

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**



**Event Safety Management Plan**

**Working Copy – To be reviewed**

**Chiltern District Council  
Safety Advisory Group  
Meeting 04-02-2011**

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**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

**Contents**

- PAGE 2 Front Cover
- PAGE 2 Contents
- PAGE 3 Event Overview
- PAGE 4 Event Personnel
- PAGE 10 Management Structure
- PAGE 11 Event Safety Planning and Management
- PAGE 11 The Pre-Production Phase
- PAGE 11 The Build Phase
- PAGE 12 The Event Phase
- PAGE 12 The Break Down Phase
- PAGE 12 The Post-Production Phase
- PAGE 12 Temporary Structures and Site Infrastructure
- PAGE 13 Traffic Management Plan
- PAGE 14 Fire Safety
- PAGE 14 Crowd Management Plan
- PAGE 17 Medical, Ambulance and First Aid
- PAGE 18 Sanitary and Welfare
- PAGE 19 Litter and Waste
- PAGE 19 Radio Distribution and Procedure
- PAGE 19 Emergency Procedure and Protocol
- PAGE 21 Evacuation Procedure
- PAGE 22 Major Incidents
- PAGE 22 Media Management
- PAGE 23 Event Risk Assessments
- PAGE 23 Alcohol Policy
- PAGE 23 Terror Threat
- PAGE 24 Noise Management Plan
- PAGE 24 Signage
- PAGE 24 Drugs and Illegal Behaviour Policy
- PAGE 25 Appendix 1: Structural Data for Main Stage
- PAGE 46 Appendix 2: Traffic Management
- PAGE 47 Appendix 3: Fire Safety
- PAGE 50 Appendix 4: Ticketing Policy
- PAGE 52 Appendix 5: Noise Management Plan
- PAGE 62 Site Plan - Pictorial
- PAGE 63 Gates and Entrances - Pictorial
- PAGE 64 Location - Pictorial
- PAGE 64 Suggested Emergency Services Routes - Pictorial
- PAGE 65 Suggested AA Signage – Pictorial
- PAGE 66 Suggested Coach Routes

## Big Bucks Music Festival 2011 Event Safety Management Plan

### • Event Overview

Big Bucks Music Festival 2011 is a popular music festival being organised by Stephen Macken T/A Big Bucks Music Festivals. Stephen has applied for a premises licence for 9,999 people upon which he will be the Designated Premises Supervisor.

Event Dates - 10<sup>th</sup> 11<sup>th</sup> & 12<sup>th</sup> June 2011

Capacities:

4800 camping (maximum)  
1600 paying day guests (maximum)  
400 employees, contractors and guests of the event etc  
Total site capacity 6800

Ticket Pricing Structure:

Weekend Camping Pass	£85
Friday Day Pass	£40
Saturday Day Pass	£50
Sunday Day Pass	£45
On Site Weekend Parking	£25
Park and Ride	£3

The Big Bucks Music Festivals has been organised with the intention of providing a safe, clean and professional atmosphere. The 30 acre site known as The Big Park, Penn House will contain the following:

- The Campsite
  - Camping pitches for 4800 guests
  - Drinking water supplies
  - Lighting
  - Toilet and washing facilities
  - Showers
- The Festival Village
  - The Market – a collection of retail stalls
  - Catering providers – outlets providing a variety of food and soft drinks
  - Bars – 2 outside bars and one bar contained within the Brewers Arms venue
  - The Main Stage – Venue – an 8m 50cm x 9m 75cm stage fully covered, with a 4.48m x 3.36m video screen which will be providing a live video wall, messages and graphics throughout the performances
  - The Circus – Venue – a big top that will host Comedy and Poetry during the day and Urban styled bands in the evening, followed by DJs
  - The Brewers Arms – Venue – a large marquee with the interior arranged to simulate a pub venue. There will be seating, a bar and a small stage that will predominantly host local cover bands and artists
  - The Stage Bus – Venue – a converted Route Master bus that will park in the field and “unfold” to create an outdoor stage
  - Dedicated children’s entertainment area
  - Drinking water supplies
  - Toilet and washing facilities
- The Car park
  - Parking for campers, mainly families and disabled guests (1000 cars)
  - All other cars will be parking at another site on the A404 and will use shuttle buses, which will bring them directly to the site

The festival will be predominately marketed towards people between the ages of 20 and 35 and young families. Provisions will be made for the families, to allow them to make the most of the festival. All venues will stop playing live music by 23:00 on each day.

## Big Bucks Music Festival 2011 Event Safety Management Plan

### Event Personnel

The Festival will be staffed by contractors and managers with experience from the events industry.

- Event Director and Designated Premises (Stephen Macken)
  - Overall accountability for the festival
  - Management of the event including planning, operating and implementing the event
  - Planning the layout of the site, in a way that all official parties agree will be conducive to a safe environment
  - To liaise with Chiltern District Councils Safety Advisory Group (CDC SAG), Emergency Services, and the Event Safety Officer
  - Ensure all employees and contractors to carry out their responsibilities in a way that will comply with all requests and stipulations made by any relevant authorities
  - To create an Emergency Operations Plan
  - Oversee all matters relating to the supply of alcohol
  - Ensure sufficient resources are made available for the safe presentation of the event
  - To ensure that the objectives of the Premises Licence and CDC SAG are upheld and adhered to
  
- Production Manager (Jonathon Fowke)
  - Assist Event Director in planning, operating and implementing the event
  - To be present at all CDC SAG meetings, and keep up to date of all policies and procedures related to the event
  - Ensure that all accidents or incidents are reported
  - To assist in ensuring all employees, contractors and traders carry out their responsibilities in a way that will comply with all requests and stipulations made by all relevant authorities
  - Be in full knowledge of the Emergency Operations Plan
  - To assist in ensuring that all objectives of the Premises Licence and CDC SAG are upheld and adhered to
  - To assist in ensuring all venues throughout the event are fully operational and running in accordance to plan
  - To Assist in the enactment of emergency procedures
  - Ensure all management and contractors are adhering to all relevant codes and requirements
  
- Facilities Manager (Name TBC)
  - Co-ordinate all event staff including The Security and Stewards , The Staging Team, The Litter Management Team, The Medical Team and The Bars. They will also directly manage the Guest Services (information) Tent, The Guest Services Employees and also the Ticket Staff
  - Ensure briefing off staff regarding the event, procedures and protocols
  - To make the Event Director and other teams aware of any issues that will affect the safety of any individuals
  - Ensuring any incident is followed through in the appropriate manner
  - To make regular and concise safety inspections
  - Liaise with all traders, emergency services, and contractors to enable a clear line of communication between all parties
  - To ensure that the objectives of the Premises Licence, or CDC SAG are upheld and adhered to

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

Event Safety Officer (The Event Safety Shop Ltd)

- To advise the Event Director on issues relating to the health and safety of contractors, employees and the public
  - To assist with the development of the Event Safety Management Plan
  - Oversee development of suitable contingency and emergency plans
  - Assist in conducting suitable event risk assessments
  - Assist in the selection of suitable contractors, (collation of health and safety documentation etc)
  - Conduct safety monitoring inspections prior to, during and after the event, including obtaining Sign-off and Completion Certificates where appropriate
  - Monitoring work activities carried out by event suppliers and ensuring safe working practices are being followed
  - In consultation with the Event Director, to take such actions as deemed necessary to ensure compliance with statutory health and safety duties
  - Maintain a record of incidents, accidents and so on
  - Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR)
- Security and Stewards Manager (Name TBC To be supplied by the security contractor)
    - Compile a crowd safety management plan; including staff deployment, identification of all key staff locations etc and a staff positioning plan that will indicate the numbers of security and staff, including where they will be, and when they will be there
    - To assist in the enactment of emergency procedures
    - Ensure the provision of competent and qualified security and stewarding personnel to carry out their duties
    - Assist the Event Director in meeting the licence objectives
    - To provide the appropriate number of fully trained and accredited staff
    - Ensure any incident is followed through in the appropriate manner
    - To make the Facilities Manager aware of any issues that will affect the safety of any individuals
    - To ensure that the objectives of the Premises Licence, and CDC SAG are upheld and adhered to
    - To present a professional image at all times
    - Feedback all observations made by staff that may help discourage an unsafe environment
    - To be in full knowledge of the Emergency Operations Plan
    - To assist and support the Facilities Manager, Production Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
    - Must be wholly compliant with the Management of Health and Safety at Work Regulations
- Security Personnel (To be supplied by the security contractor)
    - To ensure public safety at all times
    - To protect guests, staff and contractors present at the event
    - To protect all property, equipment, and vehicles on site
    - To make the Security and Stewards Manager aware of any issues that will affect the safety of any individuals
    - To carry out searches of guests and property when deemed necessary
    - Observe any guests on site not wearing the correct wristband, and carry out appropriate action
    - Be familiar with the location of their nearest exits, muster points and procedures to follow in the event of an evacuation of their area or the whole festival site
    - To protect the surrounding area from any anti social or illegal activity connected to the occurrence of the event
    - Be readily identifiable in the event of an incident
    - Assist with gathering information / statements in the event of an accident or incident
    - To present a professional image at all times
    - Feedback all observations made by themselves or staff that may help discourage an unsafe environment
    - To be in full knowledge of the Emergency Operations Plan
    - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Event Safety Officer, Emergency Services and Event Director whenever it is deemed necessary in normal and emergency scenarios
    - To ensure all policies of the event are adhered to and followed

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

Senior Stewards (To be supplied by the security contractor)

- To ensure public safety at all times
  - Lead a team of Stewards to ensure all team members comply to their responsibilities
  - To stay in permanent contact with team members
  - To make the Security and Stewards Manager aware of any issues that will affect the safety of any individuals
  - To act as a point of contact and information for all guests
  - Conduct the movement of guests at various points around the site in all eventualities
  - Ensure all stewards are visible and contactable at all times by other members of the Festival team and guests
  - Check wrist bands at entry points and observe any guests on site not wearing the correct wristbands
  - Operate counting systems on entrances to capacity limited venues
  - To present a professional image at all times
  - Be familiar with the location of their nearest exits, muster points and procedures to follow in the event of an evacuation of their area or the whole festival site
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Services Manager, Event Safety Officer, Emergency Services, and Director whenever it is deemed necessary in normal and emergency scenarios
  - Be visible to members of the public
  - To ensure all policies of the event are adhered to and followed
- Stewards (To be supplied by the security contractor)
    - To present a professional image at all times
    - To be in full knowledge of the Emergency Operations Plan
    - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
    - Be familiar with the location of their nearest exits, muster points and procedures to follow in the event of an evacuation of their area or the whole festival site
    - Advise the festival organisers of any identified hazards or issues which may have the potential to cause harm
    - To make the Senior Stewards aware of any issues that will affect the safety of any individuals
    - To ensure public safety at all times
    - Act as a point of contact and information for the public
    - Conduct the movement of guests at various points around the site
    - Ensure they are visible and contactable at all times by other members of the festival team, and members of the public
    - Check tickets at entry points, and observe any guests on site not wearing the correct wrist bands
    - Operate counting systems on entrances to capacity limited venues
    - Must be wholly compliant with the Management of Health and Safety at Work Regulations

The number of stewards will be determined through discussions between Big Bucks Music Festivals, CDC SAG, and the Security Provider. The Stewards will operate in teams which will be headed up by a Senior Steward.

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

- Box Office Manager
  - Manage all ticket and Guest Services staff
  - Advise Security Personnel of any potential issues regarding members of the public, threat to staff etc
  - Establish safe procedures for cash handling and transportation of ticket money
  - Address any ticketing issues at entrant points and all admission issues
  - Ensure timely movement of entrance queues to keep waiting times to a minimum
  - Address and deal with any issues regarding guest identification
  - Ensure all entrance procedures are adhered to at all times
  - Ensure smooth running of guest exit procedure throughout festival
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
  - To make the Facilities Manager aware of any issues that will affect the safety of any individuals
  - Act as an information point for all guests
  
- Ticket Staff (will be directly employed by Big Bucks Music Festivals)
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
  - To make the Facilities Manager aware of any issues that will affect the safety of any individuals
  - Carryout age verification checks
  - Have full knowledge of wristband systems
  - Ensure guests waiting times are kept to a minimal
  
- Guest Services Staff (will be directly employed by Big Bucks Music Festivals)
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
  - Report any accidents or incidents to their manager
  - To make the Facilities Manager aware of any issues that will affect the safety of any individuals
  - Act as an information point for all guests
  - Be CRB (Enhanced Disclosure) checked to allow for care of missing children
  - Have a complete knowledge of the area, festival and any additional information that may help guests
  - Be available to assist all guests with any issue / query and follow escalation procedures to resolve issues
  - Aiding the reunification of lost people / children / property
  - Answering any questions that may arise from guests
  - Feeding back any frequently asked questions to the Facilities Manager, Production Manager, to enable them to alleviate any reoccurring issues
  - Helping any guests with queries or issues

The Guest Services staff will be staffing a tent within the festival village, which will allow guests a permanent and recognisable point of contact. The staffing levels will be set between 2-3 people at any given time, whilst the village is open to guests.

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

- Medical Team (Sussex Medical Services)
  - To care for all medical needs and requirements of guests, staff, and contractors/traders
  - Raise any common re-occurrence of incident / illness to the Facilities Manager or Event Safety Officer
  - To de-brief event control at 09:00 and 23:00 every day of medical issues occurred
  - Conduct a suitable medical risk assessment for the event to identify specific medical requirements for the festival
  - Ensure the provision of 24 hour medical cover for the public opening phases of the festival
  - Provide qualified and competent medical staff
  - Advise the Event Safety Officer/Event Director of any patterns in reported accidents/incidents
  - Alert Event Control Manager of any major injury, death, or need of ambulance
  - Alert Facilities Manager of any guest involved in any form of anti-social behaviour
  - Comply with all relevant regulations and certification
  - Work closely with security team to ensure guest and staff safety at all times
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
  
- Noise Consultant
  - Ensure compliance with Noise Management Plan
  - To assist with ensuring all mandatory noise warning signage and hearing protection are displayed and available in high noise areas
  - Conduct routine noise level checks at designated point in accordance with Noise Management Policy
  - Advise Security and Stewards Manager of any crowds/individuals producing excessive noise
  - Uphold License objectives relating to Noise and Nuisance
  - Manage sound technicians to ensure noise levels are not being exceeded
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
  
- Stage Manager
  - Ensure all equipment remains in control of Big Bucks Music Festivals
  - Manage all Lighting, Site, Sound and Stage technicians
  - To ensure all technicians are compliant with all policies
  - To ensure all stage technicians and staff are familiar with the emergency procedures
  - Develop the Show Stop procedure, and ensure acts/managers are familiar with the procedure
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios

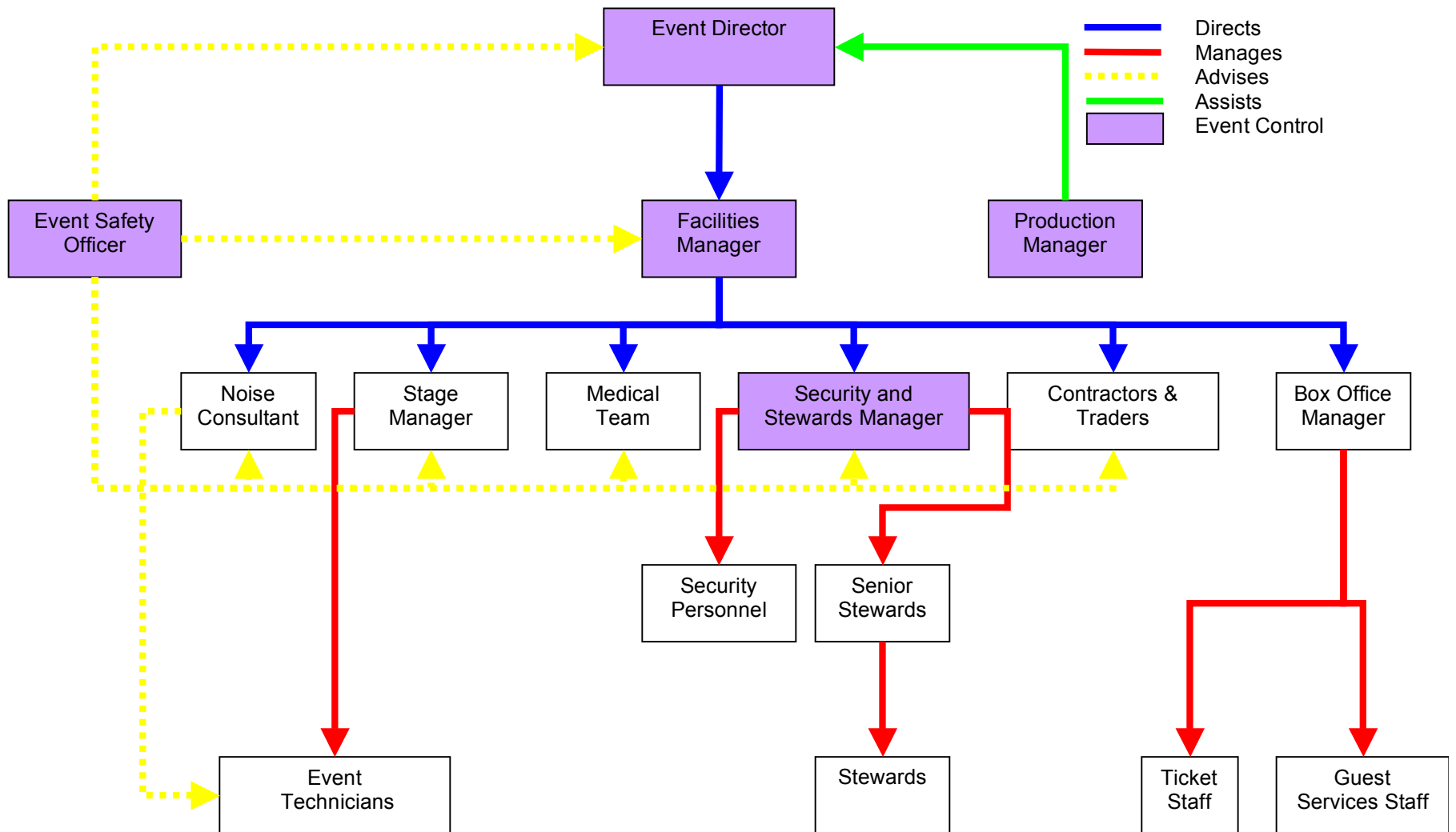


**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

- Event Technicians (To be supplied by The Staging Company - DHE)
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To be familiar with, and follow the festival site safety rules
  - To be familiar with the procedures to follow in an emergency
  - To assist and support the Noise Consultant, Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios
  - To make the Facilities Manager aware of any issues that will affect the safety of any individuals
  - Act as an information point for all guests
  - To be fully trained, and familiar with all equipment they will install and operate
  - Ensure that the operation of any equipment supports the arrangements made between the festival and the local authorities
  - Must be wholly compliant with the Management of Health and Safety at Work Regulations
  - To ensure all equipment and facilities on site are maintained and working
  - To present a professional image at all times
  - Feedback all observations made by staff that may help discourage an unsafe environment
  - To be in full knowledge of the Emergency Operations Plan
  - To assist and support the Facilities Manager, Production Manager, Security and Stewards Manager, Emergency Services and Event Director whenever they deem necessary, in normal and emergency scenarios

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

**Management Structure**



## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

### **Event Safety Planning and Management**

Big Bucks Music Festivals is absolutely committed to meeting obligations under the Management of Health and Safety at Work Regulations and the core objectives of the Licensing Act, and to this end have engaged event safety management professionals, The Event Safety Shop (TESS), to work alongside the Organisers.

