Portfolio 1

Bush Bash Festival

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Module Title:	Live Music and Event Management
Assignment:	Portfolio 1
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Event Description:

Welcome to Bush Bash, a two-day festival that brings together the best pop music, delectable food, refreshing drinks, and camping in the heart of London's Wormwood Scrubs Park. Get ready for an immersive experience that combines live music, culinary delights, and the excitement of camping in a unique outdoor setting!

Day 1: Pop Music Extravaganza

The first day of Bush Bash starts with an electrifying lineup of pop music performances on the main stage, featuring local and international artists. Dance and sing along to your favourite hits as you enjoy the vibrant atmosphere of the festival. With a diverse range of musical styles and genres, there's something for everyone, from pop and hip-hop to electronic and indie. In addition to the main stage, Bush Bash also features smaller locations and performance areas scattered throughout the festival grounds, offering up-and-coming talents and local artists a chance to showcase their music. Explore the festival's dynamic pop culture-inspired installations and interactive art and capture memorable moments at the photo booths with props that pay homage to iconic pop music moments.

Day 2: Foodie Heaven

On the second day of the Bush Bash, get ready to indulge your taste buds in a culinary adventure! The festival transforms into a foodie haven, with a plethora of food trucks, stalls, and pop-up restaurants offering a wide array of delicious dishes to satisfy your cravings. From gourmet burgers and tantalising tacos to

international flavours and delectable desserts, there's something to satisfy every palate.

As you explore the food offerings, you can also participate in cooking demonstrations and workshops led by renowned chefs, where you can learn new culinary skills and techniques. With options for different dietary preferences, including vegetarian and vegan offerings, Bush Bash ensures everyone can enjoy the culinary delights.

Camping Facilities at Wormwood Scrubs Park

One of the unique features of Bush Bash is the opportunity to camp right at Wormwood Scrubs Park, located in the heart of London. The festival offers camping facilities, allowing you to extend your experience beyond the music and food and immerse yourself in the great outdoors. Set up your tent and enjoy the camaraderie of camping with fellow festivalgoers, creating unforgettable memories under the stars.

The camping facilities at Bush Bash provide basic amenities such as restrooms, showers, and designated camping areas, ensuring a comfortable and convenient camping experience. Wake up to the sounds of nature in the morning and start your day with a refreshing stroll through the park, making the most of this unique festival experience.

More Than Music and Food

Beyond the live music and culinary offerings, Bush Bash offers a range of unique experiences that make the festival special. Browse the artisan market featuring local vendors offering handmade crafts, jewellery, and other individual items. Engage in interactive games and activities or relax in one of the festival's chill-out zones, with cosy seating and ambient music.

Bush Bash is also committed to sustainability, with eco-friendly initiatives such as recycling and composting programs and efforts to reduce waste and promote environmental awareness among festivalgoers.

Bush Bash is not just a music festival or a food and drink event - it's an immersive experience that brings together the best of pop music, culinary delights, and camping in the heart of London's Wormwood Scrubs Park. With its diverse lineup of live music, delectable food options, unique camping facilities, and other engaging experiences, Bush Bash is the ultimate festival for those who love music, food, and outdoor adventures. Join us for a weekend of unforgettable fun at Bush Bash and create memories that will last a lifetime!

The Event Management Plan enclosed in this portfolio details the necessary processes and licenses required to organise such an event:

- **Event License**: I have applied for a temporary event license (TEN) from the local council or licensing authority. This will permit me to hold the event on the chosen plot of land and outline the conditions under which I can operate, including an alcohol license to sell on-site (H&F, 2023).
- **Noise and Environmental Permits**: I have applied for noise and environmental consideration permits and provided a detailed noise management plan. I will generate many sounds and produce waste throughout the festival's build, event and breakdown. Proper waste management is essential to prevent littering and maintain a clean environment. This includes providing waste disposal facilities and coordinating with local authorities to ensure appropriate disposal (Environment Agency, 2022).
- **Security and Safety Plans**: It is essential to have a detailed plan for the safety and security of attendees and staff, including emergency evacuation plans, medical facilities, and security measures.
- **Food and Drink Licenses**: I have applied for the appropriate license to sell food and drink at the event through the local authority, but I am still waiting for a response.
- **Contracts and Agreements**: I have created contracts and agreements with vendors, performers, and other parties involved in the event.
- **Risk Assessment**: It is essential to carry out a risk assessment to identify potential hazards and assess the level of risk to attendees and staff. This will inform my safety and security plans.

- **Marketing and Advertising**: I have created marketing materials and advertised the event to attract attendees.
- **Venue and site management**: The venue or site where the festival will be held must be carefully managed to ensure the safety of attendees and staff. This includes assessing risks associated with the site, creating a detailed site plan, and providing sufficient resources for security and crowd control.
- **Health and safety**: Health and safety regulations must be followed to ensure the safety of attendees, performers, and staff. This includes conducting risk assessments, providing first aid facilities, and ensuring all equipment is maintained and checked for safety (Cornwall Council, 2023).
- **Crowd management**: Crowd management is critical for the safety of attendees and staff. This includes managing queues, providing clear signage, and managing crowd flow to prevent overcrowding.
- **Security**: Adequate security measures must be in place to protect attendees, performers, and staff. This includes hiring licensed security personnel, conducting bag searches, and implementing surveillance measures.
- **Insurance**: Adequate insurance coverage is essential to cover any potential losses or liabilities associated with the festival. This includes public liability insurance, event cancellation insurance, and employer's liability insurance.
- **Traffic management**: Traffic management must be carefully planned to ensure attendees can access the festival site safely and efficiently. This includes managing parking, providing clear signage, and coordinating with local authorities to minimise traffic congestion.

- **Accessibility**: Adequate accessibility measures must be in place to ensure that the festival is accessible to all attendees, including those with disabilities. This includes providing wheelchair access, accessible toilets, and assistance for those with mobility impairments.
- **Strategy**: A detailed document outlining the festival's vision, mission, objectives, and key performance indicators (KPIs).
- **Risk assessment**: A document outlining potential risks associated with the festival, including health and safety risks and strategies for mitigating those risks.
- **Staffing**: A detailed plan outlining the roles, responsibilities, and qualifications of all staff and volunteers working at the festival.
- **Team structure**: A document outlining the festival's organisational structure, including reporting lines and roles and responsibilities of each team member.
- **Event financing**: A budget outlining the estimated costs and projected revenue for the festival, including venue rental, equipment rental, staff, marketing, and other expenses and any funding from sponsors or partners (Festival & Event Production, 2020).
- **Timelines/project management**: A project schedule outlining critical deadlines and milestones for the festival, including event setup, rehearsals, and tear-down.
- **Venue selection**: Bash Bush Productions Ltd selected a suitable plot with enough space to accommodate up to 3,000 people, stage equipment, and camping facilities inside Wormwood Scrubs Park, London NW10.

Promoting Bush Bash Festival requires careful planning, effective marketing, and attention to detail (Eventbrite, 2019). Following these steps will increase the chances of a successful event attracting a large and engaged audience:

- **Determine the festival's target audience and create a marketing strategy**: Identity whom you want to attend and develop a marketing strategy that resonates with them. This can include social media ads, email campaigns, print ads, influencer partnerships, and more.
- **Establish a budget**: Determine how much money I must work with and allocate funds accordingly. Consider venue rental, staff, marketing, performers, and equipment costs.
- **Secure a venue**: Find a suitable location for the festival to accommodate your anticipated attendees. Make sure the venue has all necessary permits and meets safety requirements.
- **Book performers**: Line up performers that will appeal to the target audience. This can include musical acts, comedians, dancers, and other entertainers.
- **Create a website and social media presence**: Build a website that provides information about the festival, performers, and ticket sales. Create social media accounts and post regular updates to build excitement and encourage ticket sales.
- **Sell tickets**: Set up a system for selling tickets through a third-party platform or your website, such as Live Nation. Offer early bird discounts and other incentives to encourage people to buy tickets in advance.
- **Hire staff:** Recruit staff to help with various aspects of the festival, such as security, ticketing, and stage management.

- **Plan logistics**: Ensure all necessary equipment is rented or purchased, such as sound systems, lighting, and tents. Arrange for food vendors, restroom facilities, and parking.
- **Advertise and promote the festival**: Use your marketing strategy to promote the festival through various channels, including social media, email, print ads, and other methods.
- **Execute the festival**: Oversee all aspects, from set-up to tear-down, to ensure everything runs smoothly.

Key stakeholders for Bush Bash Festival include:

- **Attendees**: These are the individuals who purchase tickets to attend the festival and are the primary reason for the festival's existence.
- **Artists and performers**: These are the individuals or groups who will be performing at the festival and are a critical component of the festival's success.
- **Sponsors and partners**: These companies or organisations may provide funding, resources, or services to support the festival and can help with marketing and publicity.
- **Local authorities**: These are government bodies responsible for approving licenses and permits for the festival, ensuring compliance with regulations, and providing support in emergencies.
- **Suppliers and vendors**: These companies provide services such as sound systems, lighting, catering, and other event-related supplies.
- **Staff and volunteers**: These individuals will work at the festival, including security, stagehands, ticketing, and other roles.

