
- Enhanced public transport services
- Additional toilets near railway station to prevent the urinating in streets/shop doorways
- Planning liaison with Police and other Emergency Services
- Well planned and organised campsites (privately organised)
- Event information available to public via letter, press, forum notes on-line and hard copy, social media and websites

27. Facilities for Disabled People

Arrangements, wherever possible, have been made to ensure disabled people are able to attend and enjoy the event. In 2012 BML signed up to 'Attitude is Everything' charter of best practice which sets out guidance to improve disabled access at events and festivals.

The charter is broken down into 3 stages - Bronze, Silver & Gold. Each stage has conditions that must be fulfilled. BML achieved the Bronze standard in 2012 and planned to work through the levels to aim for the Gold award which is a commitment to achieving Best Practice in Access over a period of 5 years.

In 2014 Bingley Music Live achieved the Silver Award.

The ethos of the Charter is that Deaf and disabled people should be able to be as independent as they want to be at venues and festivals.

When venues sign up to the Charter of Best Practice, they also agree to be mystery shopped by a team of Deaf and disabled gig-goers and musicians who give feedback on each venue and festival. This information is then fed back to the venues and festivals so they can make improvements.

Before a venue or festival takes up the bronze award, it undergoes an Access Survey and completes an Action Plan of how they will achieve the three stages.

In 2012 an access audit was undertaken by advisors from Leeds City Council who have a wealth of experience in dealing with large scale events and festivals. Meetings have subsequently been held annually with representatives from Attitude is Everything. Based on the advice received a number of changes and developments have been made. Disability equality training was also carried out with key staff and was cascaded to other staff members in staff briefings as necessary. Briefings and guidance is given to staff in the form of a booklet.

Consideration will be given to:

- Wheelchair users

- People with mobility impairments
- Visually impaired people
- Hard of hearing people
- Deaf people
- People with hidden impairments
- People with learning disabilities
- People with mental health issues

Practices already in place include:

- Accessible publicity and information, including photographed route and map showing distances to and from areas such as car parks, Railway station, Park entrance, viewing areas.
- Exclusive entrance for disabled attendees
- Provision of a high dependency hygiene unit
- Wheelchair access via the network of paths in the park
- Viewing areas/platforms with clear views of stage exclusively available for disabled people including wheelchair users and disabled persons personal assistants
- Charging point for mobility scooters
- Booking system for viewing platform including an access requirement form
- Induction loop at Disabled reception
- Parking facilities for disabled people accommodated in the grounds of Myrtle Park First School which is located in close proximity to Myrtle Park. This offers the most directly accessible route into the event site and disabled viewing areas (space for approx 100 cars)
- All paths leading from the car park to the disabled viewing area are of a suitable surface and gradient for wheelchairs users
- All paths will be illuminated in the hours of darkness
- Wheelchair accessible toilets will be available for disabled persons exclusive use
- Steward and staff assistance is available in the event of evacuation
- 2 for 1 ticketing system
- An access address book
- A free 'Buddy' scheme will be operated by event staff in the disabled viewing area for those that have difficulty and need assistance getting drinks and food
- Exclusive bar on main stage viewing platform
- Large print menus for catering units, bar and merchandise
- Accessible merchandise sales point
- Signs will be installed at an appropriate height and will be of contrasting colours e.g. black letters on a white background
- Dedicated Taxi drop off/pick up
- Assistance dogs accompanying visually impaired people are allowed into the event although due to noise levels this is not recommended
- BSL sign service for the main stage

28. Children's facilities and Welfare

Children's activities will be provided by the Council's Community Play and activity development unit They will be accompanied by Cecil Green Arts who will be providing circus skills demonstrations and workshops.

Activities will include: Craft making, giant games, bouncy castle, surf simulator, painting wall, den making, face painting and circus skills workshops.

A welfare tent will be managed by a CRB checked welfare staff. Within the tent will be nappy changing facilities, bottled water, sun cream, a toilet designated for children that are toilet training and a private area set aside for breastfeeding.