The Health and Safety of Guests, Staff and Contractors are of paramount importance to Big Bucks Music Festivals and it is the policy of the festival to comply with and promote all legislation and guidance in this area, where possible. Big Bucks Music Festivals will conduct itself using the guidance laid out in The Event Safety Guide (HSG195) where possible.

Big Bucks Music Festivals will have the following insurance liability levels, Employers Liability - £5,000,000 (GBP) and Public Liability - £5,000,000 (GBP). All contractors and traders will supply copies of their Public Liability cover as well as their Employee Liability cover (if necessary) which will be filed and kept in the festivals Event Safety File.

The responsibility of the Health and Safety of all people on the site during the build, festival, and breakdown will be that of Stephen Macken, he will be advised by representatives of TESS.

### **The Pre-Production Phase**

During pre-production the festival team will meet with all the authorities, contractors, and advisors as often as necessary to create an environment that our guests will be safe and they will enjoy.

### **The Build Phase**

The Build Phase will commence on 03/06/2011 at 09:00. The responsibility of the Health and Safety of all people on the site during these phases will be that of Stephen Macken, he will be advised by representatives of TESS.

All risk assessments would have been carried out in advance, but Big Bucks Music Festivals expect some minor alterations to be made on site. These will be noted and recorded in the Event Safety File. All contractors providing services at the festival will be expected to forward the following documentation prior to starting work on site:

- Copy of public and employers liability insurance certificate
- Risk assessments and method statements relating to their on-site activities
- Structural calculations (where applicable)
- Company policy statement etc

Big Bucks Music Festival will have already instated the drinking water points by this time, and will be providing toilets. Upon further discussions with contractors, the need for accommodation and food will be established.

Whilst on site all contractors and workers will conform to guidance set out in HSG195 (The Event Safety Guide), Regulatory Reform (Fire Safety) order 2005, and other associated regulation and guidance.

The Event Safety Officer will inspect each temporary structure (with the aid of the contractor who erected it) and examine all engineering certification, and insurances related to the structure, before they sign off the structure. This will be recorded and filed in the Event Safety File.

Before the public are allowed to enter the site, the Event Safety Officer and one member of Event Control will tour the site and inspect all provisions made by Big Bucks Music Festivals. If all members of Event Control are happy that the site is in a safe and proper state, then all members of the team will sign off the site prior to any members of the public being given access.

Big Bucks Music Festivals will consult all contractors prior to the Event to consider weather conditions and the affects on their progress regarding their individual contracts. Once the fixed weather pattern at the time becomes clear, Big Bucks Music Festivals will re visit the Build Schedule to incorporate the contractor's needs. No contractors or employees will be asked to work in unsafe conditions.

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

All vehicle movements will be monitored and everyone on site will be wearing high visibility clothing.

All contractors providing services at the festival will be expected to forward the following documentation prior to starting work on site:

- Copy of public and employers liability insurance certificate
- Risk assessments and method statements relating to their on-site activities
- Structural calculations (where applicable)
- Company policy statement etc

### **The Event phase**

Before any guests enter the site all pre-opening inspections will have been carried out and all Event Control members will have signed the site off. Security will be deployed as per the crowd safety management plan. Event control will be fully operational. Site inspections will be carried out on a regular basis, all welfare facilities will be operational and in place, and an audit will be carried out to ensure all resources are in place. The site will be free from potential hazards and all appropriate fire safety equipment will be in place.

### **The Break Down Phase**

The Festival Village and all entertainment and retail will close at midnight 12/06/2011 with the guests leaving by 12:00 on the 13/06/2011, the contractors will begin break down once the site has been cleared of all members of the public and non-essential personnel in the morning of 13/06/2011. The site will be secured ensuring all members of the public have vacated before any heavy work commences. All vehicle movements will be monitored and everyone on site will be wearing high visibility clothing.

The entire site will be back to an acceptable condition of tidiness by 18:00 on 15/06/2011.

### **The Post-Production Phase**

Big Bucks Music Festivals will consult with all contractors, employees and any other persons connected with the production of the Festival to operate a detailed debrief which will be recorded in note format to be used for future events.

### **Temporary Structures and Site Infrastructure**

The Stages, PA and lighting systems are all being provided by DHE, a professional staging company. Please see appendix 1

The site will be lit by portable lighting masts with built in generators. There will be appropriate site lighting in place during working operations and public opening periods in times of darkness. Lighting to the campsite area will be minimized over night, but access and egress routes will remain lit during dark hours.

Temporary structures on site:

- Main Stage (supplied by DHE) – please see appendix 1
- The Circus – (supplier TBC) – a Big Top marquee, capacities and layouts to be confirmed on confirmation of supplier
- The Brewers Arms – (supplier TBC) – a marquee, capacities and layouts to be confirmed on confirmation of supplier
- Guest Services Tent – (supplier TBC) – a marquee, capacities and layouts to be confirmed on confirmation of supplier
- Entrance Tent - (supplier TBC) – a marquee, capacities and layouts to be confirmed on confirmation of supplier
- Fire Watch Towers - (supplier TBC) – purpose built structures, Big Bucks Music Festivals will employ a capable scaffolding company to supply
- Event Control / Lighting Box / Disabled Viewing Platform - a purpose built structure, Big Bucks Music Festivals will employ a capable scaffolding company to supply
- Medical Station – (supplied by Sussex Medical Services) – a marquee
- Market Stalls – (supplier TBC) – Big Bucks Music Festivals will hire market stalls from a capable supplier

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

There will be three towers built by a qualified scaffolding company, the two structures are for the following purposes:

- **Event/Situation Control, Lighting and Video Box and Disabled viewing Platform** – This structure will be set approximately 50 - 60 meters back from the Main Stage and will offer 3 facilities.
  - An Event Control/Situation Room, sound proofed with the ability to view the site from a height of 3 meters, it will house the radio base station and be staffed by the Event Safety Officer, Event Director, Facilities Manager or Security and Stewards Manager, (at least two managers will be present, but never all at the same time) at any time whilst the Festival Village is open to guests
  - The Lighting and Video Box, an operation room for the Main Stage Lighting and the visual mixer
  - Disabled viewing platform, a ramped access viewing platform to allow disabled guests the ability to get an uninterrupted view of the stage. The platform will be set at 1m 50cm high
- **Two Fire and Safety Watch Towers** – These structures will act as a fire and safety watch tower positioned to the south east corner, and north west corner of the campsite. They will be manned 24 hours a day by the Security and Stewarding Team. They will be equipped with lights, PA systems and infra red cameras, enabling the team to view in all directions which will feed back to monitors in the towers.

Big Bucks Music Festivals will work along side the site owners to extend the existent water supply to various points, where water cannot be supplied to a required point then water bowsers will be brought in to cover the need.

### **Traffic Management Plan**

Big Bucks Music Festival are investigating the use of a professional Traffic Management Company to facilitate the free movement of vehicles in the local vicinity, we will be approaching Exhibition Traffic Management Services and Cash and Traffic Management, two leading suppliers in this sector.

#### Guest Traffic Management

Guests will be arriving via various different forms of transport. It is Big Bucks Music Festivals policy to promote mass transport solutions. Big Bucks Music Festivals aim to cater for all of our guests in a way that will make their commute to and from the festival as easy as possible. Big Bucks Music Festivals will obtain information from guests to establish how and when they expect to arrive at the site. Big Bucks Music Festivals have taken steps to ease this process and have listed them in appendix 2.

#### Emergency Traffic Management

There will be three different entrance points to the Festival site for emergency vehicles:

- Entrance A (Red Route A) – The most Northern route via Village Road using Winchmore Hill Cricket Clubs entrance. This route mainly provides access to the campsite and car park, but does also allow access to the Festival Village
- Entrance B (Red Route B) – The most Easterly route via Horsemoor Lane. This route enters a neighbouring field and will allow emergency vehicles to enter the same route structure on the site as Entrance A. Predominantly allowing access to the Festival Village and car park, but does also allow access to the campsite
- Entrance C (Red Route C) – The most Southerly route via Horsemoor Lane. This route enters via Penn Houses southern drive. A gate has been installed in the field from the drive to allow access to the Festival village including the backstage area

These routes will remain clear and unobstructed at all times, in the event of a vehicle needing access to the site, security will be immediately briefed to ensure that the entry point to be used by the vehicles are free and the vehicles let onto site immediately.

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

### Site Traffic Management

During the Build Phase all traffic will enter the site via Entrance C. All site vehicles not directly involved with the running of the site will be removed from site before guests have arrived.

Once guests have arrived, then only vehicles involved in the maintenance of the site (i.e.: security vehicles, medics 4x4 vehicles, sanitary Lorries etc.) will be allowed to move, through prearranged, designated routes. Signage will display to the public that there is a risk of moving vehicles within the vicinity. And drivers will be imposed a 5mph maximum speed limit.

Any other vehicles wishing to enter or exit the site will have to wait until all guests have vacated the Festival village. Only vehicles involved in the maintenance of the site (i.e.: security vehicles, medics 4x4 vehicles, sanitary Lorries etc.) will be allowed to enter the Campsite.

Any other vehicles, including production and artists parking, or vehicles making legitimate visits to the site will park on the other side of the festival boundary by Gate C, and will have to enter site on foot. If there is a reasonable need for vehicles to enter the backstage area then permits to do so will have to be applied for in advance, and they will only be able to pick up or drop off.

No site traffic will be permitted to site outside the hours of 08:00 – 18:00.

### **Fire Safety**

Big Bucks Music Festivals place great importance on Fire Safety. Detailed fire risk assessments will be carried out including the identification of combustible fuels, ignition sources and public fire safety. There will be provisions of clearly identifiable fire points and signage, and appropriate fire safety equipment.

The camping allocation has been achieved by allowing every guest an average of 6m<sup>2</sup> within the camping area, this gives enough space to allow 2 -3 metres between tents. Please see Appendix 3 for further information.

### **Crowd Management Plan**

Crowd Management will be the direct responsibility of the Security and Stewards Manager. We are currently in discussion with two security companies; Adams Park Security, and SB Security Solutions. We will also be contacting one to two more companies regarding security provisions to ensure the successful company has the correct experience and knowledge.

The Security and Stewards Team will be made up as follows:

09:00 to 01:00

- 1 x Security and Stewards Manager
- 2 x Security Personnel – Supervisors
- 6 x Security Personnel – Perimeter and surrounding area
- 1 x Security Personnel – Production area

09:00 to 00:00

- 6 x Security Personnel – Guest lanes and search
- 6 x Stewards – Guest lanes
- 2 x Security Personnel – Main Stage area
- 1 x Senior Steward – Main stage area
- 4 x Stewards – Main stage crowd barrier
- 3 x Stewards – Main stage roving
- 2 x Senior Stewards – Festival Village
- 6 x Stewards – Festival Village
- 4 x Security Personnel – Festival Village

## Big Bucks Music Festival 2011 Event Safety Management Plan

01:00 to 09:00

- 4 x Security Personnel – Campsite
- 1 x Senior Steward – Campsite
- 4 x Stewards - Campsite

The Event will commence on 10/06/2011 12:00 when the camp site will open first, followed by the Festival Village at 14:00 and the first act playing at 15:00. The Closing Down Procedure is detailed below.

On 11/06/2011 the Festival Village site will open at 10:00 and the ticket gates for day visitor will also open at the same time. The first act will begin at 11:00. The same closing down procedure will be in place as below.

Fridays and Saturdays Closing Down Procedure - The Acts will be arranged to not clash their start times and will all end at different times to disperse the crowd in a gradual fashion. Big Bucks Music Festivals will be showing films from the end of the last act on the main stage (23:00) until 00:00 again to allow a gradual dispersal pattern. The Festival Village site will be cleared and secured at 00:00 and will be closed by 01:00 each morning.

On 12/06/2011 the Festival Village site will open at 10:00 and the ticket gates for day visitor will also open at the same time. The first act will begin at 11:00.

Sundays Closing Down Procedure - The Acts will be arranged to not clash their start times and will all end at different times to disperse the crowd in a gradual fashion. Big Bucks Music Festivals will be showing films from 21:00 on the main stage until 00:00 again to allow a gradual dispersal pattern. The Festival Village site will be cleared and secured at 00:00 and will be closed by 01:00 each morning.

- Audience profile and crowd dynamics

The Audience is expected to be predominantly made up of 20 – 35 year olds and Big Bucks Music Festivals foresee a 50/50 split with regards to gender. Big Bucks Music Festivals will be actively marketing the festival towards young families.

There are two enclosed venues, the Brewers Arms and The Circus which will be capacity controlled, and where capacity is reached, will operate a “one in one out” policy. When suppliers have been agreed and the layout of the venue established, Big Bucks Music Festivals will make the appropriate risk assessments of these two venues to establish their maximum capacities.

The Main Stage will have a large screen flown at the rear of the stage, or two smaller screens to the left and right, to allow better sight lines. Whilst the eventuality is unlikely, all 6400 guests would be able to view the stage with the provision 1m<sup>2</sup> on average per person, and the furthest point any guest would need to stand would be 100m from the stage. The sound system would also be able to provide clear acoustics at this range.

The Stage Bus is a smaller stage and would not attract a large crowd due to its size. It will be outdoors and will sit within an area where 2000m<sup>2</sup> would be available for audience viewing with the maximum of 40ms from the stage. The sound system would also be able to provide clear acoustics at this range.

All venues will have stewards allocated to them to watch for unusual crowd dynamics, and anti social behaviour (crowd surfing, stage diving etc.)

All artists will be presented with Big Bucks Music Festivals audience safety policy, which will detail how Big Bucks Music Festivals will expect them to behave with regards to aiding stewards in controlling the crowd and promoting a safe environment for the audience.

The roles of the Security and Stewards teams will be to provide a safe environment for the guests. This will include monitoring crowd movements, assessing crowd psychology and behaviour patterns. All security and steward personnel will be uniformed and easily identifiable. They will have radio communications with their direct management as well as event control.

## Big Bucks Music Festival 2011 Event Safety Management Plan

### Entry and Exit of the audience

All exit routes and emergency service routes will be kept clear at all times, this will be the responsibility of the Security and Stewards team. No exit will be locked whilst guests are on site.

All emergency equipment (i.e. Fire extinguishers, alarms, emergency lighting, etc.) will be hired, and there will be a full sign off procedure before the venues are open to the public. The Security and Stewards Team will check emergency lighting, alarms and emergency exits of all venues prior to audience entry, and will report back to the Event Safety Officer after checks are complete. The Event Safety Officer will have the final say on whether the audience will be allowed access to the venues.

All exterior Gates will be clearly signposted using signs conforming to **BS 5499**. The signs will be elevated and attached to the fencing each side of the Exit Gate.

- Opening Times

The audience will be allowed access to the Festival Village 1 hour before any acts will start performing on stage. The Acts will finish 1½ hours before the site will be closed. Both measures have been taken to allow the guests enough time to enter and exit the Festival Village before or after the acts commence.

The Campsite will be open to weekend guests 2 hours prior to the Festival Village, and 3 hours prior to the first act.

All entrance Gates will be marshalled by at least 3 Stewards per gate for the first hour they are opened. This is to allow the guests to enter faster. As the tickets are tamper proof wrist bands then they will just need to display the bands to the Stewards and they can pass straight through. Security will also carry out spot checks at the gates to establish whether contraband goods are being brought to site.

- Ticketing Policies

The intension of Big Bucks Music Festivals is to sell all tickets prior to the event commencing. Big Bucks Music Festivals intend on doing this by using a professional marketing company and signing Headline bands who are known to the audience profile.

If Big Bucks Music Festivals do have to sell tickets on the gate then adequate staffing and security will be provided to cover this. The ticket price will be higher to discourage this eventuality.

See Appendix 4 for further information

- Admission Policy

- Big Bucks Music Festivals will not allow entry to any person deemed to be under the influence of Drugs, or in excess of alcohol
- Any person refusing to allow security to make a proper search of their person or possessions will be refused access
- Any person refusing to allow security to act in a manner they deem fit and proper will be refused access
- Any person found to be acting in an illegal manner will be removed from the site and refused access
- A process for illegal activity or offences will be created by the Security and Stewards Manager in conjunction with Thames Valley Police

- Searches

Searches will only be carried out by SIA accredited personnel. Searches will be random and for the purpose of confiscation or seizure of contraband items.