Budget Profit and Loss Forecast

BASH BUSH PRODUCTIONS Ltd					
Bush Bash Festival	Felix Milton		www.bushbash.com		
Wormwood Scrubs Park	Phone:		12/02/2023		
London, NW10	447305850718				
EVENT / SHOW INFORMATION					
Bush Bash Festival			Date:	27/28.08.23	
Wormwood Scrubs Park			Time:	12:00 - 23:00	
London, NW10			Venue Capacity:	3000	
REVENUE POTENTIAL	**Quantity / Item**	**Price**	**Estimated Gross Sales**	**Less Tax / Com**	**Net Gross**
GA Ticket	1500	£100.00	£150,000.00	8.25%	£137,625.00
VIP inc Camping Ticket	1000	£275.00	£275,000.00	8.25%	£252,312.50
GA inc Camping Ticket	500	£220.00	£110,000.00	8.25%	£100,925.00
Total Ticket Revenue:					**£490,862.50**
Other Ancillary Revenue	Food / Art / Bar		£60,000.00		£60,000.00
Total Ancillary Revenue					**£60,000.00**
TOTAL REVENUE					**£550,862.50**
TALENT EXPENSES	**Performance Fee**	**Other Costs (Backline, Hotels, Ground, Hospitality)**			**Net Expense:**
Headline Artist	£50,000.00	£5,000.00			£55,000.00
All Remaing Artists	£60,000.00	£15,000.00			£75,000.00
TOTAL TALENT EXPENSES					**£130,000.00**
SHOW EXPENSES		*All costs below are estimates; these will be finalized into actuals at time of settlement.*			
Element:	**Vendor:**	**Cost:**	**Element:**	**Vendor:**	**Cost:**
Accounting		£1,000.00	Mister fans		£300.00
Advertising		£10,000.00	Misc Items		£500.00
Backline & Talent (not included above)		£15,000.00	Other Staffing		£1,000.00
Banners / Signage		£6,000.00	Permits - Mass Gathering / TCOU		£500.00
Barricade - Bike Rack		£2,000.00	Permits - ROW / Road Closures		£1,000.00
Barricade - Stage		£2,000.00	Portable Toilets		£5,000.00
Barricade - Street & ROW		£2,000.00	Production Fee		£10,000.00
BMI / ASCAP / SESAC		£250.00	Production Staff		£2,000.00
Box Office - Set Up		£200.00	Production Supply		£2,000.00
Box Office - Staff		£400.00	Radios - rental / on-site management		£1,000.00
Catering		£2,000.00	Runners		£1,000.00
Cleanup		£300.00	Security - Overnight		£1,000.00
Credentials		£450.00	Security - Police		£0.00
Decorations - Dressing Room		£1,000.00	Security - Staff (Stage, Perimeter)		£5,000.00
Decorations - Venue		£10,000.00	Site barricade / cones / plywood / gp		£1,000.00
Dumpsters		£500.00	Site Manager and Crew		£2,000.00
Electrician		£1,000.00	Stage Lighting		£10,000.00
Expendables		£500.00	Stage Sound		£10,000.00
Fence		£1,000.00	Stage Video		£5,000.00
Forklifts		£1,000.00	Stage Rental		£5,000.00
Furniture - Decorative		£1,000.00	Stage Manager and Crew		£5,000.00
Generators / Distro		£2,500.00	Stagehands		£3,000.00
Golf Carts		£1,000.00	Storage units / sea containers		£1,000.00
Hotels		£5,000.00	Telephones / Internet		£300.00
Insurance- general liability		£500.00	Tents / Tables / Chairs / Linens		£2,000.00
Insurance- rain		£0.00	Transportation / Runner Vans		£500.00
Ground Crew		£2,000.00	Trash cans, liners, bins		£500.00
Light Towers		£1,000.00	Trailers (offices)		£1,500.00
Limousines / Car Service		£300.00	Vendor Expenses (Greywater/Grease)		£500.00
Medical		£500.00	Weather Service		£500.00
TOTAL SHOW EXPENSES					**£148,500.00**
EVENT SUMMARY					
Total Talent Expenses					£130,000.00
Total Event Expenses					£148,500.00
Total Expenses					**£278,500.00**
GA Tickets To Sell For Breakeven Point:					**£2,785.00**
Net Gross Ticket Revenue					£389,937.50
Net Ancillary Revenue					£60,000.00
Estimated Client Revenue at Capacity					£449,937.50
			Total Estimated Profit / Loss:		**£171,437.50**

Event Execution:

- Venue setup: Bash Bush Productions Ltd arrived at the venue several days before the festival to set up the stage, sound equipment, lighting, and camping facilities.
- Ticketing: Attendees were required to present their tickets at the gate to gain entry to the festival.
- Crowd management: Security personnel were on hand to manage the crowd and ensure the safety of attendees.
- Programming: The musical acts performed on the stage as scheduled, and attendees were able to enjoy the festival atmosphere and other attractions on offer.
- Catering and facilities: Bash Bush Productions Ltd provided catering facilities, toilets, and other amenities to ensure attendees had a comfortable experience.
- Event management: Bash Bush Productions Ltd monitored the event to ensure everything ran smoothly and dealt with any issues.

Case Study:

Introduction:

In this case study, we will compare two music and arts festivals: Wilderness Festival and Bush Bash (The Purple Guide, 2020).

Both festivals are held in the United Kingdom and share similarities in their focus on music, arts, and community engagement. However, they also have distinct differences in their histories, organisation, marketing, and impact on the local community. By examining these two festivals, we can gain insights into the diverse landscape of music and arts events in the UK.

History and Background:

While Wilderness Festival was founded in 2011, Bush Bash has a more unconventional origin story. Bush Bash began in 2019 as a small gathering in founder Felix Milton's back garden in West London, and it gradually grew into a full-fledged music festival over the years. In contrast, Wilderness Festival was conceptualised and organised from scratch by a group of creative individuals. Both festivals have evolved and expanded since their humble beginnings, but their origins differ in scale and growth trajectory.

Organisation and Structure:

Wilderness Festival and Bush Bash have different organisational structures. Wilderness Festival is managed by a central organising committee that oversees various departments, including programming, production, marketing, and operations. The festival relies on a mix of permanent staff, seasonal workers, and volunteers to manage the different aspects of the event. On the other hand, Bush Bash has a more grassroots and community-driven approach to organisation, with founder Felix Milton still heavily involved in the festival's management and decision-making.

Programming and Features:

Wilderness Festival and Bush Bash offer diverse music, arts, and cultural activities. However, they have differences in their programming and features. Wilderness Festival has a larger scale and offers multiple stages for live music performances, including a main stage, smaller stages for emerging artists, and a dedicated stage for electronic music. The festival also features a wide range of

arts and cultural activities, such as theatre performances, art installations, workshops, and talks by prominent speakers.
On the other hand, Bush Bash has a more intimate and DIY feel, with a single stage for live music performances and a focus on showcasing emerging and local talent, food and drink. The festival also offers interactive art installations, workshops, and immersive experiences. Bush Bash strongly emphasises community engagement and encourages festivalgoers to participate actively in the festival's programming and features.

Marketing and Promotion:

Wilderness Festival and Bush Bash utilise marketing and promotion strategies to attract attendees. However, they have differences in their marketing approaches. Wilderness Festival employs a multifaceted marketing strategy that includes social media, email marketing, and traditional advertising channels. The festival also collaborates with sponsors and partners to enhance its marketing efforts, creating brand experiences and activations that align with its ethos.
In contrast, Bush Bash has a more grassroots and community-driven marketing approach. The festival relies heavily on word-of-mouth, social media, and community engagement to spread the word about the event. Bush Bash strongly focuses on storytelling and building a loyal community of supporters actively involved in the festival's promotion through social media sharing, local partnerships, and creative campaigns.

Impact on the Local Community:

Wilderness Festival and Bush Bash impact the local communities where they take place, but the nature of their effect differs. Wilderness Festival attracts many visitors from outside the area, contributing to the local economy through spending on accommodation, food, transportation, and other services. The festival also collaborates with local organisations and charities to support social causes and raise awareness about environmental and social issues.
In contrast, Bush Bash has a more localised impact from a small community gathering in Milton's back garden. The festival has become an important cultural event in the local community, showcasing local talent and providing a platform.

Post-Event Reflection:

- Attendance and revenue: Bash Bush Productions Ltd reviewed attendance figures and income to determine the festival's success.
- Feedback: Bash Bush Productions Ltd collected input from attendees and staff to identify areas for improvement and address any concerns.
- Financial review: Bash Bush Productions Ltd reviewed the financial performance of the festival to determine if it was financially viable and if any changes could be made to improve profitability.
- Planning for the next event: Bash Bush Productions Ltd began planning for the next event, considering the lessons learned from the previous festival.
- The activity of event management planning, marketing, executing and reflecting on the outcomes of a 2-day music festival on a UK countryside plot with a total capacity of 3,000 people.

In conclusion, the successful planning and execution of Bush Bash Festival required careful consideration of various practical and legal requirements. That involved ensuring the safety of attendees, performers, and staff, obtaining necessary licenses and permits, and implementing measures for crowd management, security, and waste management. By addressing these requirements, Bash Bush Productions Ltd can help ensure a safe, enjoyable, and financially successful event.

London Borough of Hammersmith and Fulham
Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)			
1. Your name			
Title	Mr ● Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname	MILTON		
Forenames	FELIX		
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)			
Title	Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)		
Surname			
Forenames			
3. Your date of birth	Day 18	Month 06	Year 1982
4. Your place of birth	04/12/2023		
5. National Insurance Number	JN401864A		
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)			
53 Thorpebank Road Shepherd's Bush			
Post town LONDON	Postcode W12 0PG		
7. Other contact details license@bushbash.com			
Telephone numbers Daytime	07305850718		
Evening (optional)	07305850718		
Mobile (optional)	07305850718		
Fax number (optional)			
E-Mail address (if available)	license@bushbash.com		
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)			
Post town	Postcode		

9. Alternative contact details (if applicable)	
Telephone numbers: Daytime Evening (optional) Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Wormwood Scrubs Park, London, NW10	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	N/A
Club premises certificate number	N/A
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
50,000 sq-ft fenced area inside of the Wormwood Scrubs park, adjacent to the Linford Cristie Stadium.	
Please describe the nature of the premises below. (Please read note 4)	
Scrub land / open field	
Please describe the nature of the event below. (Please read note 5)	
2 day pop music festival, one stage, variety of paid food / alcohol and goods traders as well as children's fairground rides.	