The welfare area will also accommodate people recovering from consuming excessive alcohol or having taken drugs. If such persons do not need medical attention or are not causing harm to themselves or others

they will be better placed in a recovery area for them to sober up before ejecting them from the festival site. The welfare area will be purposely located adjacent to the medical point in the event medical attention is needed to those under the influence of alcohol or illegal substances.

Other welfare related items.

- Information on all the facilities available in the event site such as welfare point, child toilet, nappy changing, first aid point, lost property, train times plus any up to date info will be displayed on the event screens.
- A record of all lost property will be made at the Welfare Point
- There is no designated meeting point at the event due to such advertised areas potentially attracting paedophiles. Instead information recommends attendees with children arrange their own meeting point and stick to it in the event of becoming separated
- A register of all missing children will be maintained by the Lost Children's Officer and Event Control
- The Police and Social Services will be contacted immediately should issues arise that are outside the control of the event management team

See Appendix B for Lost Children's Procedure.

29. Publicity

Bingley Music Live will be publicised via the following media:

- News Releases in local and national press and selected journals
- Street posters in Bradford
- Roadside banners
- Local journals
- Internet festival sites
- City Centre Screen
- BML Website and social media sites i.e. facebook, twitter instagram

Publicity in various formats will include details of the event with the more detailed information being available on the website. A sample of the information include;- line up, venue address, dates, times, ticket price, camping, disabled facilities, refreshments, public transport, car parking and conditions of entry.

30. Contractor Obligations and Performance

- The Contractor shall perform the services with all reasonable skill, care and diligence.
- All Contractors will co-operate with the Site Manager to ensure a safe and healthy workplace for all employees working on the site.
- The Contractors must bring to the attention of the Site Manager immediately any health and safety problems/hazards on site that could effect the safety of employees and the public visiting the site or affect the performance under the Contract.
- The Contractor shall provide all the necessary facilities, materials and other equipment and employees of appropriate qualifications and experience to undertake the services. All employees shall have appropriate competence and be properly managed and supervised.
- Accidents and near-miss incidents involving the public and/or the contractor's employees must be reported immediately to the Site Manager.
- The contractor is reminded that under the Management of Health and Safety at Work regulations they must co-operate with other contractors sharing the workplace, and co-ordinate preventive and protective measures to undertake the operations in a safe manner. Such co-operation should include reference to the contractor's method statement.

SHOULD THERE BE ANY CONFLICT IN CO-OPERATION WITH OTHER CONTRACTORS THE SITE MANAGER MUST BE INFORMED

- The Site Manager reserves the right to immediately stop the contractor's operation from proceeding, or continuing, for health and safety reasons where the operation departs from that of the method statement or where contractors and the general public may be at risk from this operation.
- The contractor will be advised of, and be expected to comply with the following site rules.

30.1 Site rules

- All site contractors must report to the Site Manager on arrival.
- All vehicles must enter and depart the site by identified routes.
- Site vehicles must not exceed 5 mph, and must not reverse unless supervised.
- No vehicles will be allowed access to the event site or to move on the event site once gates have opened for public admission to the actual concert, and may only be moved under the guidance of event control.
- Only trained and certified personnel are to drive forklift trucks and operate plant equipment. Any drivers and operators must obtain a permit to use these items from the Site Manager, and must show a valid plant operator's licence.
- Contractors must supply appropriate lighting when work is to take place in poor lighting conditions.
- Contractors are responsible for their own safe working environment, and must work to codes of practice and method statements.
- Contractors and freelancers must ensure that they supply/use the correct Personal Protective Equipment (PPE) for their employees to carry out the required tasks in a safe manner
- Contractors and employees must know how to use the PPE, and ensure that it fits correctly and has been inspected prior to use.
- Contractors must supply staff protection against the elements, e.g. wet weather, sun.
- Completion of infrastructure must be signed for and a copy of the paperwork handed to the Site Manager/Safety Advisor.
- Contractors are responsible for ensuring that they take regular breaks in accordance with company procedures.
- Contractors/Freelancers will be liable for any damage done to the site caused by their actions, and cost for reinstatement will be charged to the contractor.
- Contractors will be responsible for clearing any waste material created by their actions and/or any works carried out by their employees.