The full list of contraband items will be advertised on the website and tickets. Security and Stewards team will create a process with Thames Valley Police for the handing over of illegal goods etc.



## Big Bucks Music Festival 2011 Event Safety Management Plan

### PA and Video Screen Use

Big Bucks Music Festivals will retain overall control of the PA systems on site. In an emergency these systems as well as the PA on the Safety watch tower will be used to inform guests of the situation, and how Big Bucks Music Festivals wish them to proceed. The Main Stage also has a screen on it, which will be used to display safety, and information messages throughout the day as well as during an emergency situation.

- Professional Capabilities

All Stewards and Security Personnel will be supplied and overseen by one company; the company will be a professional security company, preferably known to the local authorities. They will have a back catalogue of work in similar events and provide copies of all accreditation and training certification to the Event Safety File.

### Medical, Ambulance and First Aid

As an initial assessment, Sussex Medical Services have quoted to supply the following:

- Cover on a 24 hour basis
  - 1 x Fully equipped ambulance
  - 1 x Fully equipped 4x4 ambulance
  - Continuous cover from:
    - 1 x Paramedic
    - 1 x Technician
    - 2 x Advanced First Aiders
- **Additional cover** for the period between 09:00 – 23:00
  - 6 x Advanced First Aiders

The Medical Team will be based in an identifiable medical tent/triage area in the Festival Village supplied with power and water. Clear routes for ambulances and medical staff shall be maintained, medical points will be clearly signed, and medical personnel will have radio contact with Event Control.

The assessment of medical provisions was made using HSG195 - The Event Safety Guide pages 131 - 134. Please see assessment below:

- A) = 3
- B) = 3
- C) = 3
- D) = 3
- E) = 3
- F) = 8
- G) = 1
- H) = 2
- I) = 0
- J) = 1
- K) = 0
- L) = 0

TOTAL = 27

With this result Big Bucks Music Festivals established that our requirements will meet the specification, although Big Bucks Music Festivals are more than happy to discuss this further with the relevant authorities.

## Big Bucks Music Festival 2011 Event Safety Management Plan

### Sanitary and Welfare

Big Bucks Music Festivals are committed to providing a high standard of toilet and welfare facilities at the festival and shall ensure that the level of provision is above that as advised in the event safety guide. The toilets will be clearly signed, cleaned, maintained, and emptied by the toilet providers. Big Bucks Music Festivals plan on providing the following:

#### Campsite Area

- 16 Female WC
- 4 Male WC
- 8 Male Urinal
- 2 Disabled Facilities

#### Shared Area

- 12 Female WC
- 4 Male WC
- 8 Male Urinal
- 2 Disabled Facilities

#### Festival Village

- 24 Female WC
- 4 Male WC
- 16 Male Urinal
- 2 Disabled Facilities

#### Staff Area

- 6 Female WC
- 2 Male WC
- 4 Male Urinal
- 1 Disabled Facility

#### Total

- 58 Female WC
- 14 Male WC
- 36 Male Urinal
- 7 Disabled Facilities

The Shared Area will be on the fence line between the Campsite and the Festival Village it will be able to be opened on either side to allow it to be used by the campsite during the hours of 23:00 – 10:00, and in turn will be used by the Festival Village between the hours of 10:00 – 23:00.

Following appointment of the toilet contractor, all safety related information, including details for emptying / COSHH assessments shall be available for inspection. The toilet provider will also be responsible for ensuring water qualities within the toilets, and will create procedure to ensure that regular checks are made.

Big Bucks Music Festivals will also supply stand pipes to various locations for drinking and cooking. The trailer toilets will be equipped with sinks to allow guests to wash. Big Bucks Music Festivals are in the process of locating a supplier for a shower trailer for the campsite; this would operate in a pay as you go fashion.

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

**Litter and Waste**

Big Bucks Music Festivals intends on recycling as much of the site litter as possible, all traders will be encouraged to use recyclable containers and packaging where possible. A Litter Management Company will be employed to keep the site free from litter throughout the event. They will also be the team who will do the final clear downs of the site. Big Bucks Music Festivals plans to store all recycling and litter on site and remove after the event has finished.

All waste removed from the toilets will be dealt with by the contractor; they will supply copies of all the relevant paperwork to the Event Safety File.

All traders will use the litter facilities on site and will also keep the area directly surrounding their pitch litter free throughout the event. Any waste/litter created that cannot be handled by the Litter Management team (cooking oil etc.) will have to be removed and dealt with in a responsible manner.

There will be bins and waste receptacles for both recyclable and general waste throughout the Festival Village and Campsite. There will be provisions made within the production area for Traders to dispose of waste.

**Radio Distribution and Procedure**

Portable UHF or VHF (frequency range TBC) radios will be held by the following members of the Event Team:

- |                                 |              |
|---------------------------------|--------------|
| o Event Director                | Channel 1    |
| o Event Safety Officer          | Channel 1    |
| o Facilities Manager            | Channel 1    |
| o Security and Stewards Manager | Channel 2    |
| o Noise Consultant              | Channel 3    |
| o Stage Manager                 | Channel 3    |
| o Medical Team                  | Channel 2    |
| o Some Contractors              | Channels TBC |
| o Security Personnel            | Channel 2    |
| o Senior Stewards               | Channel 2    |
| o Box Office Manager            | Channel 1    |
| o Sound Technicians             | Channel 3    |
| o Event Control                 | Channel 4    |

Radios will be on continuously when the Festival Village is open to the guests, there will be a room where spare batteries, ear pieces or radios can be obtained, and the charging stations will also be there.

Radio operators will use in ear speakers to allow better hearing and minimise the risk of public panic. When referring to fire the phrase used will be "condition black", when referring to a suspect package or possible bomb, the phrase will be "condition purple".

**Emergency Procedure and Protocol**

Big Bucks Music Festivals will set up an Event and Incident control room, which will be staffed 24 hours a day whether the Festival Village is open to guests or not. A full emergency procedure and protocol manual will be created including flow charts to simplify process to be followed in the event of an emergency.

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

The Event and Incident control room will be equipped with:

- The main radio base station
- 2 emergency contact mobile phones, (the phone numbers for them will be circulated to all emergency services, staff and contractors prior to the event, Phone 1 will be the first to be tried, then phone 2)
- 1 residents contact mobile phone (for noise problems or any other incidents that may occur off site due to the Festival)
- The Event Safety File
- The Event Incident File
- The Incident and Emergencies Procedure

Event and Incident control room will always be staffed by the Event Safety Officer, Event Director, Facilities Manager, Production Manager, or Security and Stewards Manager, (at least two managers will be present, but never all at the same time) whilst the Festival Village is open to the guests. All of these people will be on site and contactable at all times when the Festival Village is open. All incidents on site will be reported up the Management Structure and recorded/actioned if necessary.

Big Bucks Music Festivals envisages that a member of the Security and Stewards team will be most likely to be first on scene of any incident. Any incident will be treated as a fluidic scenario and treated individually based on its own merits. All Event personnel will follow these guidelines:

- Make communication with the nearest available Radio Operator (in most cases the radio operator will be a more senior member of staff)
- When approaching any incident make an assessment of the scenario and communicate it to Event Control...Await instructions
- Be aware of hidden dangers when approaching any incident
- Always put the safety of the guests and staff above all other things
- Do not use radios, or mobile phones within 15m of an unattended or suspect package

Once a clear understanding of the incident has been established by Event Control they will assess the incident and decide on the level of response needed.

Where possible, Event Control will use the resources at hand to handle the incident. The decision to request assistance from the emergency services will be made by Event Control. In the absence of Event Control the responsibility of the site and its guests and staff, will be taken over by the next available manager in this sequence:

The Event Director  
The Facilities Manager  
The Event Safety Officer  
The Security and Stewards Manager

If Event Control has lost the ability to operate, then the next available manager will move Event Control to the other location. If this possibility were to occur then a similar announcement to this would be made through the radio channels:

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

### **Evacuation Procedure**

If it has been determined that a localised area, venue, site wide evacuation is required, the following steps shall be taken:

- Localised Area Evacuation
  - Alertness conditions will be announced over the radio allowing everyone to know that an incident is in occurrence, to follow instructions from Event Control, and to be prepared to implement the emergency operations plans, and maintain radio silence
  - Event Control will contact the emergency services and remain in contact, giving concise and up to date information
  - The Security and Stewards Manager or Event Safety Officer will be deployed to the site of incident to investigate and report back details to event control
  - The Security and Stewards Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident
  - The Security and Stewards team will use the megaphones to direct the guests, contractors, traders and staff to the nearest fire exit
  - The Security and Stewards will be deployed to all useable and available exits
  - Event control will instruct the use of the PA systems within the area and the video screen on stage if applicable to relay information to the public
  - Event Control will stop any gates in the area from allowing any more guests into the incident site
  - If the emergency services deem it necessary to attend, then Event Control will liaise with their incident commander. All resources at hand will be offered to the Emergency Services, and they will be able to control the site if they see fit
  - Stewards will be positioned to cordon the area preventing any members of the public access to the incident site
  - Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission to re-enter would have to be given by them first
  
- Venue Evacuation
  - Alertness conditions will be announced over the radio allowing everyone to know that an incident is in occurrence, to follow instructions from Event Control, and to be prepared to implement the emergency operations plans, and maintain radio silence
  - Event Control will contact the emergency services and remain in contact, giving concise and up to date information
  - The Security and Stewards Manager or Event Safety Officer will be deployed to the site of incident to investigate and report back details to event control
  - The Security and Stewards Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident
  - Stewards will move to open all emergency exits and ensure instigation of emergency lighting
  - The Security and Stewards team will use the megaphones to direct the guests, contractors, traders and staff to the nearest fire exit
  - The Security and Stewards will be deployed to all useable and available exits in the event of an incident requiring evacuation
  - Event control will instruct the use of the PA systems within the venue and the video screen on stage if applicable to relay information to the public
  - If the emergency services deem it necessary to attend, then Event Control will liaise with their incident commander. All resources at hand will be offered to the Emergency Services, and they will be able to control the site if they see fit
  - Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission to re-enter would have to be given by them first

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

- Site Wide Evacuation
  - Alertness conditions will be announced over the radio allowing everyone to know that an incident is in occurrence, to follow instructions from Event Control, and to be prepared to implement the emergency operations plans, and maintain radio silence
  - Event Control will contact the emergency services and remain in contact, giving concise and up to date information
  - The Security and Stewards Manager or Event Safety Officer will be deployed to the site of incident to investigate and report back details to event control
  - The Security and Stewards Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident
  - Stewards will move to open all emergency exits and ensure instigation of emergency lighting
  - The Security and Stewards team will use the megaphones to direct the guests, contractors, traders and staff to the nearest fire exit
  - The Security and Stewards will be deployed to all useable and available exits in the event of an incident requiring evacuation
  - Event control will instruct the use of the PA systems around the site and the video screen on stage where necessary to relay information to the public
  - Event Control will stop any gates from allowing any more guests into the site
  - Event Control will liaise with the Emergency Services Incident Commander. All resources at hand will be offered to the Emergency Services, and they will be able to control the site if they see fit
  - Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission to re-enter would have to be given by them first

### **Major Incidents**

Big Bucks Music Festivals will deal with any incidents it feels are within the capabilities of the resources on site. Big Bucks Music Festivals will view an incident as major, if it believes it needs to rely on the resources of the emergency services. Big Bucks Music Festivals will place all necessary resources to be available for the emergency services in the event of a major incident.

There will be a catalogue of pre-scripted and pre-recorded announcements for incidents such as; Bomb threat, Fire or Explosion, Localised Evacuation, Complete Evacuation, Temporary Evacuation.

If during the Festival an incident occurs that results in an investigation, Big Bucks Music Festivals will do everything in its power to aid that investigation.

### **Media Management**

In the event of a serious incident, Big Bucks Music Festivals understands the importance of a clear and united message. All staff and contractors will complete an agreement in where it states that they will seek consultation with the Event Director, or their representatives before speaking with any members of the media industry. Either the Event Director, or an appointed Public Relations Manager will make any necessary media announcements, and in the event of a major incident all media announcements will be jointly made with Thames Valley Police PR department. No other staff will be permitted to speak to, or liaise with the media in the event of an incident.

Big Bucks Music Festivals will be inviting members of local media sources to the Event, but do not expect a large media presence at the festival.

Big Bucks Music Festivals will be happy to take advice and guidance from the emergency services to help unify any public message that may need to be conveyed.

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

### **Event Risk Assessments**

Big Bucks Music Festivals undertakes to adopt and implement all relevant aspects of published guidance on event safety; including HSG195 Event Safety Guide, HSG154 Managing Crowds Safely, IStructE Temporary Demountable Structures, Sound Advice and so on. We will provide documentary evidence of how we shall meet the licensing objectives and shall co-operate with Council Officers and representatives of the Emergency Services to ensure that all stakeholders and enforcing agencies are satisfied with progress towards final delivery of the event.

Big Bucks Festivals are absolutely committed to meeting obligations under the Management of Health and Safety at Work Regulations and the core objectives of the Licensing Act, and to this end have engaged event safety management professionals to work alongside the Organisers. Our commitment is to ensure that all documentation and risk controls are available and implemented in a timely manner.

### **Alcohol Policy**

Big Bucks Music Festivals is committed to ensuring a safe and well spirited Festival, Big Bucks Music Festivals understands that at the centre of this commitment is a fair and productive alcohol policy which will encourage responsible drinking.

As previously mentioned Big Bucks Music Festivals will be implementing an Alcohol Purchase wrist band system, this wrist band will be given to any guest who is confirmed as being over the age of 18 years old. Most wrist bands will be distributed at the entrance, and as they are tamperproof they will last the weekend.

No bar will sell alcohol to anyone (no matter how old they are) without a wristband, the reason for this is we will also confiscate the bands from anyone:

- acting in a disruptive or abusive manner whilst under the influence of alcohol
- purchasing alcohol for the consumption of a minor
- purchasing alcohol for someone who has been refused for being in excess of alcohol

Bars will only allow 4 alcoholic drinks to be purchased at once. All drinks sold in the Festival Village will be in open paper or plastic containers.

Stewards will report to bar managers if they see any guest who they believe may be approaching an excess of alcohol, so the bar managers can deal with any problems arising, before the guest is refused service.

All bars in the Guest accessible areas will cease trading at 23:00 each evening.

Big Bucks Music Festivals will be complying to Challenge 25, so will only accept the following forms of identification; Passport, Photo card section of a Driving license or an identity carrying the "PASS" hologram.

Big Bucks Music Festivals will inform local licensed premises regarding our wristband policies, enabling them to be aware of anyone who may have had their bands removed.

### **Terror Threat**

Big Bucks Music Festivals will be ensuring that the threat of a terror attack on the festival is part of our safety assessments. Big Bucks Music Festivals would like to work along side the relevant authorities to ensure intelligence and information is being passed, used and acted upon in an appropriate way.

All of the Security and Stewards Team will remain vigilant and alert to any threat on public safety.

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

**Noise Management Plan**

An initial noise management plan has been produced. Please see Appendix 5 for further information.

The Event shall not take place before a Noise Management Plan (NMP) has been submitted to Chiltern District Council, 2 months prior to the event, and approved in writing by the Local Planning Authority. The NMP shall specify the provisions to be made for the control of noise at this event. Thereafter, the Event shall not commence until the approved scheme has been fully implemented.

**Signage**

Signage will be placed around the entire site, to aid guests. The signage will determine the position of all relevant facilities, venues, and points of interest. All signage will conform in style, all signage will be visible.

**Drugs and Illegal Behaviour Policy**

Big Bucks Music Festivals understands the dangers of drugs and will take steps to control the entry and use of illegal substances on site. We will liaise with Thames Valley Police to create the most practical and productive drugs policy possible to us.

The same steps will be taken with regard to illegal behaviour. Big Bucks Music Festivals aspires to create a fun environment in a responsible fashion.



# Lucas Associates

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SHEET NO 1  
BY AML  
DATE DECEMBER 2005  
ITEM STAGE DESIGN  
DRG NOS

Title : DHE DEMOUNTABLE STAGE

Job No : 205115

### DESIGN OF STAGE FRAMEWORK UNDER WIND LOADING

#### DESCRIPTION OF STRUCTURE

The stage framework is constructed from a system of modular truss elements. The stage can be enclosed on one or three sides by sheeting fixed to the framework. Resistance to overturning is to be provided by ballast fixed to the legs of the framework. These calculations are to determine the quantity of ballast required for various cladding configurations under different wind loading conditions.

#### WIND ANALYSIS

To cater for all possible locations in the UK, the Standard Method of BS6399:part 2 has been used, assuming the worst case of the structure being located on the seafront.

Basic wind speeds have been specified in mph and km/h by the client in line with values taken from the now superceded Code of Practice for Wind Loading, CP3, with a maximum wind speed to be taken as 55 mph. This analysis is to be carried out to BS 6399, which works from Basic Wind Speeds in m/s. The required wind speeds have therefore been converted into m/s and rounded to suitable figures.

The wind pressure  $Q_s$  is calculated using the MasterKey Wind Loading program, which utilises the BreVe2 program produced by the Building Research Establishment.

Data used in the analysis

#### Building Dimensions

Length	=	7.8 m
Eaves height	=	5 m
Width	=	7.1 m
Roof pitch	=	8 degrees
Country location	=	0 km from sea
Relevant Diagonal a	=	13 m

The following wind speeds are to be analysed: -

Specified Wind loads			Calculated speeds		Basic Wind Speed Used in Analysis
Case	mph	km/h	km/h	m/s	m/s
1	31	50	50	14	15
2	38	61	61	17	17.5
3	45	70	72	20	20
4	55		89	25	25

See attached pages for results of wind analysis

This set of calculations is for Case 4 – the 55 mph wind condition.