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	☑
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	☐
The provision of regulated entertainment (Please read note 7)	☑
The provision of late night refreshment	☑
Are you giving a late temporary event notice? (Please read note 8)	☐
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	27/8.08.23
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
12:00 - 23:00 each day	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	3000

If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)		
	On the premises only	x
	Off the premises only	☐
	Both	☐

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)
12:00 - 23:00 each day

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes ☐	No ☑
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number Date of issue Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes ☐	No ☑
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No ☑

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes ☐	No ☑
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No ☑
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes ☐	No ☑
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes ☐	No ☑

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	☑
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	☑
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	☑
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	☐
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	☐
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	☐
Made or enclosed payment of the fee for the application	☑
Signed the declaration in Section 9 below	☑

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
The information contained in this form is correct to the best of my knowledge and belief. I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	Felix Mitton
Date	12/04/2023
Name of Person signing	Felix Milton

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	Flappy McFlapface On behalf of the licensing authority
Date	25/40/2023
Name of Officer signing	F. McFlapface

BUSH BASH FESTIVAL 2023

NOISE MANAGEMENT PLAN

V.1

27th & 28th AUGUST 12:00 – 23:00

PREPARED BY: BASHBUSH PRODUCTIONS LTD FOR:

BUSH BASH FESTIVAL

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1. Introduction

This document aims to establish, explain, and indicate how noise/sound will be managed at Bush Bash Festival 2023. Through reviewing the layout of the festival site this document will state the timings and mitigations put in place to allow both those attending the event and not attending the event to have a satisfactory experience in regard to noise levels.

2. Timings in relation to Noise

Friday 25th August:

06:00 – Trailer Stage Arrives and is placed in position (low level car noise)

07:00 – Fencing deliveries begin. (Low level car noise from single vehicle)

07:00- Stage construction begins. (Low level metallic sounds, stage is designed to fold out requiring minimal crew and construction requirements)

07:15 – Perimeter fencing build begins. (Low level chatter and potential metal "clanging" sounds as fence is moved.

08:00 – Toilets arrive

08:00 – Bar, fairground rides and traders arrive

09:30 – Sound check (playback only to establish systems are working and gauge correct levelling. Expected to take 10mins.)

10:00 – Sound check backline setup (Single instruments played to establish line signal is being received)

10:00 – 11:30 General site setup (signage etc)

21:30 – Vehicle Curfew in place (all non-essential vehicles removed from the festival site)

22:00 – Secure site infrastructure.

Saturday 26th August:

09:00 – Bar, fairground rides and traders arrive (low level car noise)

12:00 – Campers arrive (Low level car noise from single vehicle)

21:30 - Vehicle Curfew in place (all non essential vehicles removed from the festival site)

22:00 - Secure site infrastructure.

Sunday 27th August:

09:00 – Toilets cleaned

09:30 – Sound check (playback only to establish systems are working and gauge correct levelling.

Expected to take 10mins.)

10:00 – Sound check backline setup (Single instruments played to establish line signal is being received)

10:00 – 11:30 General site setup (signage etc)

11:30 – Vehicle Curfew in place, all non-essential vehicles removed from the festival site)

12:00 – Event Opens to the public Amplified sound for event begins.

23:00 – Event Closes to the public – Amplified sound for event ends.

23:15 – Midnight – Secure site infrastructure.

Monday 28th August:

09:00 – Toilets cleaned

09:00 – Restock bar and food stalls

10:30 – Sound check (playback only to establish systems are working and gauge correct levelling.
Expected to take 10mins.)

10:00 – 11:30 General site setup (signage etc)

11:00 – Sound check backline setup (Single instruments played to establish line signal is being received)

11:30 – Vehicle Curfew in place, all non-essential vehicles removed from the festival site)

12:00 – Event Opens to the public Amplified sound for event begins.

23:00 – Event Closes to the public – Amplified sound for event ends.

23:15 – Midnight – Removal of site infrastructure.

Tuesday 29th August:

11:30 – Vehicle Curfew in place, all non-essential vehicles removed from the festival site)

12:00 – 18:00 - Removal of site infrastructure.

Wednesday 30th August:

12:00 – 18:00 - Removal of site infrastructure.

Thursday 31st August:

12:00 – 14:00 - Removal of site skips

3. Noise/ Sound during the event.

3.1 The Public

As to be expected with an outdoor music festival the members of the public attending the event will create a level of consistent chatter through conversation. During live performances applause and shouting is to be expected. Between performance levels we anticipate the public will use this time to disperse from the “arena” area in front of the state to use the on-site facilities and/or visit the on-site bar. Our security team are present on and around the event parameter to discourage rowdy behaviour and encourage persons congregating outside of the event parameter to move away from the event, if it is clear, they have congregated due to the event taking place.

3.2 Staff/Contractors

Due to the size of the event, there will be a large number of staff/contractors on site. Each group of persons will be working within groups closely and therefor will be able to communicate at talking volume level during the build and derig. During the show staff and contractors will be equipped with radios with earpieces reducing spill from radio calls.

3.3 Performances

All noise/sound levels during the event from performances will be directly controlled be the events front of house sound engineer. The front of house sound engineer has been briefed on the requirements stated in this document and is responsible for controlling the sound levels from our amplified sound source during the event. The Event Manager will periodically spot check the front of house sound engineer is remaining compliant.

4. Managing Noise

The event takes place on land that is under the ownership of Hammersmith and Fulham Council and will abide to reasonable agreed sound level limits.

This section will detail how sound levels will be monitored during the event.

The event manager can make a dynamic assessment to turn volume levels down at any time if it is felt levels are excessive – even if still operating within the set dB levels agreed.

4.1 Amplified Sound Sources

The Main Stage

The main stage is the only location on the site that will use an amplified sound source.

The P.A system is a line – array system consisting of X6 flown line array modules per side and X4 twin 18” subs at floor level beneath the stage.

Sound levels will not exceed 110db from the front of house mixing position situated 25m from the sound source and centred to the PA system.

PA speakers will be placed at low level hanging off the existing stage structure only and will be angled appropriately to project sound down at attendees only within the limitations of the PA system. The aim of this is to reduce sound bleed into surround areas as much as possible.

4.2 Noise Measurements

During the event a sound level data logger and decibel meter device will be installed at the main stage front of house mixing position. This monitor sound levels and log data in real time as a record of sound levels throughout the event.

This device has a 0.1 decibel resolution and accurate to within 1.5dB. It operates on a A/C frequency rating and will be set to log data every 60 seconds.

The full log of this monitoring will be made available upon request post event.

In addition to this a mobile monitoring device will be used to measure dB levels around the event footprint every hour to ensure excessive levels are not reached around the immediate vicinity of the venue.

Sound levels at the front of house mixing position will not exceed 110db at any time during the event.

4.1 Managing Complaints

Prior to the event commencing, residents within a 50m radius will receive a letter stating basic information about the event. This letter will also contain a number to call for any enquiries prior to the event and an event control phone number to call during the event that will give residents a direct line to the event management team.

During the event if noise complaints are received, we shall make a log of the complaint and discuss the issue with the complainant to diffuse any complaints that may be raised to the local authority.

As part of the logging process, we shall ask the complainant for their address or approximate location and dispatch a member of the event management team to this location to take a Db level reading to check if excessive volumes are present at this location.

Should an issue be identified with a particular location and/or a particular surrounding area the event manager will look to adjust the main stage volume levels accordingly and a log will be made of this action taking place and a further meter reading will be taken at the location.

5. Noise and Safety

The event will be complaint with the Health and Safety Executives “The Control of Noise at Work Regulations 2005”.

Ear protection will be available to both staff and customers upon request during the event.

The programming of the event allows for periods of time between acts when attendees will not be exposed to hazardous levels of sound. Playback will be used between acts and the volume level of playback will not exceed 85bD.

Should any form of incident occur that requires the site to be evacuated live performance and playback will cease immediately and the P.A system will only be used for distributing key information as required and if safe to do so.

6. Considerations

Bush Bash Festival is open to negotiation and are able to adapt both prior to and during the event to manage noise levels.

End of document.

EVENT SAFETY MANAGEMENT PLAN

Bush Bash Festival
27 - 28 August 2023
Wormwood Scrubs Park, London NW10

Bash Bush Productions Ltd. 2023

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Alcohol and Drug Policy
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Copy of notice letter to local residence
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H & S Forms

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Festival Plans:

Traffic Management Plan
Emergency Plan
First Aid Provisions
Cross Contamination plan

Festival Camping Terms & Conditions

First Aid Risk Calculator
Campsite Risk Assessment
Bonfire Risk Assessment

Copy of proposed event notice letter to local residents.

Premises Licence (To Follow)

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Introduction

The event is being organised by: Bash Bush Productions Ltd.