30.2 Statutory Regulations

The Contractor shall perform the services in accordance with all relevant legislation and statutory requirements but in particular with regard to:

- the Health and Safety at Work Act 1974
- the Management of Health and Safety at Work Regulations
- the Events Safety Guide HMSO
- the Safe Use of Lifting Equipment Guide HMSO
- Managing Crowds Safely

30.3 Insurance

- The Contractor shall be responsible for effecting and maintaining adequate insurance to cover its engagement against any claims or risks that might arise and shall indemnify the Council against all demands, liabilities, claims, loss or damage for any act, omission or otherwise caused by it or any agent or servant's neglect or default.
- A copy of the Contractors Public Liability and Employers Liability Insurance (Public liability a minimum of £5,000,000) will be provided on request.

30.4 Other Documents

Contractors will be expected to provide the following documentation on request

- copies of technical structural drawings (if applicable)
- electrical certificates (if applicable)
- copies of Plant Handling certificates
- name and telephone number of the person nominated by the Contractor as the site manager/person with the authority and responsibility for the operation on site
- a copy of the Company's Health and Safety Policy
- RAMS (Risk Assessments and Method Statements) include arrangements for the protection of the public who may be affected by the operation. The method statement should include any arrangements to deal with an emergency situation caused by the Contractor operations
- Relevant COSHH assessments and details of how hazardous operations will be managed.

31. Risk Assessment

31.1 Introduction to Risk Assessment

Risk assessment is a legal requirement under the Management of Health and Safety at Work Regulations and an essential part of any business. The risk assessment for this event has been developed to cover the various phases of the event including:

- Planning
- Build period, deconstruction and recovery
- The actual event

Risk assessments and method statements will also be required and gathered from companies/organisations whose work involves significant risk such as the stage company for working at height, Portacabin company for lifting and PA/Lighting company, again for working at height and rigging of trussing for stage lighting etc.

Guidance from HSE publication 'Five steps to Risk Assessment' has been adopted as the approach to assessing the risks at this event. As the HSE guidance states the five steps in undertaking the risk assessments are:

1. Identify the Hazards
2. Who might be harmed
3. Evaluate the risks and decide if existing precautions are adequate or whether more should be done
4. Record findings
5. Review assessment and revise as necessary

The risk assessments in this event management plan are therefore not final but do give an indication of the appropriate measures required.

The likelihood that harm from a particular hazard will occur and the potential severity of that harm has been considered. For each significant hazard the remaining risks have been judged and grouped into categories of low, medium or high which, in turn, prioritises which risks require the greatest controls. The risk matrix on the following page is used to determine the level of risk.

As with any event which involves the gathering of mass crowds especially when alcohol is present, including the possibility of drug taking, there is always potential for crowd safety problems. It must be appreciated and understood therefore that whilst event management feel they have made suitable and sufficient risk assessments to control the hazards, the event itself cannot be considered completely free from risk.

Based on previous Bingley Music Live events the hazards are generally summarised as follows:

- Overcrowding

- Slipping and tripping
- Structural collapse
- Surging resulting in crushing of spectators
- Medical emergency
- Crowd disturbance/public disorder
- Fire from a catering concession or a tented structure
- Suspect package resulting in the need to evacuate
- Electrocution
- Road Traffic Accident
- Adverse weather ie heavy rain/electric storm
- Flash flood

Risk Assessment matrix

		Severity					
Probability		Multiple Death 10	Single Death 8	Major Injury 6	'3 Day' Injury 4	Minor Injury 2	None 1
	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	32	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

Definitions

Certain- Has happened before and is expected to happen on this occasion.




Very Likely- Has happened before and is very likely to happen on this occasion.

Probable- Has been known to occur and is likely to happen on this occasion.

Possible- Has been known to occur and may happen on this occasion.

Unlikely- Has been known to happen but no reason to suggest it will on this occasion

Very unlikely- Has never happened before and there are no reasons to suggest it will on this occasion.