# Lucas Associates

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25166

Job Ref : 24' x 20' Stage Canopy

Sheet : / 002

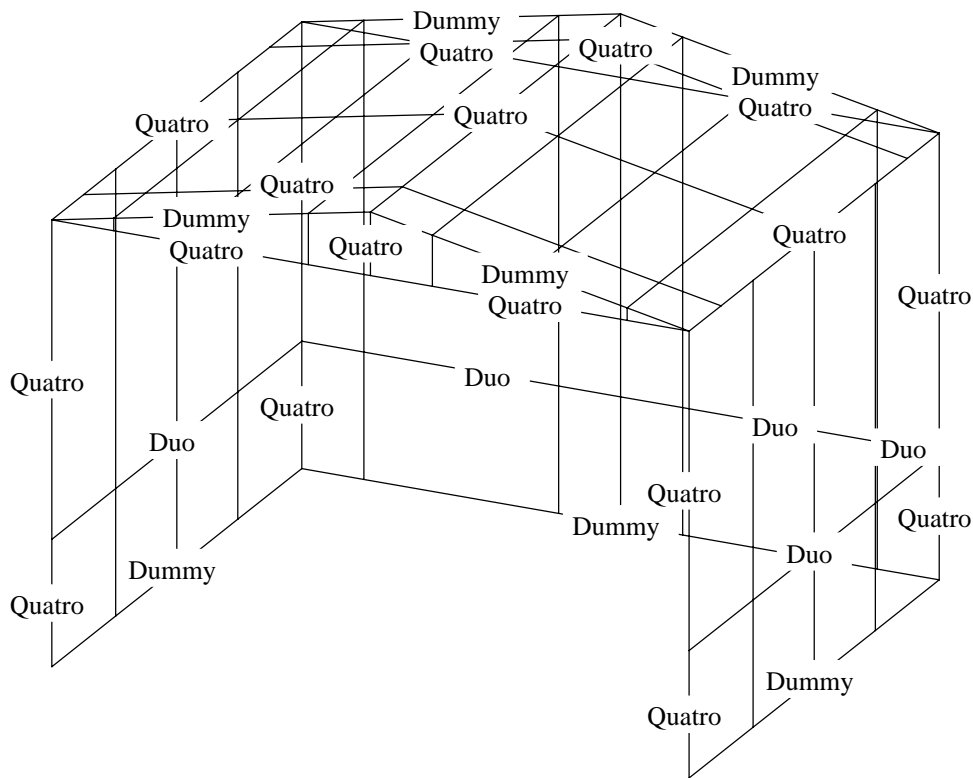
Made by : AML

Date : 20 December 2005 / Ver. 2005.11

Checked :

Approved :

Fax: (01206) 262624



Frame Geometry - (Full Frame) - X+021 Y+025 Z+000

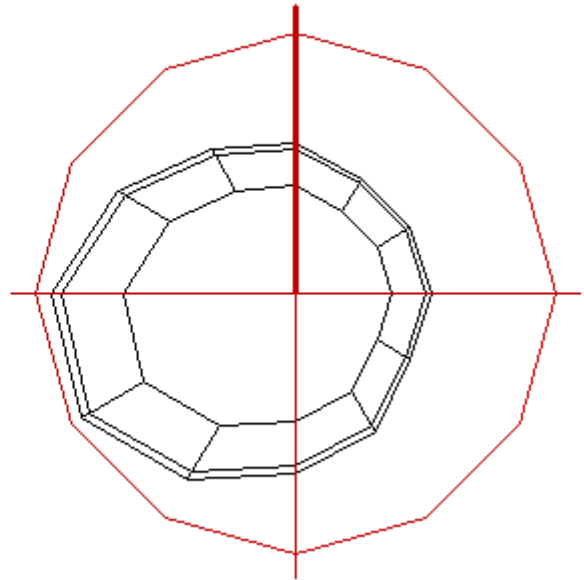
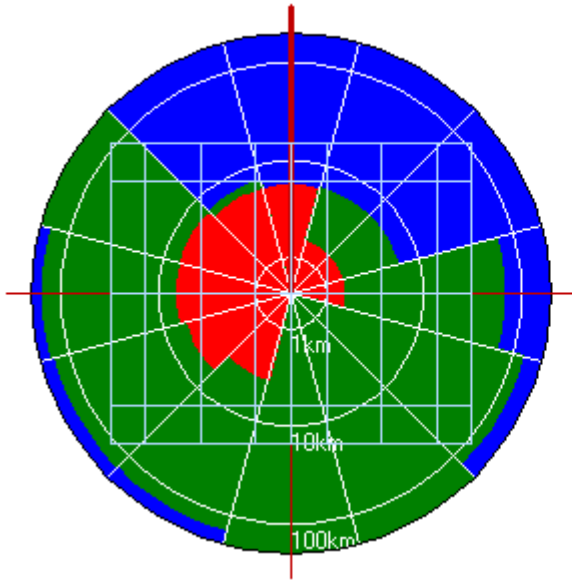
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25166

Job Ref : 24' x 20' Stage Canopy  
 Sheet : / 003  
 Made by : AML  
 Date : 20 December 2005 / Ver. 2005.11  
 Checked :  
 Approved :

Fax: (01206) 262624

**Wind Loading to BS 6399 - Part 2**  
**Results for site at NT250710 - Altitude 95 m**  
**55 mph Wind Case**  
**Using the Standard Method**



**Site Basic Data**

Location and Base wind speed	BreVe 1km resolution site data for NT250710 - Base wind speed, Vb 25 m/s
Altitude and Obstructions	Site altitude 95 m - Shelter effect from obstructions is not included
Seasonal factor, Ss	Season length is All year - Seasonal factor, Ss 1.000
Annual risk and probability factor	Design annual risk 0.02 - Probability factor, Sp 1.000
Topographic Increments	Site altitude only - Topography not significant - assumed to be flat
Heights and Diagonals (m)	Heights above ground 1.425; 5 and 5.71, Diagonals 8.85

**Direction Factors - Using UK direction Factors**

Direction (°N)	0	30	60	90	120	150	180	210	240	270	300	330
Direction factor, Sd	0.780	0.730	0.730	0.740	0.730	0.800	0.850	0.930	1.000	0.990	0.910	0.820

**Standard Method**

Site description Site is in country, nearest distance to sea = 5.50km.

**Height Above Ground = 1.425 m - Ve 37.2 m/s - q 849.5 N/m<sup>2</sup>**

He 2.000	a	8.9
Sa 1.095, Sb 1.360	Ca	0.957

**Height Above Ground = 5.0 m - Ve 43.3 m/s - q 1150.1 N/m<sup>2</sup>**

He 5.000	a	8.9
Sa 1.095, Sb 1.582	Ca	0.957

**Height Above Ground = 5.71 m - Ve 44.2 m/s - q 1197.2 N/m<sup>2</sup>**

He 5.710	a	8.9
Sa 1.095, Sb 1.614	Ca	0.957

**MasterFrame Wind Pressure Values**

**Dynamic Pressure Values, q (N/m<sup>2</sup>) for a = 8.85**

Wind Direction to X Axis	90	270	0
q (N/m <sup>2</sup> ) for H = 1.425	757.9	609.8	812.8
q (N/m <sup>2</sup> ) for H = 5	1026.1	825.6	1100.5
q (N/m <sup>2</sup> ) for H = 5.71	1068.2	859.5	1145.6

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Fax: 01206 262624

SHEET NO 4  
BY AML  
DATE DECEMBER 2005  
ITEM STAGE DESIGN  
DRG NOS

Title : DHE DEMOUNTABLE STAGE

Job No : 205115

### PRESSURE COEFFICIENTS

CI : 2.3

#### EXTERNAL PRESSURES

Wall Pressures - From Table 5

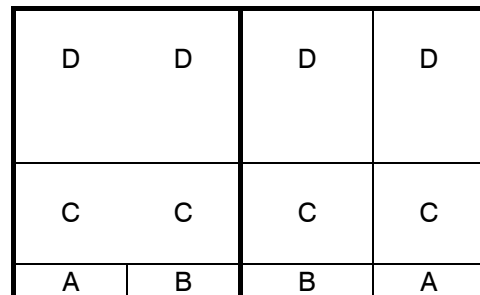
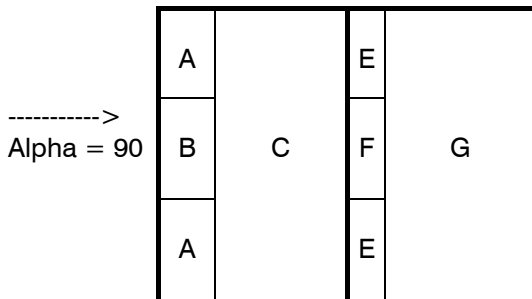


Pressure Coefficients

Refer To Figure 12 for Locations of Areas

Angle	D/H	SIDE				
alpha	RATIO	WINDWARD	LEEWARD	ZONE A	ZONE B	ZONE C
90	1.56	+ 0.76	- 0.26	- 1.30	- 0.80	- 0.4
Length				1.42 m	5.68 m	0.70 m
0	1.42	+ 0.77	- 0.27	- 1.30	- 0.80	N/A
Length				1.56 m	5.54 m	

#### Roof Pressures - From Table 9



Pressure Coefficients

Refer To Figure 20 for Locations of Areas

Angle	A	B	C	D	E	F	G
alpha							
0	-1.88	-1.22	-0.60	-0.37			
Length	0.78 m	0.78 m	2.77 m	3.55 m			
90	-1.65	-1.08	-0.51		-0.68	-0.48	-0.36
	0.71 m	0.71 m	3.19 m		0.71 m	0.71 m	3.19 m

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SHEET NO 5  
BY AML  
DATE DECEMBER 2005  
ITEM STAGE DESIGN  
DRG NOS

Title : DHE DEMOUNTABLE STAGE

Job No : 205115

### INTERNAL PRESSURES

Taken from BS 6399 Clause 2.6.3

From Table 18, with one open long face

For wind onto open face Cpi = +0.85  
For wind at 90 degrees Cpi = - 0.60  
For wind at 180 degrees Cpi = - 0.16

Nett Wind Pressure Coefficients (In terms of pressure on outer face)

Case 1 Wind onto open front Cpi = +0.85 (Internal pressure)

Walls	WINDWARD	LEEWARD	ZONE A	ZONE B
External	N/A	- 0.27	- 1.30	- 0.80
Nett	N/A	- 1.12	- 2.15	- 1.65

Roof	A	B	C	D
External	- 1.88	- 1.22	- 0.60	- 0.37
Nett	- 2.73	- 2.07	- 1.45	- 1.22

Case 2 Wind onto rear Cpi = - 0.16 (Internal suction)

Walls	WINDWARD	LEEWARD	ZONE A	ZONE B
External	+ 0.77	N/A	- 1.30	- 0.80
Nett	+ 0.93	N/A	- 1.14	- 0.64

Roof	A	B	C	D
External	- 1.88	- 1.22	- 0.60	- 0.37
Nett	- 1.72	- 1.06	- 0.44	- 0.21

Case 3 Wind onto end Cpi = -0.60 (Internal suction)

Walls	WINDWARD	LEEWARD	ZONE A	ZONE B	ZONE C
External	+ 0.76	- 0.26	- 1.30	- 0.80	- 0.40
Nett	+ 1.36	+ 0.34	- 0.70	- 0.20	+ 0.20

Roof	A	B	C	E	F	G
External	- 1.65	- 1.08	- 0.51	- 0.68	- 0.48	- 0.36
Nett	- 1.05	- 0.48	+ 0.09	- 0.08	+ 0.12	+ 0.24

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SHEET NO 6  
BY AML  
DATE DECEMBER 2005  
ITEM STAGE DESIGN  
DRG NOS

Title : DHE DEMOUNTABLE STAGE

Job No : 205115

### Calculation of Approximate Section Properties of Lattice

#### SECTION REFERENCE - QUATRO M290B

#### Load/Span tables provided by manufacturer

span in m	3.000	4.000	5.000	6.000	7.000	8.000	9.000	10.000	11.000	12.000
point load in kg	632	568	513	460	416	380	348	321	298	277
deflection in mm	4.8	8.2	13.0	19.8	28.3	38.6	50.7	64.7	80.5	98.2
span/deflection	622.4	487.8	384.6	303.0	247.3	207.3	177.5	154.6	136.6	122.2
distrib. loading kg/m	456.0	329.0	258.0	215.0	184.0	152.0	129.0	105.0	86.4	72.5
deflection in mm	5.66	10.90	19.40	32.70	50.80	70.30	93.90	115.00	138.00	163.00
span/deflection	530.0	367.0	257.7	183.5	137.8	113.8	95.8	87.0	79.7	73.6

#### Calculation of Section Properties

Span in m	3.000	4.000	5.000	6.000	7.000	8.000	9.000	10.000	11.000	12.000
Point Load in kN	6.20	5.57	5.03	4.51	4.08	3.73	3.41	3.15	2.92	2.72
Reactions in kN	3.10	2.79	2.52	2.26	2.04	1.86	1.71	1.57	1.46	1.36
Bending Moment in kN	4.65	5.57	6.29	6.77	7.14	7.46	7.68	7.87	8.04	8.15
Calculated $El_{xx}$ $kNm^2$	723.54	906.03	1008.1	1025.5	1030.4	1030.1	1022.6	1013.9	1006.9	996.18
			2	9	5	3	5	8	9	
UDL in kN/m	4.473	3.227	2.531	2.109	1.805	1.491	1.265	1.030	0.848	0.711
Reactions in kN	6.71	6.45	6.33	6.33	6.32	5.96	5.69	5.15	4.66	4.27
Bending Moment in kN	5.03	6.45	7.91	9.49	11.06	11.93	12.81	12.88	12.82	12.80
Calculated $El_{xx}$ $kNm^2$	833.57	987.00	1061.7	1088.4	1110.8	1131.2	1151.3	1166.2	1170.8	1178.1
			1	4	5	4	4	7	8	0
Self-weight	m	0.5	1	1.5	2	2.5	3	4	5	
	kg	4.5	5.77	8.01	10.2	12.5	14.7	19.2	23.7	
	kN/m	0.088	0.057	0.052	0.050	0.049	0.048	0.047	0.046	

#### Hence use following Section Properties

Bending Moment Capacity	12.80 kNm
Approximate $El_{xx}$ $kNm^2$	1030 $kNm^2$
Take S/W as	0.05 kN/m to allow for joints

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## MasterFrame Data File

### Loading Cases and Load Combination

**Load Group Labels**

Load Group UT	Unity Load Factor (All Cases)
Load Group D1	Dead Load
Load Group L1	Live Load
Load Group W1	Wind Direction 90 Degrees from X Axis (Fetches 135 to 225 Degrees)
Load Group W2	Wind Direction 270 Degrees from X Axis (Fetches 315 to 45 Degrees)
Load Group W3	Wind Direction 0 Degrees from X Axis (Fetches 225 to 315 Degrees)

**Density for Self Weight**

Density for Self Weight D1 D 42.00

**Load Case 001 : Dead plus Live (Ultimate)**

Load Combination + 1.00 UT + 1.40 D1 + 1.60 L1

Notional Loads FIND +0.5 (Determine notional load equal to the specified percentage)

**Load Case 002 : Live Only (Serviceability)**

Load Combination + 1.00 UT + 1.00 L1

**Load Case 003 : Dead plus Live (Serviceability)**

Load Combination + 1.00 UT + 1.00 D1 + 1.00 L1

**Load Case 004 : Dead plus Wind (1.0 D1 + 1.4 W1) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 1.40 W1

**Load Case 005 : Dead plus Wind (1.4 D1 + 1.4 W1) (a=8.85)**

Load Combination + 1.00 UT + 1.40 D1 + 1.40 W1

**Load Case 006 : Dead plus Live plus Wind (1.2 D1 + 1.2 L1 + 1.2 W1) (a=8.85)**

Load Combination + 1.00 UT + 1.20 D1 + 1.20 L1 + 1.20 W1

**Load Case 007 : Dead plus Wind (1.0 D1 + 1.0 W1) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 1.00 W1

**Load Case 008 : Dead plus Live plus Wind (1.0 D1 + 0.8 L1 + 0.8 W1) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 0.80 L1 + 0.80 W1

**Load Case 009 : Dead plus Wind (1.0 D1 + 1.4 W2) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 1.40 W2

**Load Case 010 : Dead plus Wind (1.4 D1 + 1.4 W2) (a=8.85)**

Load Combination + 1.00 UT + 1.40 D1 + 1.40 W2

**Load Case 011 : Dead plus Live plus Wind (1.2 D1 + 1.2 L1 + 1.2 W2) (a=8.85)**

Load Combination + 1.00 UT + 1.20 D1 + 1.20 L1 + 1.20 W2

**Load Case 012 : Dead plus Wind (1.0 D1 + 1.0 W2) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 1.00 W2

**Load Case 013 : Dead plus Live plus Wind (1.0 D1 + 0.8 L1 + 0.8 W2) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 0.80 L1 + 0.80 W2

**Load Case 014 : Dead plus Wind (1.0 D1 + 1.4 W3) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 1.40 W3

**Load Case 015 : Dead plus Wind (1.4 D1 + 1.4 W3) (a=8.85)**

Load Combination + 1.00 UT + 1.40 D1 + 1.40 W3

**Load Case 016 : Dead plus Live plus Wind (1.2 D1 + 1.2 L1 + 1.2 W3) (a=8.85)**

Load Combination + 1.00 UT + 1.20 D1 + 1.20 L1 + 1.20 W3

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**Load Case 017 : Dead plus Wind (1.0 D1 + 1.0 W3) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 1.00 W3