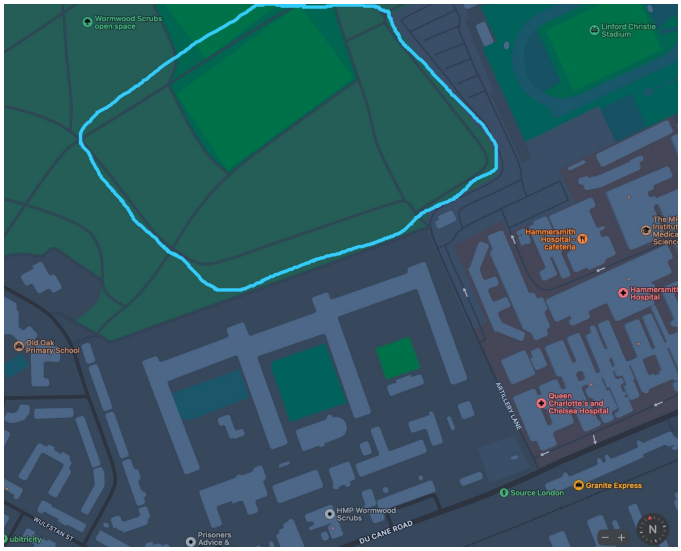
The event will take place at: Wormwood Scrubs Park, London NW10

Local Authority area: Hammersmith & Fulham Council

EVENT SITE LOCATION DESCRIPTION: Event Field is a 26-acre flat, grass, agricultural field, adjacent to Hammersmith Hospital.

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

GOOGLE MAP IMAGE OF LOCATION



Event name: Bush Bash Festival

Type of event: Pop music festival with food and camping.

Date/s of event: 27th & 28th August 2023

Event time: Camping from midday 26th August - to midnight 28th August
Festival open midday - 11 pm Sunday 27th & Monday 28th August,

Description of event and main activities.

Bush Bash Festival is a pre-ticketed event. Aimed at young families and individuals, with predominantly children aged 16 or younger.
This is a nature themed pop music festival with family entertainment, activities and workshops and childrens entertainment with some localised amplification.
Trade and craft demonstrations will take place on-site with high quality food, drink and alcohol stalls.

Event Personnel
Representatives from the following organisations will be present:

Event Manager - Raiane De Sousa Director of Bash Bush Productions Ltd.

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

On site Safety Officer Simon Allen

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

Lead Security Officer (external contract via MS Services Ltd)

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

Security/Stewards

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

Key Personnel List (Name)	Position
Raiane De Sousa	Event Manager & Personal License holder
Simon Allen	Festival Safety Officer
Nick Mayhew	Finance, IT & Communications
Merry Berry	Trade stands coordinator
Raiane De Sousa	Ticketing
Mark Smith	Car parking supervisor
St Johns	First Aid 1
MS Services	Security & Traffic Management
Daniel King	Safe Guarding Officer

Exhibitors Food Traders and Producers (19.04.23)

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

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

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

Saturday 9am camp set up and Monday midnight camp break down (camping stewards)
Steward set up and safety check 1Oam
Camping ticket office 11am - Park those who are too early in car park.
Camping opens 12 noon Saturday 26th August
Steward campsite seeing in and keeping fire breaks clear
Main ticket office open 11am until 9pm Entrance manned from 9.30am Exit maned till festival arena cleared of attendees.
Saturday & Sunday campers' book in at main ticket office
Campers to be off site by 12 midnight Monday Stewards to man exit gate
Stewards to encourage all camper to take away all rubbish or use skip provided.
Sun/Mon 27/28 (Event Days)
Stewards 8.45 am
All exhibitors in by 9.15am and all cars moved to staff & exhibitor parking area.
Ticket office stewarded by 9am
Show opening 12:OO noon
Car park and exit to stay manned
Event break down, day visitors to be stewarded off site carefully using touches if dark.
Contractor breakdown from Monday after 12 midnight.

Event Schedule

Tues 22 August	Weds 23 August	Thurs 24 August	Friday 25 August	Saturday 26 August
Weather & field check	Facilities arriving on site	Event signs/ way signs and safety sians	Event staff & exhibitor camping open	Staff briefing
Road and event direction . signs	Erect barrio fencing and entrance hurdles	Check water, power, toilet and shower facilities are workina	Prepare ticket office and welcome packs with wristbands.	Facilities check
Site office/camp set up	Erect marquees	Set out fire call points	Stock & set up camp shop	Do pre start H&S & noise level checks
Fence entrances and sign for contractors and stewards.	Fence around generator and water pillow		Weather and field check	Parking stewards and camping stewards on hand
Erect all the post and netting fencing	Erect festival flags		Marquee inspection	Open event ticket office from 9,30am
mark out field and camping	Trade stand layout		See in first exhibitors	Public arrive for camping 12.00
	Build play beach	Place trade stands signs out	Put all fire extinguisher out	Fence off arena to allow campers to catering units only
	Build mud kitchen	Set up activity marquees	Noise level check	Caterers open for trade from 4pm - 8pm
	Set up tea and music tent	Weather permitting fill beach with sand		Camp shop open
	Erect glamping tents			

Sunday 27 August	Monday 28 August	Tuesday 29 August	Wednesday 30 August	Thursday 31 August
Prepare ticket office and camping	Prepare ticket office and camping	Festival arena breakdown and exhibitors leave	Facilities being collected.	Full rubbish sweep
Camping Ticket office open from 9am	Camping Ticket office open from 9am	Whole site breaks down after 12 noon	Site office and site camp breakdown	Skip to be removed
Event ticket office open 10am	Event ticket office open 10am			
Festival arena open 12 noon	Festival arena open 12 noon			
	Car parkers to assist exit of early leavers			
Campfire 9 - 10	Festival arena close 23:00			
Festival arena close 23:00	Campers pack up for 12 midnight exit			
Fire wardens to stay with	Car parkers with torches to help exit			
Steward tidy	Exhibitor breakdown			

Statement of Intent & Licensing

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

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

The event will include the following Licensable Activities:

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

Food, alcohol and entertainment
A Premise licence is being applied for, however it has been agreed that the event can run event on a TEN's Licence for 2023 if required.
All Food vendors to have Food Hygiene rating of 3 or above

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

The Build Phase
The build will take place from 22nd August 2023

Contractors Behaviour

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

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

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

Event Phase
Prior to official event opening at 12 noon on Sunday 27th August, all relevant staff will be fully briefed and a full walk round and site inspection and sign off will be carried out by the Safety officer insuring there any potential hazards are clearly signed or fenced off and that all resources are in place as per the plan.

Breakdown Phase
The event will officially close at 11pm Monday 28th August, with campers staying on site until Monday 28th August at 12 midnight. Once the site has been cleared of the guests, break down work will begin and all contractors etc will clear the site. The contractors will remove all equipment and site will be fully cleared in a suitable condition to hand back. All staff and contractors will be required to wear hi-vis vests during breakdown phase and remaining staff and safety Manager will direct traffic movements during this time.

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

Working hours

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

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

The priorities are to

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

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

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

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

Vehicle access and Parking

Vehicles driven around site, must remain within a speed limit of 10 miles per hour
Vehicle movements will be severely restricted during the event itself to minimise disturbance for the animals

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

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

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

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

Fire Safety

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

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

The Campsite will have fire call points with fire extinguishers, fire bucket and safety instructions.
See Campsite Risk Assessment
See Map of Fire extinguishers & Fire call points

Evacuation Procedure

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

For full evacuation plan details see: Site Emergency Plan

Crowd Management

Crowd management will be the responsibility of the Security Team.

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

The event site will be open at 07:00 for exhibitors and 12:00 to members of the public. The ticket office will maintain a record of site guests to manage attendance. Guests will gain vehicular entry only through main show entrances as indicated on the plan.

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

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

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

(See Conflict Management Procedures)

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

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

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

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

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

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

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

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

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

First Aid, Medical & Welfare Provision

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

The nearest hospital with an A&E Department is at
Hammersmith Hospital
72 Du Cane Rd,
London
W12 0HS
First Aid Kit Locations (TBC)
(See Festival Medical cover document)

Water & Toilets
List of water and toilets facilities:

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

Staff Toilets : 2 x Event portable Toilet

Shower facilities
2 x 4 shower trailers

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

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

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

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

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

- **Crowd Noise**
  Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 400m away and the main outdoor music is finishing before 23:00. Posters will be displayed at the main exit asking attendees to leave quietly, stewards will amplify this message verbally.

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

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

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

Impact on Local Environment

Bash Bush Productions Ltd will be providing eco washing detergents, soaps, shampoo and shower gels etc. to avoid any ground contamination.

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

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

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

Communication

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

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

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

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

Radio Procedure

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

Phonetic Alphabet

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

Example: For car registration MEE 17GL

"Registration, Mike, Echo, Echo, One, Seven, Golf, Lima, over"

Numbers should be given as single numbers

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

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

Safeguarding for Children and Vulnerable Adults

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

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

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

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

"Hello …… this is ……Code Blue/Pink/Black found at …….. I await your direction, over"

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

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

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

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

If you suspect an issue.