	Level of Risk is unacceptable
	Level of Risk may be tolerable. Seek to reduce level of risk
	Level of Risk is acceptable

Note: The numerical scale is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.
'Major Injury' shall be defined as in RIDDOR

31.2 Risk Assessment

Description	Hazards and effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times P = R$			Existing Control measures	Severity Rating x Likelihood = Residual Risk $S \times P = R$			Action Required Where Risks are Not Adequately Controlled	Other comments
Audience area	Numbers attending in excess of the maximum viewing capacities – overcrowding hazards	Public/ Audience	4	2	8	<p>Maximum Viewing Capacity established taking into consideration available viewing space, crowd densities, ingress capacities, egress capacities and evacuation.</p> <p>Controlled ticketed access and advance knowledge of sales figures.</p> <p>Hologrammed tickets to prevent forgeries.</p> <p>Scanning tickets to prevent forgeries.</p> <p>Evacuation routes and contingency plans.</p>	4	2	8		
	Capacities at key locations including exits and thoroughfares resulting in congestion, crushing, falls from unsafe vantage points etc.	Public / Audience	4	2	8	<p>Crowd management systems have been put in place to manage access to arenas and flows around key areas such as walkways and exits.</p> <p>Structures that would normally be climbable for better vantage points will be fenced off to prevent access.</p> <p>Barrier deployed in certain</p>	4	2	8		

						<p>locations to guide public/audience.</p> <p>Briefing notes for stewards highlight key areas and provide a thorough briefing of the event.</p> <p>Event stewarding and SIA teams are to be deployed to cover the anticipated problem areas.</p>					
	Suitability of surfaces e.g. slips trips falls, hazardous obstacles	Public / Audience	4	4	16	<p>Surfaces are predominantly even on grass or tarmac and do not pose as hazards under normal conditions.</p> <p>Portable aluminium roadway installed for heavy load bearing vehicles to access the site can create slip or trip hazards in public areas and signs are installed throughout the site to warn of the hazards.</p> <p>Fencing or barrier will cordon off any drops in level and hazardous obstacles.</p> <p>Step edges painted yellow to identify change in level.</p> <p>Lighting in key areas illuminating footpaths and specific areas of the site.</p>	4	2	8	Sand and straw on standby to help dry out grass surfaces if saturated.	
	Pushing / shoving / surging / crushing	Public / Audience	4	4	16	<p>Prohibit access to steps on ingress.</p> <p>Crowd monitoring and observation by stewards.</p> <p>Appropriate selection of artists.</p> <p>CCTV in control observing crowd behaviour and dynamics.</p>	2	2	4		

						Appropriate front of stage barrier with experienced Pit team.					
	Public disorder	Public / Audience	6	4	24	<p>Programme of bands appropriate for a family orientated and generally good natured audience.</p> <p>Appointment of experienced stewarding company to deal with such eventualities.</p> <p>Multi agency table top exercise to test response to an emergency incident/s.</p> <p>Allocation of stewards and SIA staff appropriate to roles and duties</p> <p>Radio communication of all key staff and stewards.</p> <p>Grid referenced plans for easy pin pointing of incidents.</p> <p>No glass policy.</p>	2	2	4		
	Alcohol consumption	Public / Audience	6	6	36	<p>Proof of age system operated at bars.</p> <p>Provision of SIA Stewards to deal with public disorder.</p> <p>Steward SIA response teams.</p> <p>Steward intervention for underage drinkers.</p> <p>Ban of alcohol being taken into the event via gate inspection system.</p> <p>CCTV for crowd monitoring</p> <p>Police undertaking advance test purchasing</p> <p>Ejection policy</p>	2	4	8		
	Throwing bottles/cans	Public / Audience /Staff /	6	4	24	<p>No glass/cans policy.</p> <p>Stewards briefed on prohibited</p>	4	2	8		