**Load Case 018 : Dead plus Live plus Wind (1.0 D1 + 0.8 L1 + 0.8 W3) (a=8.85)**

Load Combination + 1.00 UT + 1.00 D1 + 0.80 L1 + 0.80 W3

**Load Case 019 : Dead (Serviceability)**

Load Combination + 1.00 UT + 1.00 D1

**The Nodal Co-ordinates**

Node	X (m)	Y (m)	Z (m)	Node	X (m)	Y (m)	Z (m)
1	0.000	0.000	0.000	2	7.300	0.000	0.000
3	0.000	1.425	0.000	4	7.300	1.425	0.000
5	0.000	5.000	0.000	6	0.710	5.000	0.000
7	2.940	5.000	0.000	8	3.650	5.000	0.000
9	4.360	5.000	0.000	10	6.590	5.000	0.000
11	7.300	5.000	0.000	12	0.710	5.138	0.000
13	1.825	5.355	0.000	14	6.590	5.138	0.000
15	5.475	5.355	0.000	16	2.940	5.572	0.000
17	4.360	5.572	0.000	18	3.650	5.710	0.000
19	0.000	5.000	0.780	20	7.300	5.000	0.780
21	3.650	5.710	0.780	22	0.000	0.000	1.560
23	7.300	0.000	1.560	24	0.000	1.425	1.560
25	7.300	1.425	1.560	26	0.000	5.000	1.560
27	7.300	5.000	1.560	28	0.000	0.000	3.050
29	7.300	0.000	3.050	30	0.000	1.425	3.050
31	7.300	1.425	3.050	32	0.000	5.000	3.050
33	7.300	5.000	3.050	34	3.650	5.710	3.050
35	0.000	0.000	4.540	36	7.300	0.000	4.540
37	0.000	1.425	4.540	38	7.300	1.425	4.540
39	0.000	5.000	4.540	40	7.300	5.000	4.540
41	0.000	5.000	5.320	42	7.300	5.000	5.320
43	3.650	5.710	5.320	44	0.000	0.000	6.100
45	0.710	0.000	6.100	46	2.940	0.000	6.100
47	3.650	0.000	6.100	48	4.360	0.000	6.100
49	6.590	0.000	6.100	50	7.300	0.000	6.100
51	0.000	1.425	6.100	52	0.710	1.425	6.100
53	2.940	1.425	6.100	54	3.650	1.425	6.100
55	4.360	1.425	6.100	56	6.590	1.425	6.100
57	7.300	1.425	6.100	58	0.000	5.000	6.100
59	0.710	5.000	6.100	60	2.940	5.000	6.100
61	3.650	5.000	6.100	62	4.360	5.000	6.100
63	6.590	5.000	6.100	64	7.300	5.000	6.100
65	0.710	5.138	6.100	66	1.825	5.355	6.100
67	6.590	5.138	6.100	68	5.475	5.355	6.100
69	2.940	5.572	6.100	70	4.360	5.572	6.100
71	3.650	5.710	6.100				

**Member Properties**

Members 1-6, 19-24, 29-30, 35-38, 43-44, 49-51, 56-60, 83-86, 89, 104, 110-111, 117 and 120

M	...	Quatro	E 69E6	G 26E6	
A	12.04E-4	Ix 1492E-8	Iy 1492E-8	J 2984E-8	

Members 7-12, 25-26, 31-34, 39-40, 45-46, 52-53, 61-82, 87-88, 90-103, 105-109, 112-116, 118-119 and 121-124

M	...	Dummy	E 69E6	G 26E6	
A	.1E-4	Ix 1E-8	Iy 1E-8	J 1E-8	

Members 13-18, 27-28, 41-42, 47-48 and 54-55

M	...	Duo	E 69E6	G 26E6	
A	6.02E-4	Ix 700E-8	Iy 50E-8	J 100E-8	



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Date : 20 December 2005 / Ver. 2005.11

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**MasterFrame Wind Pressure Values****Dynamic Pressure Values, q (N/m<sup>2</sup>) for a = 8.85**

Wind Direction to X Axis	90	270	0
q (N/m <sup>2</sup> ) for H = 1.425	757.9	609.8	812.8
q (N/m <sup>2</sup> ) for H = 5	1026.1	825.6	1100.5
q (N/m <sup>2</sup> ) for H = 5.71	1068.2	859.5	1145.6

**Member Loading**

Members 31-34, 69-74, 87-88, 90-103, 105-109, 112-116, 118-119 and 121-124

D1 D 042.000 ( kN/m<sup>3</sup>)

UT De-activate (Ignor Member)

**Member Orientation**Members 7-12, 25-26, 31-34, 39-40, 45-46, 52-53, 83-93, 96-101, 104-111, 113,  
115 and 117-124 B +090.00

NOTE : The active density D (automatic self-weight) applies to current and all subsequent members till redefined

**Nodal Loading and Support Conditions**

NODES 1-2, 44 and 50

UT Rs 1 1 1 0 0 0 (Pinned)

NODES 22-23, 28-29 and 35-36

UT Rs 1 0 0 0 0 0 (Horizontal X Restraint)

NODES 45-49

UT Rs 0 0 1 0 0 0 (Horizontal Z Restraint)

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Job Ref : 24' x 20' Stage Canopy

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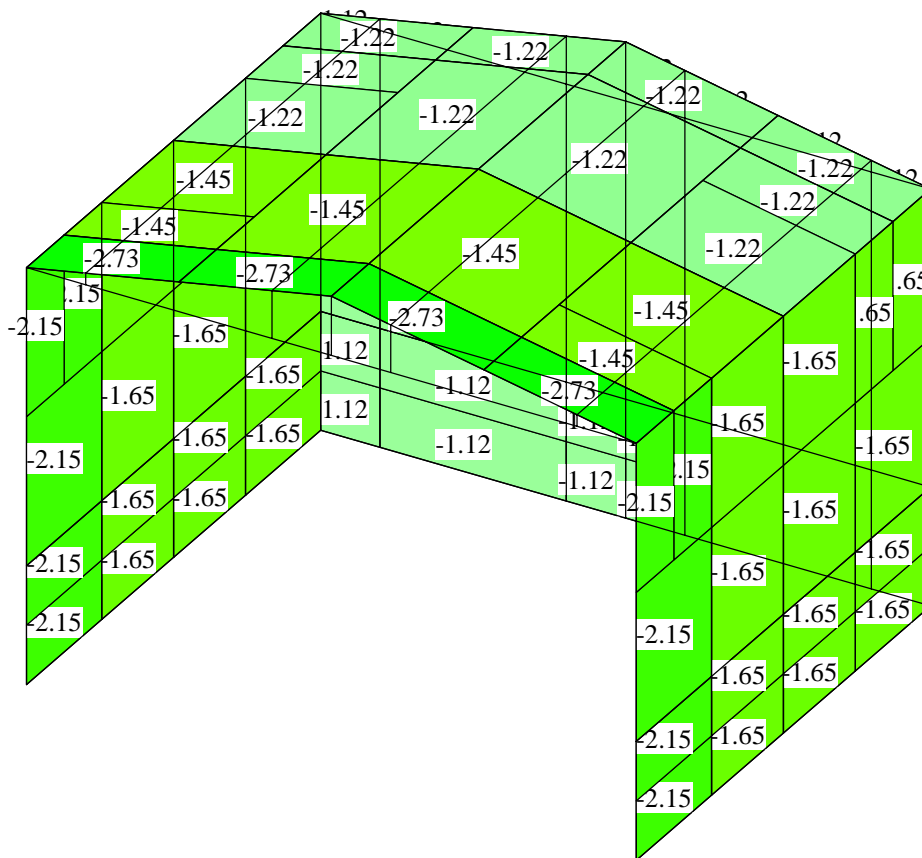
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## WIND PRESSURE COEFFICIENTS

### WIND CASE 1



Frame Geometry - (Full Frame) - 3D Front View

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Job Ref : 24' x 20' Stage Canopy

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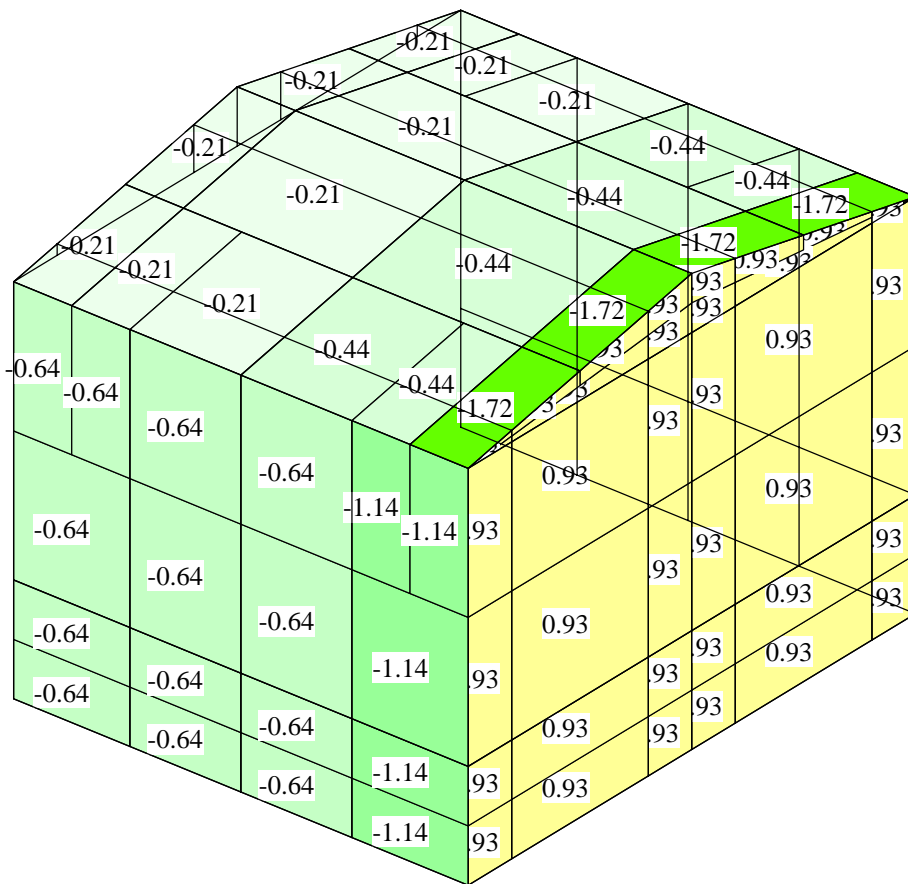
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## WIND PRESSURE COEFFICIENTS

### WIND CASE 2



Frame Geometry - (Full Frame) - X+030 Y+129 Z+000

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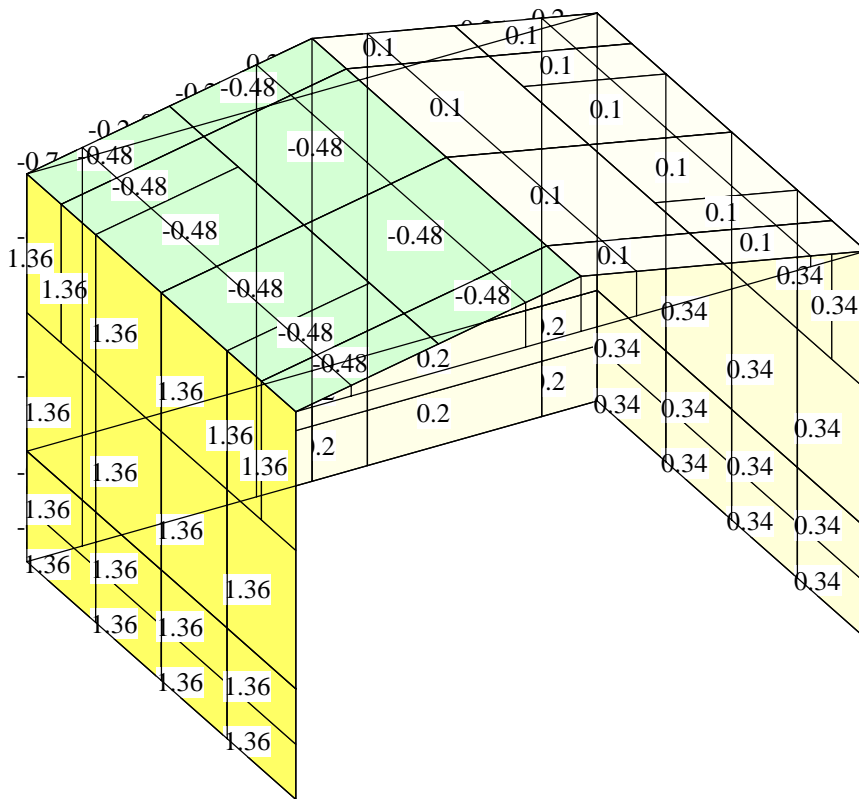
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Job Ref : 24' x 20' Stage Canopy  
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WIND PRESSURE COEFFICIENTS

WIND CASE 3



Frame Geometry - (Full Frame) - X+030 Y-030 Z+000

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Job Ref : 24' x 20' Stage Canopy

Sheet : / 013

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Date : 20 December 2005 / Ver. <sup>200</sup>5.11

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**Support Reactions Serviceability (Maximum Values)**

Node	Directional Reactions (kN)			Moment Reactions (kN.m)		
	R <sub>x</sub> →(kN)	R <sub>y</sub> ↑(kN)	R <sub>z</sub> ↗(kN)	M <sub>x</sub> →(kN.m)	M <sub>y</sub> ↑(kN.m)	M <sub>z</sub> ↗(kN.m)
1	-12.282	-31.618	-8.462	0.000	0.000	0.000
2	-9.373	-31.618	-8.462	0.000	0.000	0.000
44	-9.339	-13.438	-12.870	0.000	0.000	0.000
50	-8.687	-13.438	-12.870	0.000	0.000	0.000
Total	-34.807	-72.491	-49.686	0.000	0.000	0.000

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SHEET NO 14  
BY AML  
DATE DECEMBER 2005  
ITEM STAGE DESIGN  
DRG NOS

Title : DHE DEMOUNTABLE STAGE

Job No : 205115

### SUMMARY OF OUTPUT

Kentledge required to resist overturning from wind

Front Legs            32 kN            or            3250 kg

Rear Legs            14 kN            or            1450 kg

This assumes that the sheeting will remain intact with no leakage or venting to the sides and rear.  
This is a conservative assumption.

Note that the weight of the sheeting has not been included in the calculations, as this is negligible in comparison to the wind loads. The self-weight of the frame has been accounted for. No allowance has been taken for lighting or other fixtures in the calculations for overturning – these will assist in resisting overturning, but as the exact nature and location is unknown it is conservative to ignore them.



SGS United Kingdom Ltd.  
Testing Division



No. 1067

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Lows of Dundee Ltd.  
P.O.Box 300 Marrbank House  
6 Paradise Road  
Dundee  
DD1 9JZ  
Attn: Duncan Petrie

Certificate No. BTX/19812(1)/MJD/02

Date : 9th May 2002

Page 1/2

Your Ref. : P/Order LD.2284

REPORT ON SAMPLE SUBMITTED ON 1st May 2002

PE680/FR silver/black fabric :

Flammability performance for textiles used in the construction of  
marquees and similar textile structures. (BS7837:1996)

The sample was tested after water soaking in accordance with clause 3 of BS5651:1989 followed by conditioning for not less than 24 hours in the prescribed atmosphere of  $20 \pm 2^{\circ}\text{C}$  and  $65 \pm 5\%$  relative humidity.

The test method used was BS5438:1989 Test 2B using a 10 seconds flame application time applied to bottom edge of the fabric and with the addition of the use of filter paper as described in clause 8.2 of this specification.

These results were obtained using the specified test conditions and do not necessarily represent the behaviour of the test material under other conditions of test or use.

Requirements: The sample shall be deemed to pass if for at least five of six specimens have a duration of flaming not exceeding 5s after the removal of the igniting flame, the lowest boundary of any flame does not reach the upper or either vertical edge; and the filter paper does not smoulder or flame.

Continued ../2



Results:

These results were obtained using the specified test conditions and do not necessarily represent the behaviour of the test material under other conditions of test or use.

Flame application time: 10s	Length			Width		
	1	2	3	1	2	3
Flame reached an edge:	No	No	No	No	No	No
Hole reached an edge:	No	No	No	No	No	No
Flaming debris:	No	No	No	No	No	No
Duration of flaming (s):	0	0	0	0	0	0
Duration of afterglow (s):	0	0	0.9	1.2	2.1	1.8

Comments:

The fabric tested meets the requirements of BS 7837:1996.