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

People
There will be around 2500 - 3000 visitors on site for the duration of the event. Young families, Carers and Grandparent.
Everyone is to be vigilant of people behaving in an "odd" way. Someone taking photos of children and they are not part of that group. Following a group when there is a vulnerable person in it. **If it feels odd, report it**

Media Management

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

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

See Full Site Emergency Plan

Accident Investigation & Reporting

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

Such written records to include the following information:

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

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

(See Full Site Emergency Plan)

Risk Assessments

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Emergency evacuation	All	3	1	3	L	• All staff and marshals etc to be trained on the emergency evacuation procedure • Marshalls to be used to communicate to public during event and to contact emergency services			2	1	2	L
Toilet Provision	All	2	1	2	L	• Enough toilets for maximum potential attendance are to be provided including provision for disabled persons			2	1	2	L
Care of children and vulnerable adults – Lost/found children or vulnerable adults.	All	3	3	9	H	• All staff and marshals to be briefed on the lost/found children and vulnerable adults procedure prior to the event. • See Bash Bush Productions Ltd safeguarding of children and Vulnerable Adults policy. • Radio system to be used if reauired			3	1	3	L
Exhibitors stands						• All stock held by the exhibitors to be covered by their own public liability insurance which is checked by event rep before booking • All exhibitors selling food to have current level 3 or above food hygiene rating have current insurance and relevant food or alcohol sale licences. • The Event organisers will provide the local authority with the necessary details used to register.						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Slips, Trips & Falls – Ground Hazards	All	2	2	4	M	• Spilled liquids to be cleaned up immediately if causing a hazard. Hard floor surfaces are kept free from grease, oil etc. • Visitors are made aware of the uneven nature of the site surroundings. via a notice board at entrance if necessary and on media and paper publications.			2	1	2	L
Floor coverings in poor condition causing tripping hazards		2	2	4	M	• Areas to be closed off until hazards are dealt with. • Regular inspection of hard floor areas to be carried out.			2	1	2	L
Trailing cables etc. can cause tripping		2	2	4	M	• All trailing cables to be secured away from walkways. • Temporary trailing cables to be covered to prevent a tripping hazard.			2	1	2	L
Working outside in poor weather conditions - Working outside during wet conditions can lead to slip and fall injuries		2	2	4	M	• Staff to wear suitable footwear when setting up and breaking down event. Members of the public to be advised to wear suitable footwear. • Work to be postponed if weather conditions deteriorate to a level that could cause harm or injury. . • Staff have been briefed on appropriate apparel for weather conditions			2	1	2	L
Walking on field & museum site: Animal holes						• Inspection of the festival arena site by site manager who will fill any large visible holes or make the area inaccessible (barrier off) etc.						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Violence	All	2	2	4	M	• SIA guards to be on duty 24/7 during the event opening times. • Police should be telephoned immediately a violent incident takes place. • Where possible, potentially violent people should be identified in advance so that risk can be minimised. • Staff and security guards to be informed, instructed and trained on the above. (See conflict management procedures document)			2	1	2	L
Fire	All	3	2	6	M	• All staff to be briefed on the site/event fire risk assessment and associated procedures including location of extinguishers and assembly areas etc (see Campsite Fire Risk Assessment)			2	1	2	L
Crushing (Crowds)	All	3	2	6	M	• An appropriate number of stewards are on hand at various locations. • Marshalls to be briefed prior to the event			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Weather Working in wet & cold conditions	All	2	3	6	M	• Encourage employees to bring appropriate wet weather clothing. • Provide employees with adequate facilities for changing and drying clothes • Ensure that all electrical equipment being used is sufficiently covered • Provide a sheltered treatment area.			2	1	2	L
Working outside in the sun (sunburn, skin cancer, heat stroke/exhaustion)		3	2	6	M	• Encourage employees to wear head protection when necessary. • Allow employees adequate breaks for refreshment • Staff are to provide suitable sun cream			3	1	3	L
Working outside in thunder storms & lightening		3	2	6	M	• Bring all staff exposed indoors under temporary structures for duration of storm. • restrict access to wooded area during storm.			3	1	3	L
Working outside in strong wind		3	2	6	M	• Ensure that tree and decorations are firmly secured. • Provide adequate bins to avoid rubbish blowing around.			3	1	3	L
First Aid	Staff / Members of the public / Event participants / Contractors	2	2	4	M	• Fully trained First aiders will be used during the event as identified by the risk calculator attached			2	1	2	L
Emergency evacuation	All	3	1	3	L	• All staff and others etc to be briefed on the emergency evacuation procedure			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Electricity – Provision of power	All	3	3	6	M	• All equipment to be connected by a qualified electrician. • All electrical equipment will be waterproof and have RCD or similar protection for the end user. • Cable ramps will be used where cables cross public/traffic areas. • A completion and safety certification are required from the Electrician for each supply connected. • Suitable firefighting equipment to be available at each power source. • All completion and safety certification will be kept on site.			3	1	3	L
Removal of Refuge	All	2	2	4	M	• Ensure appropriate staff on duty post event. • All contractors on site responsible for maintaining tidy and safe working areas using waste bins provided. • Implementation of agreed clean-up plan prior to, during and immediately after the Event.			2	1	2	L
Noise -	All	2	3	6	M	• Staff to be rotated to quiet duties during their shift • All staff to be made aware of the hazards and measures to minimise exposure.			2	1	2	L
Manual Handling	Staff	3	3	9	H	• Use mechanical means where possible to transport goods to work area • If not possible, divide loads to make for easier carrying • Lift goods by bending at the knee and keeping the back as straight as possible, taking the strain on your knees • If the load is too heavy and cannot be divided seek assistance – DO NOT ATTEMPT TO LIFT IT ON YOUR OWN.	All	Ongoing	3	1	3	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Electrocution: General	Staff	3	3	9	H	• Ensure all portable appliance are tested and in date • Do not overload plug sockets • Ensure RCD's are used to prevent electric shock	All	Ongoing	3	1	3	L
Electrocution: Electric Fence	All	3	3	9	H	• *Not applicable at Festival*						
Temporary Site Structures	All	3	2	6	M	• Specialist contractors should be used to erect structures. They will operate to their own method statements and risk assessments. • All non-essential personnel to be kept clear during construction / de-rig of built structures. • Tape and pin to isolate structures during construction. • All construction information, completion certificates, H&S & insurance details to be kept in site office. • Each contractor working onsite will evidence insurance and risk assessment • Correct pinning of equipment, especially concessions to be checked • No open fires or gas bottles inside or near to the structures • Tents/gazebo's/stalls need to stay within the designated space and be inspected by WFE rep • Emergency contact info for marquee supplier to be available at secretary tent/info point			2	1	2	L

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Fire /Shock						• Ensure that the distribution system is completely installed and maintained. • All portable appliances must be PAT tested • Check cables before use						
Burns						• Turn off equipment when not in use • Use suitable utensils to handle anything hot • Ensure that adequate space is provided on work surfaces						
Slips, Trips & Falls						• Staff instructed to practice good housekeeping. Put equipment and stock away when not in use both inside and outside trailer and support vehicle. • Keep doorway clear of trip hazards. Use lights at night • Use step up into trailer when necessary						
General Food Safety						• Staff to be trained in Food Hygiene if serving or preparing food. • Perishable stock bought fresh for each event • Monitor dates on all foods and discard foods which are past their use by date • Ensure that all fridges, freezers and other storage areas are clean before each event. • Clean each fridge freezer at least weekly and in case of spillages • Monitor cleanliness • Keep cooked and raw foodstuffs separate at all times and separate from other foodstuffs • Cooked foods will reach 65 degrees before serving (verification using a thermometer) • Hand washing facilities will be provided						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Mobile Catering Vans (Fire & Explosion) LPG	All	2	2	4	M	• All staff to be trained in safe lighting and use of all gas appliances • Ensure that LPG cylinder and spare are kept outside within a specific ventilated unit out of reach from members of the public • Ensure that LPG cylinder has an easy isolation system • All appliances and pipe work have an appropriate gas safety certificate			2	1	2	L
Fire						• Do not allow waste material to accumulate. • Use waste bins. • Bag waste for disposal • Check and clear customer area regularly						
Fire (Fats)						• Minimise use of fats as far as possible. • Store new and used fats in secure containers for use and regular disposal • Ensure that fire blanket is kept nearby						
Fire – Refuelling of generator						• Train staff in safe fuel storage and refuelling of generator. • Isolate generator before refuelling • Have Fire Extinguisher nearby • Limit amount of fuel to 10 litres in two 5 litre containers. To be kept in area away from unit						
Fire /Shock						• Ensure that the distribution system is completely installed and maintained. • All portable appliances must be PAT tested • Check cables before use						

Identified Hazards	Who may be affected	Risk Level before control measures S x P = R				Control measures required	To be actioned by	Completion date	Final Risk level S x P = R			
		S	P	R	RR				S	P	R	RR
Animal Contact: Disease / Infection / Bacteria control						• Training sheet for staff and volunteers on E. coli precautions and disease management plan attached if animals attending event. .						
COSHH – Chemical contact						• Kept in clearly labelled containers that are out of public reach						
Pedestrian Movement Vehicle impact whilst entering site	All	3	2	6	M	• Traffic cones to be used to mark pedestrian routes. • Sufficient stewards to be on hand to direct pedestrians and vehicles. • Temporary speed restrictions to be enforced during the event.			2	1	2	L

Campsite Risk Assessment Bush Bash Festival 2023

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

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

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

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

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

Bonfire Risk Assessment Bush Bash Festival 2023

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

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

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

Cross contamination plan, Bush Bash Festival 2023

Controls in place are as follows:

• Hand wash stations will be placed next to toilets in festival arena and campsite with soap and paper towel dispensers. They are self-contained sink units and no water is reused.

• Hot water hand wash points will be provided in the first aid tent and the hospitality tent.

• Signing advising visitors to wash their hands after coming into contact with animals, if applicable, will be placed in prominent areas around the site. There will be clear signage to water points on site.

• E.coli precaution training is given to all staff and volunteers as a general procedure at induction.

• A pre-start safety inspection will be carried out before the show opens.

• Members of staff and wardens will be regularly walking through the whole site to ensure that all signage remains in place, that soap is topped up, bins emptied, and hand wash facilities are working properly.