		Performers				<p>items and terms of entry.</p> <p>Gate inspection system for personal possession searches.</p> <p>CCTV for crowd monitoring</p> <p>Served into waxed paper cups</p>					
	Lost children	Public / Audience	8	4	32	<p>Lost children procedure.</p> <p>Stewards briefed on procedure.</p> <p>Welfare staff suitably trained and qualified to deal with lost children and distressed parents/guardians.</p> <p>Wristbands for children for parent contact numbers</p>	1	4	4		
	Viewing from unsafe locations e.g. climbing trees, Scaffolding. Structures	Public / Audience	2	1	2	Where there is a potential hazard or risk to safety there will be heras panels fencing off the hazard and/or a steward presence to prevent access.	2	1	2		
	Workforce, performer or trader vehicles colliding with audience	Public / Audience	2	1	2	<p>Vehicle curfews ensure that all workforce and trader vehicle activity on the event site is locked down during public admission.</p> <p>Any necessary workforce vehicles will drive at suitable speeds suitable for conditions. Most workforce activity to be completed before audience arrives.</p> <p>Banksman to guide driver</p> <p>Separate routes in non public areas enables access for performers.</p>	2	1	2		

Description	Hazards and effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times P = R$			Existing Control measures	Severity Rating x Likelihood = Residual Risk $S \times P = R$			Action Required Where Risks are Not Adequately Controlled	Other comments
	Spectator injury / illness	Audience	6	4	24	First aid provision is being provided in accordance with recommended provision.	6	4	24	Proximity to receiving hospitals	
	Structural collapse	Public / Audience / Staff / Performers	10	4	40	Appropriate contractors appointed to undertake installation of structures in accordance with relevant plans, specifications and working procedures. Structural/engineer calculations to be provided by contractors. LA Building Control to inspect calculations and monitor installation of structures. Completion certificates to be signed off by contractor and held in Site Manager's office.	6	2	12		
	Flooding	Public / Audience / Staff / Performers	2	4	8	Monitoring of river level. Met office weather warnings Evacuation procedure	2	2	4		
	Drowning	Public / Audience /	8	4	32	Fence off spectator access to riverbank from event. Stewards and staff briefed to monitor crowd to ensure there are no breaches of fence. Stewards located on private land across river as a deterrent and to alert event control in the event attempts to cross to	2	2	4		

						access festival site are made.					
General population on and around the Venue	Congestion due to festival traffic/road closures – restricted emergency services access or access to hospital facilities	Public / Audience	4	4	8	Minimal road traffic disruption is expected. Traffic Management plans have been submitted to Highways who have a statutory obligation to inform network partners including bus companies. Plans disseminated to emergency services.	1	1	1		
	Noise – causing disturbance, vibration	Residents Staff	1	4	4	Noise levels to be agreed with the LA Environmental Protection Dept in advance of event. Engagement of independent noise consultant to undertake regular noise readings from various locations to ensure compliance with regulations. Appropriate hearing protection to be provided for staff at risk. No programming of acts with excessive bass.	1	2	2		
Rail	Over-crowding of station premises, disruption of general access egress and queuing	Public / Audience	2	4	8	Meetings have been held with rail operators (Northern) and British Transport Police and consideration given to any additional facilities required at stations such as return passenger queuing systems and ingress and egress management. BTP and Northern have indicated that they will manage all crowd activity on their premises.	2	4	8	Previous experience of managing crowds on egress. Retained knowledge of event and systems operated at station.	
Weather Conditions	Rain, wind, sun, heat, electrical	Public / Audience/	6	4	24	Met office weather warnings. Hazard Manager weather radar.	4	2	8		