Mark Dawes B.Sc.(Hons), C.Text., A.T.I.  
Senior Technologist  
Textile Department



Hazard or Activity	Risk Due To	To Whom	Action
Liaison and coordination on site	Lack of liaison or coordination	Rigging Crew Other Contractors Venue Staff Public	A Site Supervisor is appointed to control and coordinate the Rigging Crew in all matters. The Site Supervisor is responsible for liaison on site with all parties.
	Lack of response to feedback	Rigging Crew Other Contractors Venue Staff Public	Any comments (praise, criticism, suggestions, etc) made to the rigging crew shall be passed to the Site Supervisor who is responsible to report such comments to Head Office for the appropriate action.
Rigging Crews presence on site	Venue, site or organisers unaware of Rigging Crews attendance	Rigging Crew Other Contractors Venue Staff Public	Site Supervisor to report both arrivals and departures to site, venue or organisers staff
Site regulations	Failure to comply	Rigging Crew Other Contractors Venue Staff Public	Suit Supervisor to brief the rigging crew on prevailing site regulations and ensure compliance.
Access Routes	Ground of insufficient load bearing	Rigging Crew	Site Supervisor to survey access route for hazards. Any hazards that do not prevent the job proceeding are reported to the rigging crew.
	Obstacles and obstructions (including overhead)	Rigging Crew	
Movement and use of vehicles on site or in venues	Collision	Rigging Crew Other Contractors Venue Staff Public	Vehicles to be moved with care and compliance with speed restrictions. Use of flashing amber hazard lights. Where necessary vehicles to be accompanied by crew on foot.
	Build up of exhaust fumes inside venues	Rigging Crew Other Contractors Venue Staff	Engines to be turned off except when vehicle being moved
	Obstruction when parked	Rigging Crew Other Contractors Venue Staff Public	It is the clients responsibility to make suitable parking arrangements. On site parking regulations to be observed. Vehicles moved to appointed parking zones once off-loaded.
	Failure to comply with mandatory regulations	Rigging Crew Other Contractors Venue Staff Public	It is the drivers responsibility to ensure that the vehicle is in a roadworthy condition at all times and both the vehicle and the driving complies with the prevailing national regulations.  Particular attention shall be made by drivers of large goods vehicles as to the correct use of tachograph charts and compliance with the regulations regarding drivers hours and rest periods.
Site suitability	Insufficient ground load bearing	Rigging Crew	Site Supervisor to survey site for hazards. Any hazards that do not prevent the job proceeding are reported to the rigging crew.
	Obstacles and obstructions (including overhead)	Rigging Crew	

Hazard or Activity	Risk Due To	To Whom	Action
Site suitability	Obstruction of access routes and exits	Rigging Crew Other Contractors Venue Staff Public	Access routes and exits to remain clear unless specifically permitted by the site or venue
	Underground services	Rigging Crew	Where ground stakes are to be used to secure equipment in position it is the client's responsibility to ensure the area is free of underground services such as gas or electricity supplies
Personal Safety	Dangerous working practices	Rigging Crew Other Contractors Venue Staff Public	Site Supervisor to ensure that all crew work with due regard to their own safety and the safety of others
	Failure to use personal safety equipment	Rigging Crew	Site Supervisor to ensure that all rigging crew use the appropriate personal safety equipment as required by a) the nature of the activity, b) the requirements of the site or venue, c) the requirements of the client.
	Use of intoxicating substances	Rigging Crew Other Contractors Venue Staff Public	The use or consumption of intoxicating substances or other substances which may impair judgement is forbidden
	Lifting or handling heavy items	Rigging Crew	Carry distances to be minimised, mechanical lifting equipment and handling aids to be used. Safe lifting posture and practices to be adopted. Site Supervisor to coordinate the efforts of the crew. Duties to be rotated to avoid fatigue.
	Presence and activity of other workers	Rigging Crew	The Rigging Crew are to be alert to the movement of others and the work that they are undertaking at all times. At no time shall work take place above where the Rigging Crew are working.
	Additional work	Rigging Crew	The Rigging Crew shall restrict their activities to those required to fulfill our contract with the client. All requests for additional unrelated work shall be referred to Head Office.
	Exposure to Sun	Rigging Crew	When working outside during summer months the Rigging Crew should use adequate sun protection
Erection and dismantling of equipment	Unauthorised access	Other Contractors Venue Staff Public	Access to incomplete or part built structures is to be restricted to rigging crew only. Where part built structures are left unattended they are to be marked with warning signs or barrier tape to prevent access. Crowd barriers to be supplied around stage area at all times
	Unserviceable or damaged equipment	Rigging Crew Other Contractors Venue Staff Public	All equipment to be continually monitored for damage, any unserviceable or damaged items to be quarantined and not used.
	Incorrect erection	Rigging Crew Other Contractors Venue Staff Public	Work to be undertaken or supervised by persons possessing adequate training, experience and knowledge so that they are considered competent to undertake such a task.
Site Supervisor to ensure that the necessary job information including layout and assembly drawings (in sufficient number and detail) are available.			

Hazard or Activity	Risk Due To	To Whom	Action
Erection and dismantling of equipment	Incorrect erection	Rigging Crew Other Contractors Venue Staff Public	Equipment is to be erected in accordance with the equipment layout drawings with each stage leveled to accommodate uneven ground ensuring all legs are fully supporting their load with plywood spreader boards used under stage legs on soft ground and all connections between stages in place.
			Upon completion all equipment is inspected by the Site Supervisor to ensure correct erection/installation.
	Use of Subcontract Labour	Rigging Crew Other Contractors Venue Staff Public	Only specialist subcontract crew companies used - no casual labour employed.
			Site Supervisor to control, coordinate and supervise subcontract labour to ensure correct and safe methods and practices are adhered to.
	Minor changes to design	Rigging Crew Other Contractors Venue Staff Public	The Site Supervisor will consider all request to change or amend the design. Changes that are minor and do not affect the integrity of the structure may be permitted. All changes must be recorded on a Variation Order which must be completed by the Site Supervisor and Client.
	Major changes to design	Rigging Crew Other Contractors Venue Staff Public	The Site Supervisor will refer all requests for major changes to the design to Head Office for consideration. Where after consideration major changes are permitted a Variation Order must be completed by the Site Supervisor and Client to record the change.
	Storage of equipment	Rigging Crew Other Contractors Venue Staff Public	Whilst equipment is being erected or dismantled all materials will be stored on site with due regard to safety and ensuring that access routes and exits remain unobstructed at all times.
	Surplus equipment	Rigging Crew Other Contractors Venue Staff Public	Upon completion of the erection all surplus equipment to be removed from site to prevent the possibility of it becoming a hazard
	Incorrect dismantling sequence	Rigging Crew Other Contractors Venue Staff Public	The Site Supervisor will ensure the correct dismantling procedure is followed thus maintaining the structural integrity of the equipment at all times
	Incorrect use of kentledge or ground stakes	Rigging Crew Other Contractors Venue Staff Public	Where kentledge or ground stakes are required to secure equipment in position the Site Supervisor will pay particular attention to their use and fitting to ensuring the structural stability of the equipment.
	Use of sheet materials to "Over-board" or "double skin"	Rigging Crew Other Contractors Venue Staff Public	Where plywood or similar sheet materials are overlaid on top of stage equipment they shall be securely fixed to the stage decks to prevent them being lifted by the wind.
	Equipment "left behind" at the end of a job becoming a hazard	Other Contractors Venue Staff Public	Upon the completion of the de-rigging the Site Supervisor will make an inspection of the site to ensure that no equipment remains on site.

Hazard or Activity	Risk Due To	To Whom	Action
Fire	Flammable materials	Rigging Crew Other Contractors Venue Staff Public	Standard black valance material is inherently flame retardant and complies with the requirements of BS 5867 Part 2 1980 Type B Performance using test method 2
			Site Supervisor to ensure that nothing will be placed under the stage (except storage in made on bar shelves included specifically within a bar system for this purpose).
Mechanical handling equipment	Incorrect use	Rigging Crew Other Contractors Venue Staff Public	Mechanical handling equipment is to be operated by persons possessing adequate training, experience or knowledge so that they are considered competent to operate such equipment.
	Collision	Rigging Crew Other Contractors Venue Staff Public	Whilst mechanical handling is in use access to the immediate area is to be restricted to the Rigging crew only. Others working nearby should be made aware that mechanical handling equipment is in use.
Accidents and dangerous occurrences	Unreported incidents preventing corrective action	Rigging Crew Other Contractors Venue Staff Public	Any accidents or dangerous occurrences are to be reported in accordance with RIDDOR 1995 to a) the client, b) a representative of the venue or site c) The DHE Professional Director.
Use of equipment	Client unaware of potential hazards	Other Contractors Venue Staff Public	Once the equipment is complete and the final inspection by the Site Supervisor has taken place the client will be invited to inspect the equipment to satisfy themselves that the equipment is complete and is as agreed.
			A Completion form is used to formally hand over the equipment to the client.
			The client will receive a copy of "Risk assessment for the information of the Client" detailing potential risks associated with the use of the equipment.



Project	STAGING UNIT LOAD TESTS	Certificate No.	SOUS20348/1/A1
Client	ALISCAFF LTD TOTTENHAM LONDON N17 0RJ	Order	CRAWLEY
Client's Order No.		Date	19.7.95
Inspection dates From:	4.7.95	Order Status	COMPLETE
		Final	4.7.95

This certificate is issued to **ALISCAFF LIMITED** following attendance at their **TOTTENHAM** works by the undersigned Surveyor on the date shown during which **Load Tests** on the undernoted items were witnessed and found to be satisfactory.

- TEST 1**            2440mm x 1220mm Stage Deck (Part No.7460) on  
1200mm legs (Part No. 7511)  
Vertical loading of 3035 Kgs simultaneous with  
horizontal loading of 304 Kgs in both long and  
short planes  
Repeated with stage on 400mm legs (Part No.7465).
- TEST 2**            1220mm x 1220mm Stage Deck (Part No. 7462) on  
1200mm legs (Part No. 7511)  
Vertical loading of 1518 Kgs simultaneous with  
horizontal loading of 153 Kgs in both planes.  
Repeated with stage on 400mm legs (Part No.7465).

Testing was generally in accordance with the **GUIDE TO HEALTH SAFETY AND WELFARE AT POP CONCERTS AND SIMILAR EVENTS & BS6399 Pt.1 1984.**

All items were inspected on completion of testing at each stage. No permanent set deflections were evident after the loadings' and the equipment was found to be sound and workmanship satisfactory.

I A G MORTIMER  
Surveyor to Lloyd's Register

## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

### Appendix 2 Traffic Management

- Shuttle service and park and ride
  - Coaches will operate between High Wycombe Train and Bus Station and the site. Cost - £3.00 to the site, no charge for return
  - Coaches will operate between Amersham Train Station and the site. Cost - £3.00 to the site, no charge for return
  - There will be a park and ride car park and coach service on the A404 just outside Winchmore Hill. Cost - £3.00 to the site, no charge for return, parking free. The A404 car park will be secured and will have 24 hour security for the duration of the festival
  - The Coaches will return the Guests to the train stations, bus station and park and ride car park from 22:15 until 23:45 in the evenings when the last coach will depart
- On site Parking
  - Big Bucks Music Festivals will be allowing 1000 cars onto site to park in the designated parking area. To encourage guests to use the other facilities Big Bucks Music Festivals will be charging a premium of £25 for the weekend to park on site and will have to be booked in advance
  - Guests with disabilities will be able to park on the site for free when displaying a valid blue badge

On booking their tickets the guests will be told which car park they are to make their way to. The A404 site will be marked on the road side as Orange Route and the festival site will be marked Green Route.

All guests parking at the festival site (approaching via Green Route) will be arriving through Winchmore Hill via the A404, There will be prominently displayed signage along the A404 advising all guests that only Green Route ticket holders will be allowed entrance and any non ticket holders will be moved on.

All Guests will be informed that the On Site Car Park will be closed between the hours of 00:00 – 07:00, any guests who need to get to their cars will have to approach a member of the Security and Stewards Team.

The majority of guests will be leaving the site at the end of each evening, coaches will be running a shuttle service through the day, but this will intensify during peak hours. An area in the on site car park will be kept free of cars and will act as an area where we can load the guests on to the coach away from the local residents. Guests will wait in the Festival Village by Gate 9, where we will be showing movies. They will be taken to the coaches in groups of 52. There will be maximum of 1600 guests to return to the Train and Bus Stations, or Park and Ride. At present, before we can receive information regarding guests' requirements for transport, we suggest the following provisions:

- 6 x coaches – Travelling between the Site and the Park & Ride – travel time app. 20 min return, this includes 5 min loading, 5 min travel, 5 min unload and 5 min return travel. This gives an average of 75 people every 5 minutes, able to leave to the park and ride. We will not be collecting money or examining tickets at this point
- 2 x coaches – Travelling between the Site and High Wycombe Bus and Train Station – travel time app. 60 min return, this includes 5 min loading, 20 min travel to Train Station, 5 min unload, 5 min travel to Bus Station, 5 min unload and 20 min return travel. This gives an average of 50 people every 30 minutes, able to leave to High Wycombe. We will not be collecting money or examining tickets at this point
- 1 x coaches – Travelling between the Site and Amersham Train Station – travel time app. 30 min return, this includes 5 min loading, 10 min travel to Train Station, 5 min unload, and 10 min return travel. This gives an average of 50 people every 30 minutes, able to leave to Amersham. We will not be collecting money or examining tickets at this point

This plan and coach usage will be adjusted as the travel situation becomes clearer, Big Bucks Music Festivals will have the capability to move at least 1100 people per hour, Big Bucks Music Festivals aims to start the intensive shuttle runs at 22:15, and will be using the Stewards Team to direct our guests to the coaches. The Video screen on stage will also feed information to the guests as to which coaches are leaving, from where and when. Big bucks Music Festivals will make arrangements with Chiltern Railways and High Wycombe Bus Station in advance.

## Big Bucks Music Festival 2011 Event Safety Management Plan

### Appendix 3 Fire Safety

Big Bucks Music Festivals have identified three areas of high risk, two areas of public containment and a general risk for the site, all of which are detailed beneath:

- High Risk Areas (Areas containing quantities of fuel and the possibility of ignition)
  - i. The Campsite
  - ii. The Car Park
  - iii. Generators
- Public Containment (Areas where the public are enclosed within a structure)
  - iv. The Circus Venue – Big Top
  - v. The Brewers Arms Venue – Marquee
- General risk for the site
  - vi. Electrical connections to generators and equipment
  - vii. Hot cooking areas
  - viii. The build up of combustible litter

#### Detail of Fire Risks

##### i. The Campsite

###### Risks

**Fuel** – Tents, clothing and cooking equipment

**Emergency Egress** – Likely time when a fire may ensue is during the night where the public may be sleeping. Guide ropes and tents hindering exit routes through bad visibility due to the time of night

**Likely Ignition** – careless use of cooking equipment, presence of naked flames or cigarettes.

###### Risk Management

There will be a fire and safety watch tower positioned to the south east corner of the campsite. It will be manned 24 hours a day by the Security and Stewarding Team. It will be equipped with lights, a PA system and infra red cameras, enabling the team to view in all directions which will feed back to monitors in the tower. The cameras will allow the team to spot an open flame at an early stage and be able to direct other members of the team to the source if deemed appropriate. If the source is deemed to be of a significant nature, then the team will be able to activate the lighting systems and begin to implement the emergency operations plans.

Big Bucks Music Festivals will distribute leaflets to all campers advising them on the risks of fire whilst camping, the risks of smoking with tents and reinstate the rules on open fires: No open fires, only disposable barbeques or butane stoves, All cooking must happen at least 1.8 meters from any tent.

##### ii. The Car Park

###### Risks

**Fuel** – There will be 1000 cars on site, which for the purpose of this assessment Big Bucks Music Festivals must assume will have full fuel tanks

**Emergency Egress** – This is not viewed as a direct risk if the issue is isolated (i.e. 1 car). It would become more of a risk if the fire was allowed to intensify

**Likely Ignition** – Faults occurring within the vehicle or malicious intent

## Big Bucks Music Festival 2011 Event Safety Management Plan

### Risk Management

The Car Park will be over looked by the fire and safety watch tower positioned to the south east corner of the campsite. As detailed above it will be manned 24 hours a day by the Security and Stewarding Team. It will be able to view in all directions using infra red cameras which will feed back to monitors in the tower. The cameras will allow the team to spot an open flame at an early stage and be able to direct other members of the team to the source if deemed appropriate. If the source is deemed to be of a significant nature, then the team will be able to activate the lighting systems and begin to implement the emergency operations plans.

### iii. Generators

#### Risks

**Fuel** – Fuel tanks, containing Diesel

**Emergency Egress** – This is not viewed as a direct risk as the issue will be isolated, all generators will be positioned away from the public where possible or in open spaces and fenced off

**Likely Ignition** – Faults occurring within the generators

#### Risk Management

The majority of generators will be in operational areas when in use (i.e. supplying power to stages, or food vending trailers etc.), when they are not in use they will be powered down. All contractors and traders bringing any equipment will be asked to produce all PAT certification as well as any documentation proving that their equipment is in a safe manner.

Generators that will be running over night without constant supervision will be those within the portable lighting masts. They will all be in sight of the fire and safety watch tower positioned to the south east corner of the campsite. As detailed above it will be manned 24 hours a day by the Security and Stewarding Team. It will be able to view in all directions using infra red cameras which will feed back to monitors in the tower. The cameras will allow the team to spot an open flame at an early stage and be able to direct other members of the team to the source if deemed appropriate. If the source is deemed to be of a significant nature, then the team will be able to activate the lighting systems and begin to implement the emergency operations plans.

### iv. The Circus Venue

#### Risks

Public being contained within an enclosed environment.

#### Risk Management

The venue will be fitted with emergency lighting systems, including exit signs. There will be Stewards in the venue at any time where the public have access. If the incident is deemed to be of a significant nature, then the team will be able to activate the lighting systems and begin to implement the emergency operations plans.

### v. The Brewers Arms Venue

#### Risks

Public being contained within an enclosed environment.



## **Big Bucks Music Festival 2011** **Event Safety Management Plan**

### Risk Management

The venue will be fitted with emergency lighting systems, including exit signs. There will be Stewards in the venue at any time where the public have access. If the incident is deemed to be of a significant nature, then the team will be able to activate the lighting systems and begin to implement the emergency operations plans.

vi. Electrical connections to generators and equipment

All contactors or traders connecting any equipment to a power source must supply evidence of PAT certification for the equipment where necessary.

Any contractors connecting to (other than by way of a European standard domestic electrical connector), operating, or installing generators will have to comply with **BS 7909:2008** Code of practice for temporary electrical systems for entertainment and related purposes, and will require a completion and sign off certificate from the contractor, a copy of which will be held in the Event Safety File.

vii. Hot cooking areas

Some traders may be using, gas or electricity to cook food or heat beverages. They will be required to produce risk assessments any relevant certification relating to their equipment.

viii. The build up of combustible material

Traders and the Litter Team will work to ensure cardboard and packaging does not amass to a point where it becomes a concern.