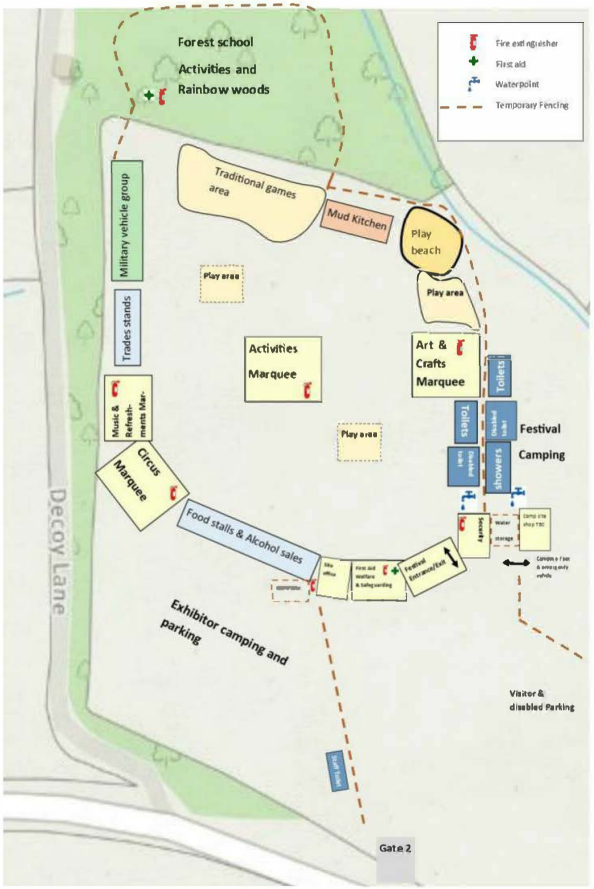
• Portable toilets and showers are cleaned at regular intervals by the service provider.

• There is a clearly defined route for visitors, which is given in the show programme (given to all visitors on arrival) and by event signage. The programme is made specifically for the event and includes health & safety information.

• Signs at the event will remind visitors about safety handwashing and that there are designated areas to eat.

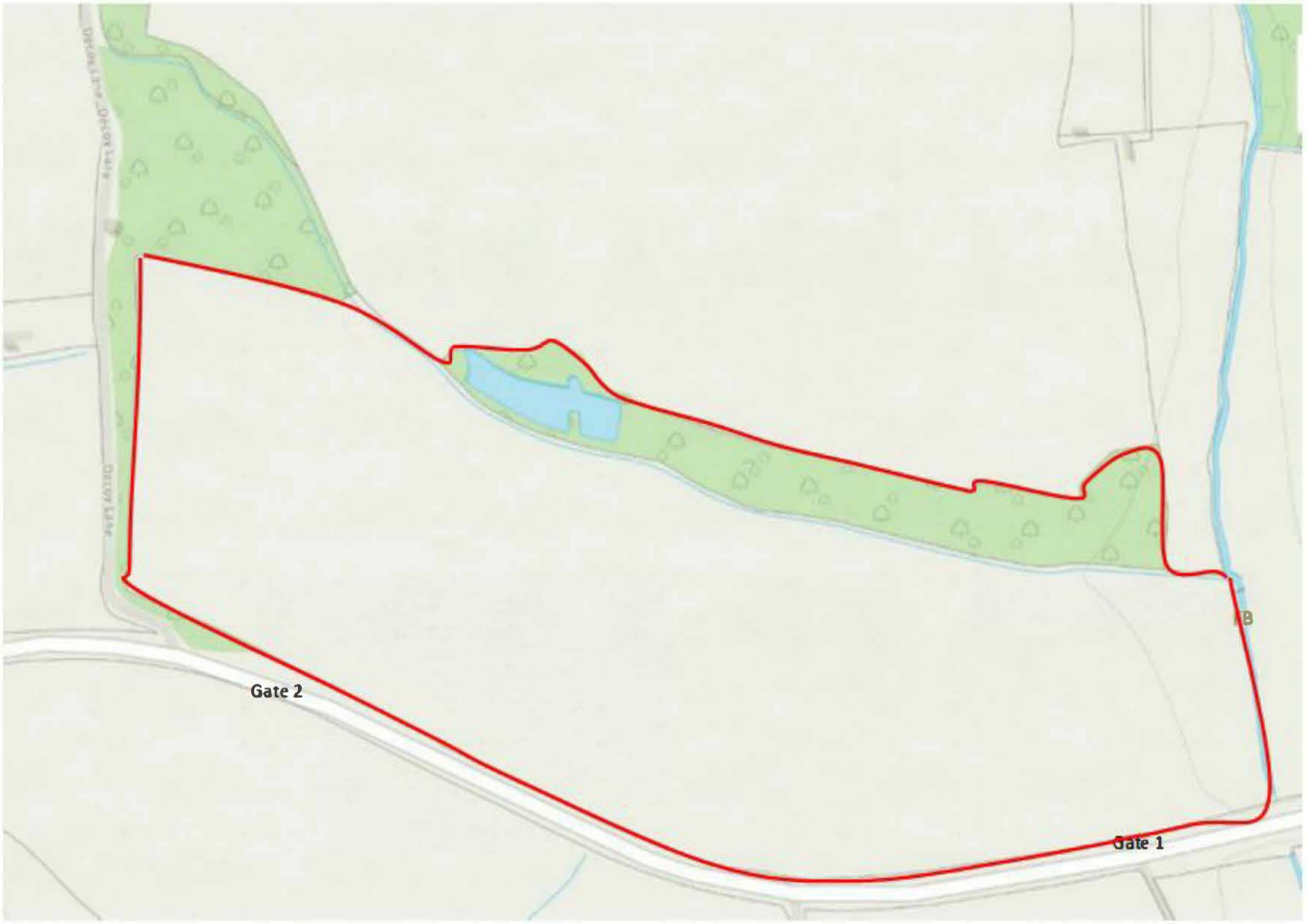
Site layout if at full capacity 3000

Festival Arena plan (19.04.23)



Local area map

Premises licence Boundary



Location of event: Wormwood Scrubs Park, London NW10

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INTRODUCTION

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

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

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

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

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

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

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

1.1 Smoke

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

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

1.2 Fire and explosion

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

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

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

1.3 Contact numbers

Events Manager number 07305850718

2. MUSTER POINTS

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

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

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

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

3.1 Minor injury

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

3.2 Injured party unable to move

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

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

3.3 Life threatening injury

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

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

5. FOUND/ LOST CHILD/VULNERABLE ADULT PROCEDURE
(See attached procedures)

6. FACILITIES MANAGEMENT RESPONSE TO DISREPAIR/COLLAPSE

6.1 Moderate damage to the fabric of the Site

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

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

6.2 Severe damage to the fabric of the Site

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

7. CHEMICAL AND SUBSTANCE SPILLAGE MANAGEMENT

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

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

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

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

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

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

9.1 Animals on site
Dogs are not allowed on site
9.2 Poisons and bait traps
No Poisons or bait traps on site

9.3 Livestock
NO Livestock on site

THE SAFE MANAGEMENT OF VEHICLES ON SITE

Vehicles driven around site, must remain within a speed limit of 1 O miles per hour and must have hazard lights on at all times with the vehicle is in motion. Mobile phones must not be used while vehicles are in motion.

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

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

9. LONE WORKING SAFE PRACTICES

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

10.AIRCRAFT EMERGENCY PLANNING

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

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

11.SITE MAP

Site plans are available in the Site Office

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

12 Event Location

The entrance is on Artilery Lane

Its National Grid Reference is GRID REF: TQ 2262 8118 • X/Y CO-ORDS: 522628, 181184 • LAT/LONG: 51.51630020,-0.23410767

13 Main Utilities

No Mains services connected to the site.

14. EMERGENCY SERVICES AND SERVICE PROVIDERS

FIRE, POLICE & AMBULANCE	Dial 999
Local Police	99 - 101 Ladbroke Rd, London W11 3PL
Fire station	242 Ladbroke Grove, London W10 5LT
Water	50,000 Ltr Water Pillow on site
Electricity	Supplied by TMS Event Services
Sandbags	Builder Centre, Chichester: 01243783267
Tree surgery	OPP Tree Surgeons: Mark E Mark: 07305 725413 Dave Clarke: 07790 736552
Environment Agency	Incident hotline 0800 807060 Flood line 0845 988 1188

17. GENERAL RISK ASSESSMENT

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

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

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

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

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

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

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

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

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

First Aid Provision Risk Calculator

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

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

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

BASH BUSH PRODUCTIONS LTD. DRUG & ALCOHOL POLICY

Bash Bush Productions Ltd. take their responsibilities seriously and therefore impose the following the Drug & Alcohol Policy across all events and functions managed by the company.
Persons must be 18 or over to purchase any alcohol.
Anyone selling alcohol must be fully trained to do so.
The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age.

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

Preventing Proxy sales of alcohol

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

Specific conditions in relation to Bush Bash Festival

Any bar selling alcohol must decant into a non-glass, environmentally friendly container before serving. Only alcohol purchased from one of the festival bars may be consumed within the festival arena.
Alcohol cannot be brought into the festival arena from the festival campsite
Alcohol purchased in the festival arena must be consumed on site must not be taken back into the festival campsite.

Drugs

Bash Bush Productions Ltd. does not condone the use of drugs.
Drugs enforcement laws are as applicable onsite as anywhere else in the UK.
It is illegal to buy, sell or take drugs.
All drugs are potentially dangerous, there are no harmless drugs.
The only way to avoid risks is not to take drugs at all. This also applies to psychoactive substances (formerly known as "legal highs").
We want our visitors to know above all else, that they can come to the medical team for help if they need it. We encourage attendees to be honest with medics and welfare teams about what they have consumed so that they know how best to help.
This is a family event therefore any person found in possession of what is believed to be an illegal substance, even in a quantity deemed for their own use, will have their details taken, the substance will be confiscated by the on site security Police will be called immediately, and any substances will be handed over to the appropriate authority.
Bringing drugs on site violates our Terms & Conditions and will result in the eviction of the person/persons involved.
Neither anti-social nor illegal behaviour will be tolerated, and participants will leave themselves liable for eviction from the site.