	storm, flash flood – camping in fields affected	Contractors/ Performers			<p>In the event of severe weather conditions that constitute a severe risk to health and safety such incidents will be considered via the multi agency process and escalated to Silver Command if necessary who will have the authority to stop the event until conditions improve or evacuate the premises.</p> <p>If weather is not so severe as to require immediate cessation of activity, but where risk to staff, performers, campers, contractors or audience is significantly increased then escalation process, in liaison with the multi agencies, Silver and Gold will decide whether the show should continue or be stopped.</p> <p>Parking for bands may be affected if wet and tractors may be required to tow vehicles off land.</p> <p>Site is likely to become muddy if prolonged periods of rain are experienced. This may create rutting if vehicles traverse grass areas.</p> <p>Any vehicles exiting from site onto road network may cause mud on road. Cleansing vehicles will be available on call out for such occurrences.</p> <p>Inspection of trees in audience, performer areas and necessary work undertaken in advance of the event to trees that may be</p>						
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						susceptible to storm damage					
Contractors	Competence	Public / Audience / Staff / Performers	10	2	20	Specific risk assessments appropriate for the task provided by contractors. Method statements and H&S policies provided by contractors. Procurement of contractors from Bradford Council's select list of contractors. Certification for use of plant to be provided by contractors.	4	2	8		
	Working at height	Public / Audience / Staff / Performers	8	4	32	Contractors to adhere to relevant method statements, risk assessments and safety procedures/policies. Correct selection of plant, equipment and PPE for the job. All staff to be appropriately trained and fully understand working at height regulations. Use of appropriate elevated platforms and trained operatives.	4	2			
Evacuation / Emergencies	Terrorist Vehicle attack	Public / Audience / Staff	6	10	60	Access points assessed and appropriate measures implemented to mitigate such an attack	6	2	12		
	Terrorist strike	Public / Audience / Staff	6	10	60	All staff and stewards to be on heightened awareness and vigilant to people and their surroundings. ETHANE Staff briefings - Run Hide Tell	6	4	24		
	Fire, bomb threat etc	Public / Audience /	10	2	20	Localised evacuation for anticipated threats can be	10	2	20		

		Residents/ Contractors / staff / Performers				achieved in most cases by evacuation of audience away from the problem location and away from the event site and will be decided on the day as an immediate response by SIA and stewarding teams in the area and where and when available by the emergency services. Specific plans exist for Bomb Threat Procedures in Appendix D.					
Fire	Fires arising from waste or combustible materials	Public / Audience / Performers / Staff	8	4	32	No significant build up of waste or combustible materials anticipated at the event site. Cleansing programme in place. Fire Risk Assessments undertaken and appropriate fire extinguishers located in temporary structures throughout the site. Fire proofing to be applied to straw bales.	4	2	8		
	Use of flammable liquids & gases	Public Audience/ Caterers	8	4	32	Caterers terms and conditions highlighting the dangers. Advance inspection by Fire Service, Building Control and Environmental protection. Professional tour caterer hires gas installation fitter for kitchen.	6	1	6		
	Flares	Public / Audience / Performers / Staff	8	4	32	Searches on entrance gates. Steward training for handling of flares when discharged and confiscated. PPE ie appropriate gloves and a bucket partially filled with sand to be upturned to cover flare. Procedure for handling flares	6	4	24		
	Electrical	Public / Audience / Performers/ Staff	8	4	32	Generators and site electrics installed by approved electrical contractor. Generators guarded from public with fencing or barrier.	2	1	2		

						Generators provided for their intended use and rating No petrol generators					
	Sources of ignition	Public / Audience / Performers / Staff	10	4	40	There will be limited sources of ignition. Smoking is not permitted within any structure or event vehicle. All generators to be Diesel powered.	6	1	6	Liaison with Fire Service.	
	Flammability of structures	Public / Audience / Performers / Staff	6	2	12	Marquees to be flame retardant and be accompanied by certificates on sign off. Appropriate fire extinguishers located in structures.	6	2	12	Liaison with Fire Service.	
Electrocution	Generators / Live circuits	Public / Audience / Performers / Staff	8	2	16	Generators and live circuits guarded from public	8	1	8		
Disease	Toilets – not cleaned Waste collection staff not wearing appropriate PPE	Public / Audience / Staff / Performers	8	2	16	Scheduled service of toilets waste collection contractors to be equipped with appropriate PPE	6	2	12		
Communications	On day communications fail	Public / Audience / Contractors / workforce / Staff	8	2	16	Radio systems tested. Additional batteries on charge.	6	1	6		
Collection of Revenue from Bars and other collections points such as Ticket office.	Harm to staff involved with the counting and collection of revenue through Robbery/Violence. Loss of revenue through theft/robbery	Counting staff / Bar staff / Collection staff / all staff involved in the process.	10	4	40	Secure area at rear of bar marquee. Counting undertaken in a secure cabin surrounded by metal heras fencing. Access to secure area restricted by metal heras fencing and security personnel. Photo ID Access to limit accessibility to counting cabin. Accredited staff involved in the lifting of cash from tills,	4	2	8		