Big Bucks Music Festivals will be manning various stations with stewards; these stations will have one foam, and one water extinguisher, as well as a megaphone, each of the stewards will have undergone a fire extinguisher course. They will be able to inform their management if an incident occurs, and if the situation is deemed to be of a significant nature, then the team will be to implement the emergency operations plans.

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

Appendix 4  
 Ticketing Policy

At the main entrance there will be two ticketing sites:

- On foot arrivals - Big Bucks Music Festivals expect virtually all guests going through this ticket site to have arrived by coach. There will be at least 18 Ticket Staff during busy periods and one Box Office Manager, who will examine tickets and distribute the correct wristbands regarding entry, make an age assessment based on the Alcohol Policy and if the assessment is positive, then furnish the guest with an "Alcohol Purchase" wristband.

Stewards will be walking the queues, asking guests to have their tickets and ID ready for inspection.

If a problem occurs regarding any guests' ticket, then the Ticket Staff will immediately redirect the guest to the Box Office Manager who will deal with all issues which may extend entry at another station, so not to hold up the progress of the queue.

The guests will then move down to the Campsite and Festival Village Entrance (Gates 1 and 2) where the stewards will direct them as necessary.

- Vehicle arrivals – Guests who have purchased an on site parking pass. The guests will be ushered to the car park where they will be met by a steward who will inspect their parking ticket and instructed to drive down to a Steward who will direct them where to park, the guests will also be asked to get their tickets and ID ready for inspection and be held by one person.

When they reach the Stewards they will also be met by one of the Ticket Staff who will be able to furnish them with their required wrist bands so they can use Gate 3 to access the campsite. There will be 10 ticket staff in the car park.

Big Bucks Music Festivals envisage the process of processing each guest to take approximately one minute on average. The maximum number of guests to turn up in one day will be on the Friday 10/06/2011. There is the possibility that all the weekend camping and all the Friday Day Tickets will be sold, please see below for details of how Big Bucks Music Festivals envisage the gates handling this.

- On foot arrivals
  - 3400 Guests
  - Each ticket taking 1 minute on average to process
  - 18 Ticket Staff
  - Maximum time of 3 hours 10 minutes (calculation  $(((3400*1)/18)/60)$ )
- Car park ticketing
  - 1000 cars in the car park
  - Average of 3 guests per car
  - Each ticket taking 45 seconds on average to process (Big Bucks Music Festivals envisage the ticketing process to be quicker with the cars as one guest will be holding all the tickets and IDs for the occupants.)
  - 10 Ticket Staff
  - Maximum time of 3 hours 45 minutes (calculation  $(((1000*3)*0.75)/10)/60)$ )

On the Saturday and the Sunday, the numbers passing through the gates will be much lower, app. 1600 maximum. As previously mentioned Big Bucks Music Festivals will be getting as much information as possible from the guests before their arrival, as to when and how they will arrive. The Ticket Staff numbers will be adjusted using the calculations above to ensure our target times are met.

**Big Bucks Music Festival 2011**  
**Event Safety Management Plan**

Within the site:

Large 2A0 (1m 68cm x 1m 19cm) size maps will be placed 150m inside the Festival Village within easy view of the entrance Gate 4, Gate 5 and Gate 6. These are in place to encourage guests to move inside the venue before trying to establish which direction they will be heading.

All the guest entrance and exit gates on the site will be at least 2m 40cm wide to allow ease of access. As mentioned previously all entrance Gates will be marshalled by at least 3 Stewards per gate for the first hour they are opened. This is to allow the guests to enter faster. As the tickets are tamper proof wrist bands then they will just need to display the bands to the Stewards and they can pass straight through. The gates will then be manned by one Steward.



# Big Bucks Music Festival Noise Management Plan

January 2011

# PRIVATE AND CONFIDENTIAL

## Introduction:

This plan has been drawn up by The Event Safety Shop Ltd in conjunction with Big Bucks Festival management to outline how the festival will manage noise and amplified music at the Big Bucks Music Festival 2011. The main objectives are to reduce the acoustic impact of the festival on residents, members of the public and working personnel. This plan is a working document and will continue to be revised throughout the planning stages of the festival.

Big Bucks Music Festival is a 3 day event involving a wide range of activities from music to comedy, and poetry. The festival will be held June 10<sup>th</sup> – 12<sup>th</sup> 2011. There are a number of elements to the festival including:

- 4 Performance Stages
  - Main Stage – hosting known bands and artists, and headliners playing original songs (12/16 Slots available)
  - The Carousel Stage – an eclectic mix of comedy and poetry during the day, with urban music and dance in the evening (16/20 slots available)
  - The Brewers Arms – a marquee with a large pub recreated inside it will also contain a stage hosting solo artists, duos, live acoustic, young unknown performers. The acts are expected to perform a number of covers. (16/20 slots available)
  - The Stage Bus – A young Company from Birmingham who provide a small stage incorporated into a bus, bands and DJ's

## 1.1 Noise policy – OFF SITE ENVIRONMENTAL IMPACT

Establishing an effective noise management plan is a key step in establishing a positive relationship between Big Bucks, Chiltern District Council and local stakeholders. The Festival is committed to ensuring music and other noise associated with the festival does not have an adverse environmental effect nor does it cause nuisance or disturbance to local residents.

Consultation with local residents in the immediate vicinity has taken place to advise them of the festival proposal and to ensure that they are aware of the proposed entertainment schedule. Due care and attention shall be given to the local residents during the planning of the festival, including location of stages and sound systems etc

## PRIVATE AND CONFIDENTIAL

The Big Bucks Music Festival organisers are committed to preventing pollution of the environment through compliance with legislation and the continual improvement of our environmental performance via monitoring and checking. It is our aim to work with stakeholders and interested groups to find agreeable solutions to noise pollution.

### **Noise policy for off-site noise.**

The policy of the Big Bucks Music Festival is set out in the bullet points below. The Festival shall

1. Adopt the general policy contained in the Noise Council CoP on Environmental Noise Control at Concerts i.e. MNL <65dB(A) over a 15 minute period at the nearest noise sensitive premises.
2. Adhere to any reasonable maximum music noise levels and operating hours set by the council.
3. Consult and communicate with neighbours and other stakeholders about potential noise emissions in a clear and timely manner.
4. Take account of the potential for off-site noise emissions when setting out the location and orientation of stages, sound systems and other noise sources.
5. Ensure that all bands, engineers, traders and others are aware of the Festival noise policy.
6. Work with the Council to establish designated noise sensitive premises at which measurements will be taken.
7. Conduct a noise propagation test in conjunction with the Council to establish on-site noise maxima which correlate to acceptable off-site levels.
8. Engage competent persons to monitor on- and off-site noise levels.
9. Provide a robust and reliable mechanism to ensure any measured breaches are noted and immediate action taken to reduce the noise at source
10. Provide and publicise a noise hotline telephone and answer machine service
11. Respond to noise complaints as soon as reasonably practicable.
12. Provide the authority details about noise complaints and actions taken
13. Keep detailed information about off-site noise emissions and to provide a post-festival de-brief with detail of recorded noise levels
14. Attend regular meetings with the Local Authority on site if required

## PRIVATE AND CONFIDENTIAL

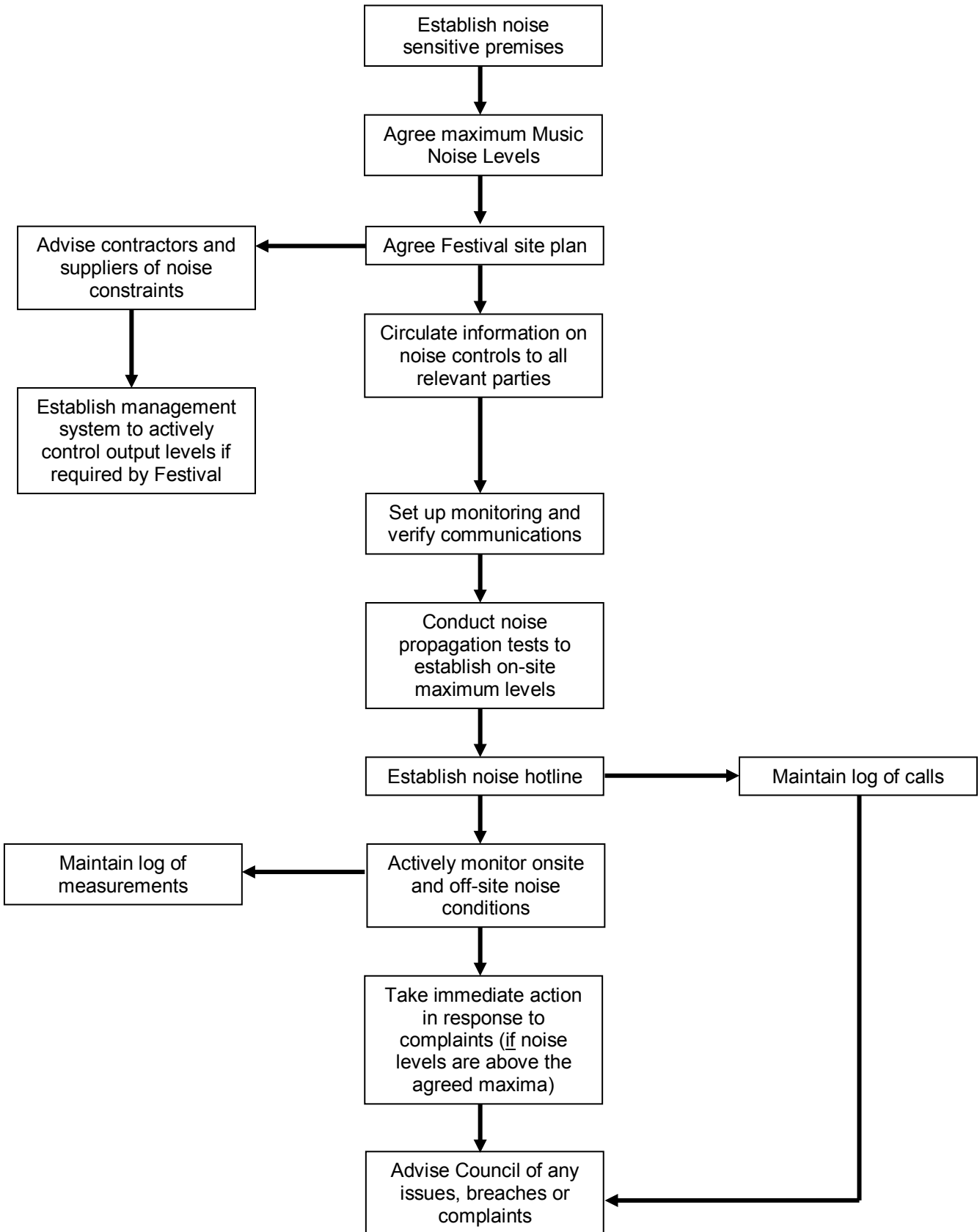
The Festival has identified the following locations as potentially sensitive to noise from the event site:

Penn House  
Nearest Houses on Penn Estate  
Rose Tree Cottage on Horsemoor Lane  
The Orchard, Horsemoor lane  
The Lodge, Horsemoor Lane  
Winchmoor Hill Cricket Club  
Laurel Lodge, Village Road  
Nearest houses on Winchmore Hill  
Penn Street Farm House, Village Road

Further discussions will be required to establish which premises should be actively monitored.

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The flow chart below sets out the principal steps





# PRIVATE AND CONFIDENTIAL

## 1.2 Noise Policy for Workplace Noise

Big Bucks Music Festival recognises the potential for harm arising from concert sound systems and other high noise sources which may be present on site. It is the intention of the festival organisers to take all reasonable steps to ensure that workers, contractors and the public are not exposed to excessive noise levels and to promote hazard awareness.

The Festival recognises and understands its duties under the *Control of Noise at Work Regulations 2005*, and shall seek to implement the guidance given in *HSG260 Sound Advice – Control of noise at work in music and entertainment*.

The Festival shall set up concert sound systems in such a way as to prevent extreme proximity to speaker systems, and shall establish hearing protection zones in areas where exposure is liable to be above the Upper Exposure Action Value as defined in the Regulations. These areas will be made known in advance to staff and shall be signed using the appropriate statutory signage.

Suitable hearing protection will be made available to all staff working in such areas (stages, stage pit areas etc), and reasonable steps taken to ensure the proper and consistent use of hearing protection.

Persons at risk include:

- o Anyone working on a live stage / in a big top marquee etc
- o Anyone working in the arena
- o Anyone working at a Front of House control position
- o Pit stewards, security and others in the immediate vicinity
- o Medical and welfare staff
- o Bar staff and others working in venues with medium to large sound systems

The Festival is determined to do all it can to minimise noise exposure and protect people from the hazards – whilst still providing the kind of show our ticket holders expect. Below are our commitments and what we require from others:

The Big Bucks Festival will develop and promote a practical noise awareness policy and conduct a detailed Noise Risk Assessment. Competent persons will be engaged to carry out noise measurements in high risk areas to establish personal exposure levels (a mix of handheld meters and dosimeters may be used).

## PRIVATE AND CONFIDENTIAL

The Festival shall ensure key workplace managers are aware of the risks, and do all they can to effectively implement the policy:

### Stage Managers will:

- o Promote awareness of the noise hazard within the stage area i.e. talk to people about noise hazards, and make sure everyone is aware of the policy.
- o Plan the layout of the area to minimise un-necessary noise exposure of staff
- o Make sure artistes are aware of the plans and discuss ways of keeping stage monitoring levels to the target level.
- o Ensure proper arrangements are in place for warning signs and the dispensing of hearing protection.
- o Liaise with the Production Office and Event Safety Co-ordinator to obtain the resources they may need to assist with complying with the festival policy.
- o Stage Managers have a vital role in **enforcing** the use of hearing protection in designated areas. This also goes for stage pits, where everyone in the pit **MUST** wear hearing protection – including stewards, medics, press, guests etc.

### Festival Contractors

Contractors will be reminded they have legal duties to assess the noise risks to their own staff and make arrangements to avoid harm. Therefore it is up to each employer to:

- o Ensure that staff come to the Festival fully aware of the noise hazard they may face
- o Carry out a "suitable and sufficient" Noise Risk Assessment
- o Supply their own staff with suitable hearing protection.
- o Make ongoing arrangements for hearing tests for their own staff
- o For PA companies in particular we are looking for active partnership in delivering a safer and more pleasant place to work

# PRIVATE AND CONFIDENTIAL

## Risk Assessment

Big Bucks Festival organisers shall ensure that a comprehensive risk assessment is conducted and recorded. Controls outlined within the festival noise risk assessment shall include and outline:

- o Identify jobs or locations where people are at risk
- o Avoiding work in the loudest environments if possible and avoid work positions immediately next to speakers
- o Avoid excessive exposure time
- o Position speakers away from places such as bars where staff have to work and communicate
- o Provide a quiet rest area
- o Promote the use of In-Ear Monitors
- o Fly speakers to increase separation distances
- o Ensure staff have access to suitable hearing protection
- o Ensure staff are advised on noise hazards and control plans

## 2 Our framework for noise management

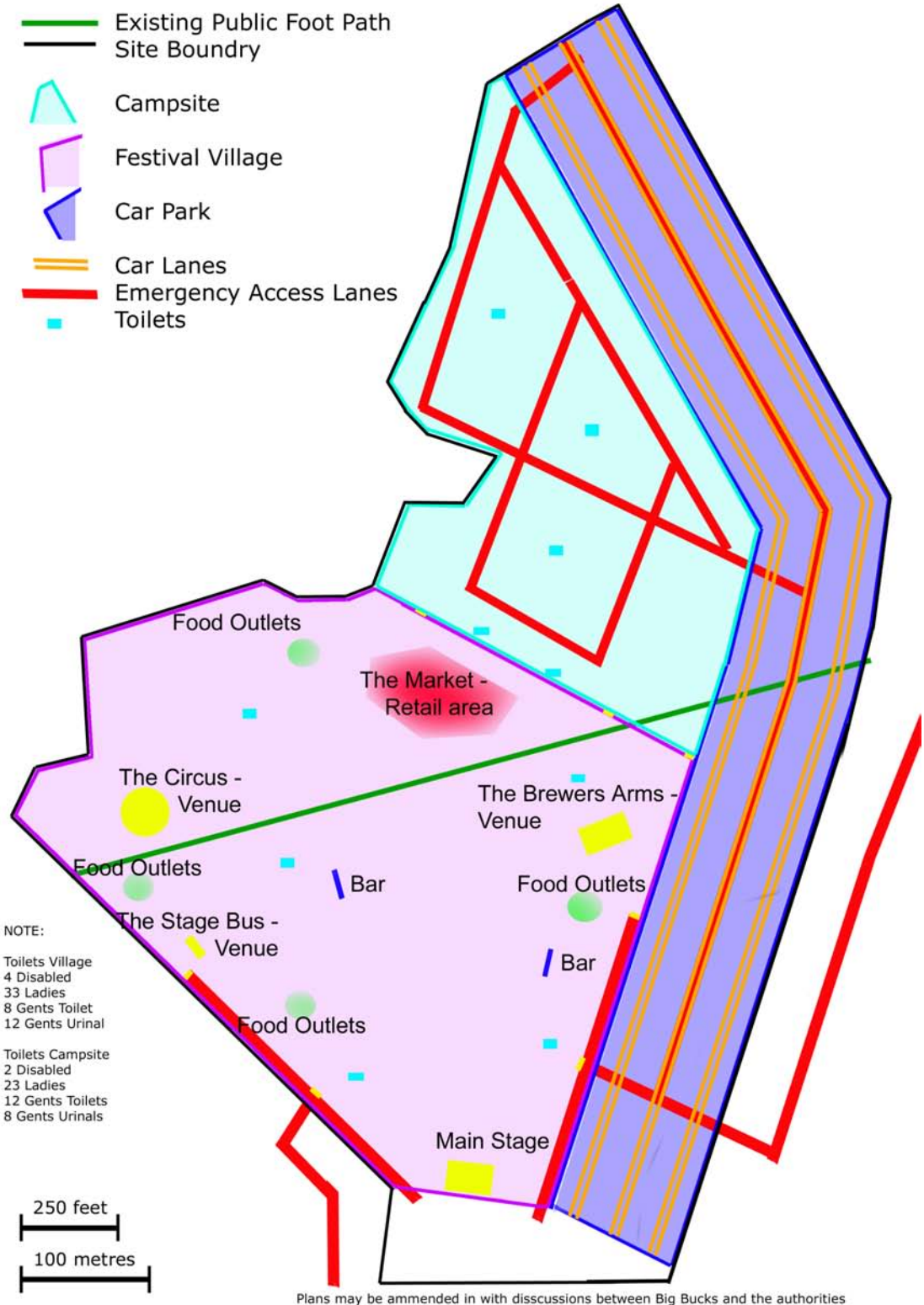
- All concert stages, stage pits and access ramps will be designated as High Noise areas and will be clearly signed as Hearing Protection Zones
- All staff working within Hearing Protection Zones will be required to wear appropriate hearing protection during of operation of concert sound systems
- The sound systems shall be operated by competent professionals who are aware of the dangers excessive loud noise can cause.
- Wherever practicable PA systems will be flown to maximise separation distances from personnel and audio systems shall be designed to give full coverage to the public areas of the venue while minimising back- and off-axis radiation
- Crew catering and rest areas shall be provided away from the principal noise sources
- An Event Safety Advisor and Noise Management Consultant shall be appointed to assist the Licensee in developing, communicating and implementing an effective noise management plan
- Noise assessments will be made by an external agency who shall conduct static measurements at a variety of locations as agreed with the festival management. The consultants shall also monitor the effectiveness of hearing protection use, signage and other warning mechanisms.