BUSH BASH FESTIVAL 2023
FESTIVAL COMPLAINTS PROCEDURE

The Bush Bash Festival organisers (Bash Bush Productions Ltd) take feedback seriously and aim to respond in a timely and polite manner to any complaints.

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

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

Company Director and will receive a response within 3 weeks.

We hope that most complaints can be resolved informally.

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

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

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

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

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

SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY
FOR
WILD FIELD EVENTS LTD

Introduction

Bash Bush Productions Ltd is a for-profit events management organisation registered at 3 Oaklands Grove, London W12 9DD

Bash Bush Productions Ltd is managed by the Company Director who currently has particular responsibility for safeguarding children and vulnerable adults.

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

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

For the purposes of this policy, Bash Bush Productions Ltd defines a vulnerable adult as someone aged 18 or over:

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

The risks to children and vulnerable adults

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

Safeguarding children and vulnerable adults at events / activities

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

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

At events and activities open to all ages, children under the age of 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and a mobile number of one of their parents unless terms and conditions of the event state otherwise. (Bush Bash Festival Ticket Terms and Conditions state all under 18's must be accompanied at all times).

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

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

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

Disclosure and barring

Bash Bush Productions Ltd offers the follow events or activities where children and vulnerable adults may attend.

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

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

The Management will take very seriously any allegation of impropriety on part of any member of Bash Bush Productions Ltd team. A member of Bash Bush Productions Ltd who discovers anything amiss should get in touch immediately with the company director. The team will review the allegation and the likely risk to children or vulnerable adults, and if appropriate, will consider banning the member from future events or revoking his or her employment or both, but only in full accordance with eh rules and procedures of Bash Bush Productions Ltd.

Health & Safety aspects of safeguarding children and vulnerable adults

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

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

Policy on the prevention of bullying

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

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

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

Photographing children

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

Managing behaviour, discipline and acceptable restraint.

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

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

A parent who is aggrieved by this ban may appeal to Bash Bush Productions Ltd who will hear the views of all relevant persons. The decision of Bash Bush Productions Ltd is then final. Any such appeals should be made direct to Bash Bush Productions Ltd.
Other policies
The safeguarding policies should be read together along with the following policies and resources: • Bush Bash Festival Event Management Plan • Lost child or vulnerable adults procedure • Found child vulnerable adults procedure • Staff & Voluntary DBS certificates. • Events Risk assessments. • Individual event Terms & Conditions.

This policy was drawn up by Felix Milton on 20/02/2023 and is due for review on a yearly basis.

Bash Bush Productions Ltd LOST CHILD OR VULNERABLE ADULT PROCEDURES.

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

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

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

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

Bash Bush Productions Ltd - FOUND CHILDREN/VULNERABLE ADULTS PROCEDURE.
IF A FOUND CHILD or VULNERABLE ADULT IS REPORTED TO YOU, FOLLOW THIS PROCEDURE

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

TRAFFIC MANAGEMENT PLAN (02/03/23)

BUSH BASH FESTIVAL 2023 | WORMWOOD SCRUBS PARK, LONODN, NW10

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

The priorities are to:

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

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

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

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

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

ACCESS TO BUSH BASH FESTIVAL

Bush Bash Festival is accessed via 2 gated entrances on Artillery Lane.
The Main Entrance (Gate 1) will be used by day and weekend guests.
The Exhibitor Entrance (Gate 2) will be used by all exhibitors, staff, production team, deliveries and emergency vehicles. This will be used as a backup for visitors to control queues on road if necessary. Entrance 1 will be manned during the festival opening hours and times when guests will arrive or leave the site. In addition, the Exhibitor Entrance will be manned during the set up and break down hours and have access available for emergencies vehicles at all times.
Both entrances to the field will be hardened to aid ingress and egress of vehicles.
The entrances will have sufficient signage in place which complies with the traffic regulations.
The visibility splays from the event accesses / exits will be checked and managed appropriately to ensure that there is suitable visibility.
Artillery Lane is a low-speed unlit road, therefore Bash Bush Productions Ltd plan to utilise an advisory speed limit (using yellow and black warning signs) and additional signs warning of upcoming events entrances.

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

SITE TRAFFIC RULES

- All vehicles will abide by a strict 5 mph speed limit on site
- All large production vehicles will be escorted by a steward at all times
- No vehicle movement on the festival arena site during opening hours, except for emergency and Bash Bush Productions Ltd site vehicles.
- Hazard lights will be required to be on in all areas except the public car park for moving vehicles.
- All staff will be required to wear the correct PPE for the activities they are undertaking at all times.
- All PPE must be in a clean and usable state
- If any of the above rules are broken, the staff member in question will be re-briefed and warned, any member of the public in violation will be warned.
- No Dogs will be permitted on site

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

PRODUCTION TRAFFIC

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

- 1 x Articulated lorry expected, carrying water supply and staying on site in static position until after close of event.
- During events set up (Tuesday 22nd August - Saturday 26th)
- Production traffic and deliveries will only arrive between 9am and 6pm on non-operation days and on show days will arrive between 8am and 11pm, during opening hours of the public car park. No deliveries will be expected and the majority of production traffic at this time will be artists and small-scale contractors who will arrive at Exhibitor Entrance (Gate 2) and parked adjacent to the entrance.
- All collections will operate between 9am and 6pm and all will exit out of Exhibitor Entrance (Gate 2)

ACCESS ROUTES

- Production vehicles have one main access route; until the weekend of the festival.
- Production traffic will enter through Exhibitor Entrance (Gate 2) and enter the site into the exhibitor drop off and camping area, where they will sign in at the Site Secretary tent on the map.
- During the weekend of the show, minimal lightweight remaining production traffic will be required to enter through Main Entrance (Gate 1) and enter site via the public campsite and check in with security at that point.
- Production vehicles will then exit out of (Gate 2).
- Guests: Guests with a valid camping pass can arrive from 12:00 - 22:00 on Saturday 26th August.
- Day visitors will have vehicle access to the campsite and visitor car park from 12:00 - 23:00 on Sunday 27th & Monday 28th August.
- Campers staying overnight on Monday evening must vacate the site by 00:00 (midnight) Monday 28th August Allowing Production vehicle back on site to breakdown after 12:00 on Tuesday 29th August.
- Campers needing in to leave the site from Saturday - Monday will be able to do so via the stewarded Main Exit (Gate 1)
- Camping areas and car parks will be managed by marshals directing people as well as on site event signage.
- Public vehicles have allocated parking places and should be in this area.
- Access routes and public pathways will be clearly signed and marked.

VEHICLE PASSES

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

PRE AND POST EVENT TRAFFIC

Production traffic levels are expected to be low, with the majority of the exhibitors arriving on Friday 25th August, and leaving the site at end of event breakdown on Tuesday 29th August. The earliest arrival day will be Thursday 24th August and latest departure day will be Wednesday 30th August.

SUSTAINABILITY POLICY

BASH BUSH PRODUCTIONS LTD. SUSTAINABILITY POLICY

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

Our approach is to embed sustainable management principles across all events for which it is responsible. The Company's sustainable event management principles are:

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

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

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

Collaboration & Transparency: To collaborate and build relationships with stakeholders and the general public and to ensure that all stakeholders have access to all relevant information about event operations. Legality: To meet and exceed all applicable legal and regulatory requirements in all activities.

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

Bash Bush Productions Ltd. is committed to continual improvement and will monitor its performance against agreed sustainability objectives.

What can you do to help?

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

Travelling to our events

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

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

Recycle

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

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

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

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

Use Eco Friendly products

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

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

Tell all your friends about the importance of helping us with all of this to reduce the impact Bash Bush Productions Ltd. has on the environment.

BUSH BASH FESTIVAL 2023

FIRST AID PROVISION

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

The nearest accident and emergency area is located at: 72 Du Cane Rd, London W12 0HS

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

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

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

H&S briefing meetings including medical provision information will be provided to all staff and volunteers. The first aid point will be provided with the contingency plan, event contact numbers and site plan.

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

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

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

Build-up and breakdown

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

During Festival and Campsite opening hours

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

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

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

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

First aid cover will be contracted to St Johns Medical services. Their provision will include: Medical Cover with a Response Vehicle, Shelter and all Equipment (Defib, 02, etc) for the duration. With 2 people with a sleeping duty overnight. In additional to this provision there will be a minimum of 4 additional first aiders on site during the day and an additional 'on call' campsite first aider to assist overnight. St Johns will be responsible for maintaining the medical unit, providing appropriate first aid facilities, water provision & clinical waste disposal.

BASH BUSH PRODUCTIONS LTD - CONFLICT MANAGEMENT AND EVICTION PROCEDURES

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

At Bush Bash Festival, Bash Bush Productions Ltd will use contracted SIA trained security Guards who are fully trained in dealing with conflict and practices to avoid conflict. These guard will ware BWV's when involved in ejections/hands on interaction.

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

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

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

Avoiding Conflict

Security will used to evaluate a potentially threatening situation and choose the best response of action to be carried out. The will be trained personnel who are experienced in assessing potentially hazardous situations.
All staff and volunteers are responsible for being aware of risks and potentially dangerous situations. Security guards will have been trained to evaluate and then respond professionally and decide what actions to take.

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

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

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

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

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

Persons may be liable for eviction under the following circumstances:

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

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

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

In all cases:

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

EJECTION PROCEDURE:

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

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

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

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

BUSH BASH CAMPING 26 - 28 AUGUST 2023 ** CAMPING TERMS & CONDITIONS

Thank you for your cooperation, we hope that setting these T's & C's will enable a safe and happy stay over the festival weekend. Bush Bash Festival Campsite opening/closing hours: Open: Saturday 926h August 12 noon Close: Monday 28th August 12 midnight. The Festival Campsite is located at Holly Tree Field next to the festival arena.
Camping Passes: Camping Passes must be purchased in advance and all camping pass holders must also have a valid ticket to attend at least one of the Festival dates and show this ticket on entry to the campsite along with their Bush Bash Festival Camping Pass. All tickets will be exchanged for wristbands on arrival at the entrance to the campsite. The campsite wristband will allow you 24-hour access to the campsite over the period of the festival, there will always be staff and security on site checking wristbands so please make sure you keep it on. Any persons without a wristband may be asked to leave the campsite.