					<p>counting of revenue and collection of revenue.</p> <p>CCTV camera focussed on counting cabin</p> <p>Rear of bar area illuminated by lighting tower.</p> <p>Secure collection vehicles collecting revenue and transporting cash off site to be banked.</p> <p>One collection vehicle permanently on site located next to Discovery stage bar for safe deposit of revenue taken from bar.</p> <p>Sterile access route backstage to access counting cabin.</p> <p>Regular collection of revenue from cocktail bar to minimise risk of theft.</p> <p>Drivers to be vigilant when leaving site in the event vehicle is being followed.</p>					
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32. Transfer of Authority

The transfer of authority is triggered at an agreed point during the escalation of an emergency incident which requires the immediate activation of one or more of the emergency services and/or the Local Authority Emergency Planning Team.

As defined in the Civil Contingencies Act 2004 a major incident is any emergency which requires the implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to:-

- Rescue, treat and transport a large number of casualties;
- The involvement either directly or indirectly of large numbers of people; and
- The handling of a large number of enquiries from the public and/or news media, usually to the Police

It is also

- any incident that requires the large scale combined recourses of the emergency services; and
- the mobilisation of the emergency services and supporting organisations such as the LA to cater for the threat of death, serious injury or homelessness to a large number of people.

- The transfer of authority will transfer full responsibility and control for the event area to the authority assuming control.
- All staff working for Bradford Council including working personnel and contractors will continue to assist the authority assuming control under their direction.
- The transfer of authority will be made in writing,
- Should the authority assuming control require Bradford Council to resume control, this will also be made in writing. There will be no obligation for Bradford Council and/or its working personnel to resume control.

Assumption of Control

EVENT	Bingley Music Live
LOCATION	Myrtle Park
DATE	1 st to 3 rd September 2017

Transfer of authority from Event Manager to Senior Emergency Service/Local Authority Officer:

At (time)_____on_____a major incident has arisen, namely

(specify)_____

As the senior officer of West Yorkshire Police/West Yorkshire Fire and Rescue Service/Yorkshire Ambulance Service/Bradford Council, I assume control.

Signed:	Signed:
Name:	Name:
Event Manager:	Senior Officer:
	Position/Rank:

33. Glossary of terms

A&E	Accident and Emergency
AAA	Access All Area
AIMS	Atlas Incident Management System
BS	British Standard
BML	Bingley Music Live
COSHH	Control of substances hazardous to health
CRB	Criminal Record Bureau
CCTV	Close Circuit Television
CMT	Corporate Management Team
DDA	Disability Discrimination Act
ECC	Emergency Control Centre
EMT	Event Management Team
EPU	Emergency Planning Team
EPDM	Emergency Planning Duty Officer
ETHANE	Exact Location Type of Incident Hazards Access Route Number of Casualties Emergency Services
GP	General Practitioner
HASAWA	Health & Safety at Work Act
HSE	Health & Safety Executive
HMSO	Her Majesty's Stationery Office
ICP	Incident Control Point
JESIP	Joint Emergency Services Interoperability Programme
LPG	Liquid Petroleum Gas
LA	Local Authority
LED	Light Emitting Diode
LEQ	Equivalent continuous sound level
MDU	Multi Dispense Unit
NHS	National Health Service
NI	National Indicators
PA	Public Address
PSLG	Public Safety Liaison Group
PPE	Personal Protective Equipment
RAMS	Risk Assessments and Method Statements
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
RAYNET	Radio Amateurs Emergency Network
RVP	Rendezvous Point
SAG	Safety Advisory Group
SIA	Security Industry Authority
SitReps	Situation Reports
TRC	Temporary Road Closure
TTRO	Temporary Traffic Regulation Order
YAS	Yorkshire Ambulance Service