		Main Stage		Big Top		Stage Bus		Brewers Arms	
		Latitude	Longitude	Latitude	Longitude	Latitude	Longitude	Latitude	Longitude
		51.6432	-0.6623	51.6446	-0.6638	51.6439	-0.6633	51.6446	-0.6609
		Distance in metres	Distance in metres	Distance in metres	Distance in metres			Distance in metres	
Laurel Lodge, Village Road, Penn Street	Latitude	557.00	423.40	489.20	405.10	51.6482			
	Longitude					-0.6618			
Little Meadow View, Horsemoor Lane, Winchmore Hill	Latitude	411.70	369.40	391.70	228.60	51.6464			
	Longitude					-0.6593			
Penn House, Penn Street, Penn	Latitude	368.20	184.40	264.20	359.50	51.6457			
	Longitude					-0.6658			
Nearest Houses on Penn Estate	Latitude	357.00	170.10	254.70	323.90	51.6459			
	Longitude					-0.6651			
Rose Tree Cottage and Hollymount, Horsemoor Lane, Winchmore Hill	Latitude	448.40	550.60	510.60	353.70	51.6439			
	Longitude					-0.6559			
The Orchard, Horsemoor Lane, Winchmore Hill	Latitude	518.40	667.80	606.70	493.00	51.6421			
	Longitude					-0.6550			
Nearest Houses Winchmore Hill	Latitude	560.60	563.30	568.70	387.60	51.6466			
	Longitude					-0.6563			
Penn Street Farm House, Village Road, Penn Street	Latitude	692.20	535.30	611.60	556.80	51.6494			
	Longitude					-0.6632			
The Lodge, Horsemoor Lane, Winchmoor Hill	Latitude	784.10	970.70	886.30	885.20	51.6371			
	Longitude					-0.6566			
Winchmoor Hill Cricket Club, Horsemoor Lane, Winchmoor Hill	Latitude	433.90	292.10	283.40	299.10	51.6471			
	Longitude					-0.6625			



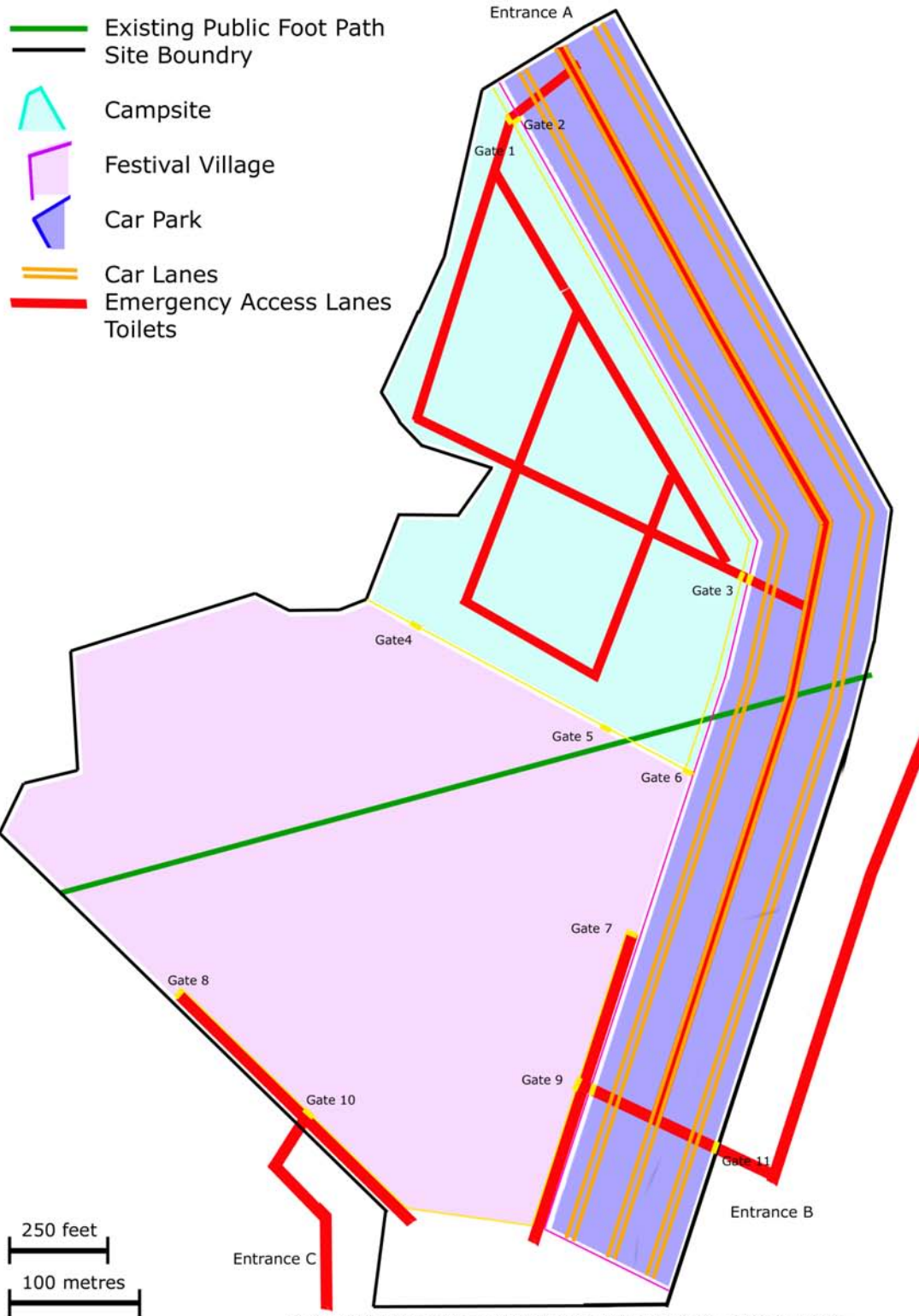
# Big Bucks Music Festival 2011 Event Safety Management Plan

## Site Plan



# Big Bucks Music Festival 2011 Event Safety Management Plan

## Gates and Entrances

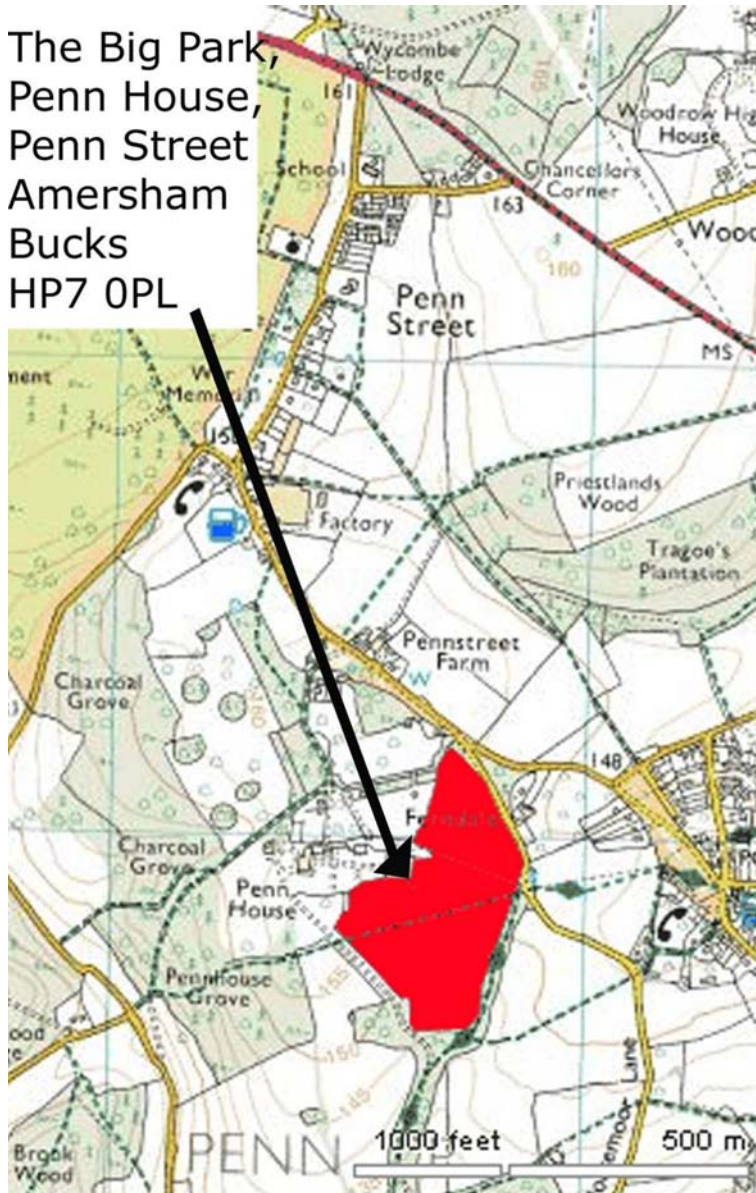


Plans may be ammended in with disscussions between Big Bucks and the authorities

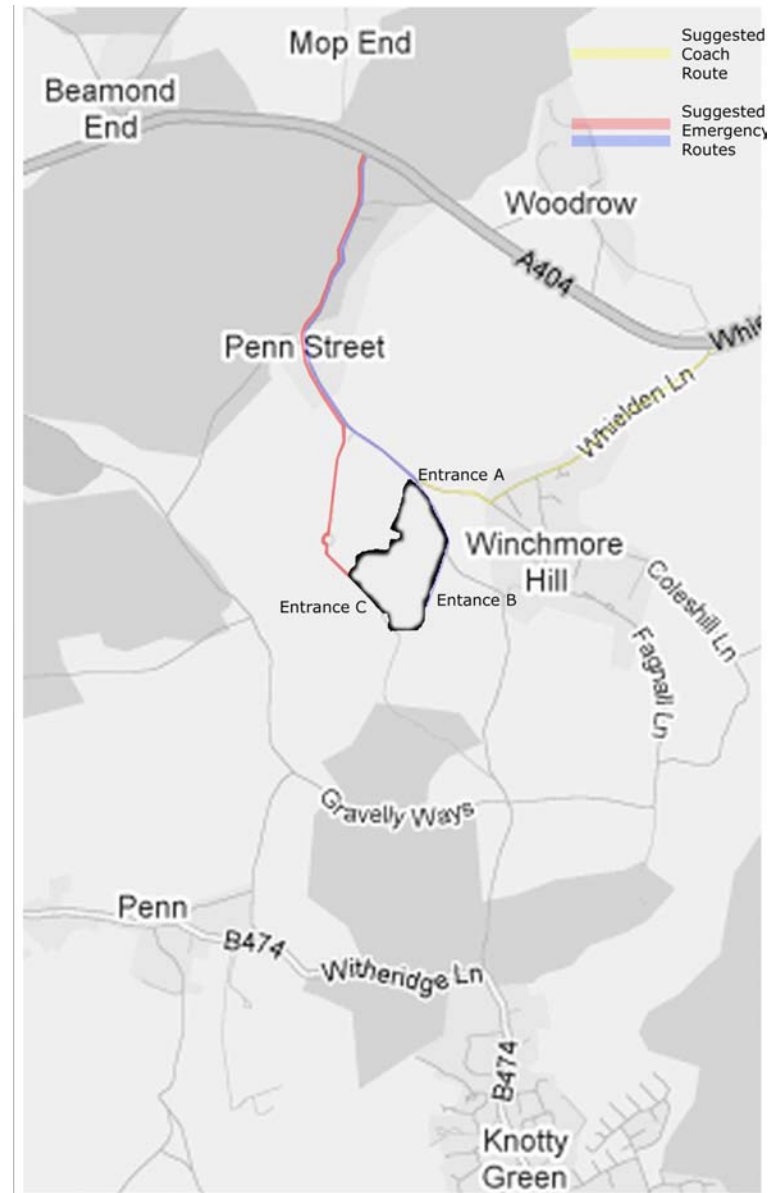
# Big Bucks Music Festival 2011 Event Safety Management Plan

## Location

The Big Park,  
Penn House,  
Penn Street  
Amersham  
Bucks  
HP7 0PL



## Suggested Emergency Services Routes

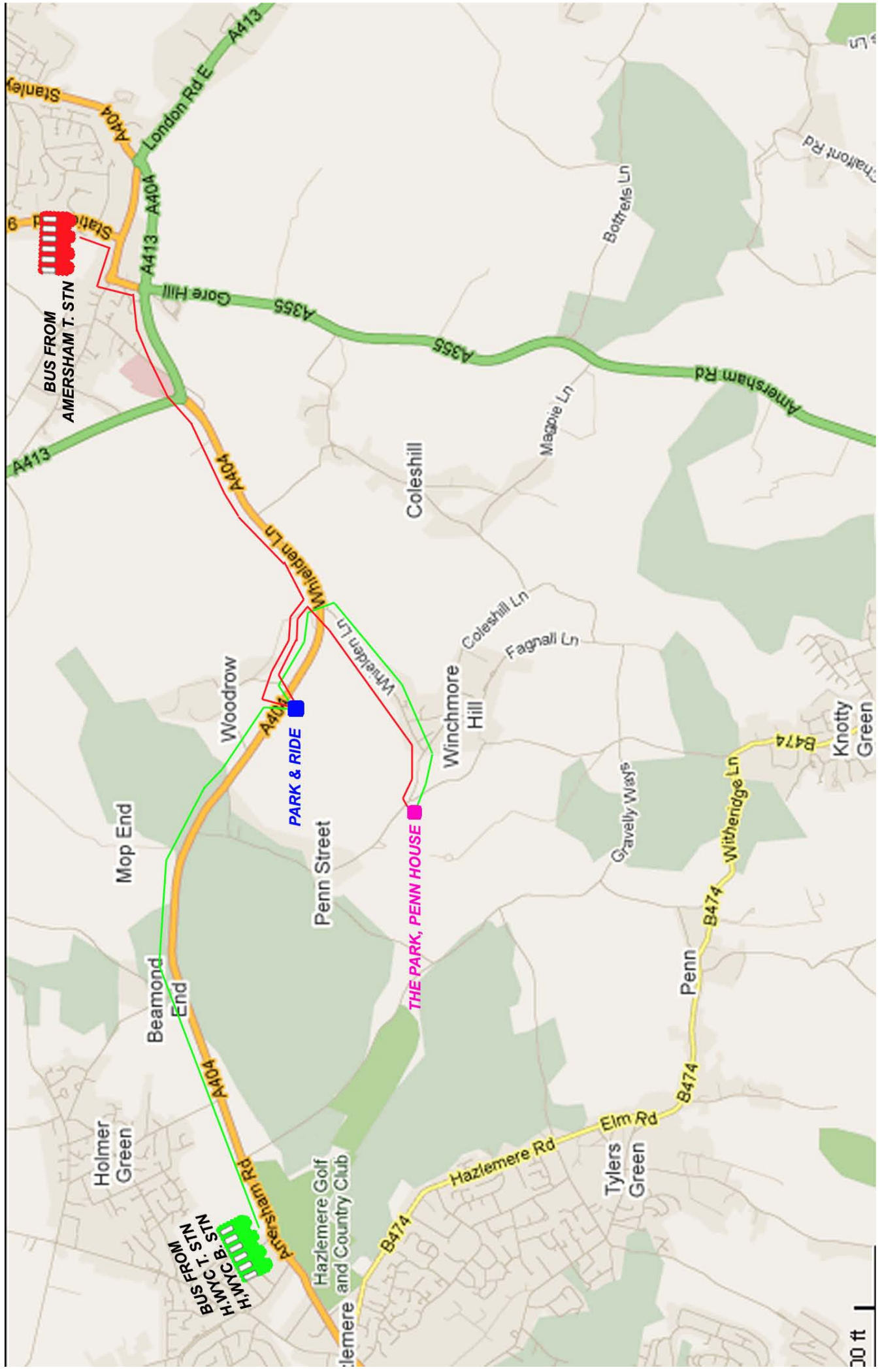




# Big Bucks Music Festival 2011 Event Safety Management Plan

## Suggested AA Signage





BUS FROM  
AMERSHAM T. STN

BUS FROM  
HMYC T. STN

PARK & RIDE

THE PARK, PENN HOUSE

20 ft