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

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

Pitches: Tents should be pitched a minimum of 3 meters apart. Tents erected unreasonably close to neighbouring campers (even if camping together) may be asked to take down and moved for health and safety reasons. We're happy for groups to camp near each other but we politely ask that people are considerate and not to set up overly large "camping areas" to ensure everyone has enough room to enjoy the campsite and all have a fair amount of space. Noise levels must be kept at a minimal after 11pm as this is a festival aimed at younger families. Gazebos are permitted, however, we kindly ask that, as with tents, they are a safe distance from other campers. All under 18s must pitch with their parents/carers.

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

Eco friendly: PLEASE DO NOT BRING ANY NON-ECG-FRIENDLY WASHING PRODUCTS WITH YOU!
The organisers are committed to making Bush Bash Festival as eco-friendly as possible. One of the ways we will doing this is by providing everyone access to eco washing up liquid, eco shampoos and shower gels and eco hand wash at all our shower, washing up stations and hand wash points. This way we can be sure that the natural environment that we are using will remain damaged.

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

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

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

Wi-Fi: The festival is on a field with no fixed Wi Fi service. Please provide you own means of receiving internet access / Wi-Fi. Please make sure you top up your 5G allowance in advance. 3 Mobile tends to have a good reception onsite but cannot be guaranteed by the organisers.

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

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

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

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

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

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

Reference: PT1729881/1

Statement of Fact

For your One-Off Event Insurance

This Statement of Fact is a record of the information you have provided Protectivity when applying for, making changes to or renewing your policy. You must take reasonable care to ensure that the information you provided, contained within your Statement of Fact is accurate and complete.

Fair Presentation of Risk

You have a duty to make a fair presentation of the risk when you first take out this policy and also whenever you renew it or ask us to change your cover. You should ensure that any information you have provided to us and the content of any application form, declaration and/or Statement of Fact is accurate and complete. Please note that insurers will not be deemed to have knowledge of or to have relied on information on your website.

If you do not comply with your duty to make a fair presentation of the risk, your policy may not be valid or the policy may not cover you fully or at all.

If you fail to make a fair presentation of the risk including failing to disclose or misrepresenting a material fact, or disclosing material facts to us in a way which is not clear and accessible we may avoid this policy and refuse all claims where:

a) such failure was deliberate or reckless; or
b) we would not have entered into this policy on any terms had you made fair presentation of the risk.

If you are not sure whether certain facts are relevant please ask your insurance broker or Protectivity.

You must check all the information contained within this document immediately and tell us if any details are incorrect.

You should keep a written record (including copies of letters and emails) of any information you give Protectivity or your insurance broker.

Insurers

You will be insured by AXA XL Insurance Company UK Ltd. for all sections of this policy.

Registration and Regulatory Information

AXA XL Insurance Company UK Ltd. Registered in England and Wales No. 5328622. Registered office: 20 Gracechurch Street, London, EC3V 0BG. AXA XL Insurance Company UK Ltd. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Firm Reference Number is 423308.

Protectivity

Protectivity does not make recommendations. You will need to make your own choice as to how you wish to proceed. Protectivity does not conduct a full market analysis but will arrange your insurance under a scheme provided by AXA XL Insurance Company UK Ltd. which Protectivity have identified as being suitable for this kind of insurance.

Reference

PT1729881/1

Quick Quote

Type of Event:

Music concert (Non-Televised)

Start and End Dates of the Event:
The start date includes the point you become responsible for the venue and those attending

Start:	End:
26/08/2023	28/08/2023

I confirm that the event(s) I will be attending are taking place within the United Kingdom (including The Channel Islands & the Isle of Man)

I agree with the statement above

Public Liability

Provides cover for injury or damage to a member of the public or their property. Includes cover for damage to premises hired or rented for the purpose of your Event. Also includes legal defence costs.

Cover Level

£10 Million

Total event visitors

5000

Employers' Liability

This covers you if someone you employ is injured or falls ill as a result of their employment. We will pay for damages, expenses and claimants costs up to £10 million.

Cover Required?	Cover Level
Yes	£10 Million

How many employees, volunteers, helpers and assistants would you like to cover?

50

Cancellation, Abandonment & Postponement

Cover for your irrecoverable costs incurred as a result of the unavoidable cancellation, abandonment or postponement of the entire event for reasons beyond your control.

Cover Required?

No

Event Equipment

Provides you with cover against accidental damage, loss, or theft of equipment either owned by you, or for which you are legally liable whilst at, or in transit to the event. There is no cover for stock.

Cover Required?

No

About You

The Application form should be completed to the best of your knowledge and belief and all material facts should be disclosed (these are facts which are likely to influence the insurer's acceptance or assessment of your application). If you are in any doubt about facts considered material you should disclose them.

Event Organiser: (The person, company, members club or committee organising the event)

Bash Bush Productions Ltd

Contact Name: Felix Milton

Where are you based?

UK

Which region?

UK (excl. N.I.)

Contact Address:

53 Thorpebank Road

London

London

Contact Postcode:

W12 0PG

Email Address:

event@felixmilton.com

Telephone:

02072291677

About Your Event

Name of Event:

Bush Bash Festival

Name of Venue:

Wormwood Scrubs Park

Venue Address:

Wormwood Scrubs

Du Cane Road

London

London

Venue Postcode:

W12 0AE

Is your event taking place...

Outdoors

Will your event be taking any money

Yes

What is your event's estimated turnover

£500000

What is the total wage roll of your employees for this event?

£150000

Is your event held annually?

No

Has any organising member or committee official ever:-

1) Had any proposal for insurance cancelled, declined due to fraud or non-disclosure?

No

2) Been prosecuted or have prosecutions pending under the Health & Safety at Work Act or any other statute or regulation?

No

3) Been disqualified from being a company director?

No

4) Been censured by any Regulatory or trade body or any action taken against the company by the office of fair trading, consumer groups or alike?

No

5) Suffered any loss or have reason to believe that a previous incident may give rise to a claim under an event insurance policy?

No

Public Liability Questions

Will your event include any of the following Dangerous Activities:

- **Fire or Projectiles:**
  Involving the use of Fire (BBQ's exempted) i.e. beacons, bonfires, fireworks, fire pits, torches or lanterns, the use of pyrotechnical devices or projectiles of any sort including any archery or shooting activities.
- **Trampolines, Harness & Ropes**
  includes any activity involving the use of trampolines or any activity requiring the use of a harness or ropes to prevent falls from height.
- **Animals, Acrobatics and Stunts:**
  Circus acts or stunts, acrobatics, gymnastics or involving the riding of any animals.
- **Rides & Attractions**
  : Fairground rides or mechanical/electrical rides of any kind or any other motorised activities.

No

Bouncy Castles and Inflatable Play Equipment

Will your event include the use of bouncy castles and/or any other inflatable play equipment?

No

Will your event include any of the following:

- **Religious (weddings or other private celebrations exempted) and/or politically motivated activities?**
- **Any adult themes, controversial views or violent elements?**
- **Music or events on stage with an expected attendance in excess of 1,000 or where the duration will exceed 3 hours and/or where a licence is required but has not been obtained e.g. entertainment licencing.**
- **Participation in sporting, open water, aerial or endurance activities, exercise/obstacle courses (including mud slides, water slides, mud runs or similar).**
- **Are you intending to erect any temporary structures at the event which have dimensions in excess of 6 metres x 3 metres or exceed 3 metres in height?**
- **Besides those mentioned above, will there be any other activities that could be considered dangerous taking place, that could reasonably give rise to an injury or property damage?**

No

Will there be any part of your event(s) that is contracted out to another party? Any service, facility or activity provision for example?

Yes

Will all subcontractors involved with the event have valid Public Liability cover, of no less than £2,000,000 limit of indemnity, to cover the services they are providing and evidence of such cover retained by you for a minimum period of 3 years.

Yes

Does your event require you to obtain local authority licencing?

Yes

Will you be operating in accordance with the terms of that licence?

Yes

Do you have a documented health and safety procedures and/or risk assessments for your event(s)?

Yes

Please confirm that there will be a provision for first aid at the event.

I agree with the statement above

Employers' Liability Questions

Do you need to supply an Employer Reference Number?

Unless all of your employees are paid below the PAYE threshold, you will have been supplied an Employer Reference Number (ERN) by HMRC. Businesses are required to provide their ERN when taking out Employers' Liability insurance.

Do you need to supply an ERN?

No

Why do you not need to supply an ERN?

All employees are paid under the PAYE threshold

Declaration

I/we declare that the information disclosed in this proposal, is to the best of my/our knowledge and belief both accurate and complete. I/we have taken care not to make any misrepresentation in the disclosure of this information and understand that all information provided is relevant to the acceptance and assessment of this insurance, the terms on which it is accepted and the premium charged.

Submitting this proposal does not bind you to enter into this insurance.

We and you are entitled to choose the law that will govern this contract of insurance.

We propose English law and this will apply unless otherwise agreed.

No cover is in force until this proposal is accepted by the insurer and the premium is paid. The insurer reserves the right to decline any insurance proposal or to offer different premium and terms from those quoted dependent on the information you have provided.

I have read and accept the terms and conditions.

I agree to the declaration above

I agree with the statement above

Bibliography

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