



LAKEWAVE FESTIVAL

JULY 18TH-19TH 2020
END OF KETTON ROAD
HAMBLETON, ENGLAND

SAFETY MANAGEMENT PLAN

1. Introduction

Lakewave is a 2-day multistage music, arts and water sports festival. The proposed dates of the event to take place are the 18th and 19th July 2020.

The proposed start and finish times are as follows:

DAY 1

	Main Stage and Stage 1	Acoustic Stages
11am	-Main stage: RAYE -Stage 1: Tom Misch	-AS North: Celeste -AS South: Iyamah
12pm	-Main Stage: TBC -Stage 1: Friendly Fires	-AS North: Jamie Isaac -AS South: Lauren Rycroft
1pm	-Main Stage: TBC -Stage 1: TBC	-AS North: Rai-Elle -AS South: Daudi Matsiko
2pm	-Main Stage: TBC -Stage 1: Ms Banks	-AS North: Omo Frenchie -AS South: Ebony Frinteso
3pm	-Main Stage: The Vaccines -Stage 1: Mahalia	-AS North: Jono McCleery -AS South: Kojey Radical
4pm	-Main Stage: Corinne Bailey Rae -Stage 1: Sinéad Harnett	-AS North: Nao -AS South: Flohio
5pm	-Main Stage: Mura Masa -Stage 1: Speakman Sound	<i>AC STAGE CLOSE and WATERSPORTS CLOSE</i>
6pm	-Main Stage: TBC -Stage 1: TBC	<i>CHANGEOVER</i>
7pm	-Main stage: IAMDDDB -Stage 1: TBC	<i>CHANGEOVER</i>
8pm	-Main stage: Ben Howard -Stage 1: TBC	<i>CHANGEOVER</i>
9pm	-Main stage: Ella Mai -Stage 1: TBC	<i>CHANGEOVER</i>
10pm	<i>ALL STAGES CLOSE</i>	AC Stages Re-open for late night comedy
11pm		-AS North: James Acaster -AS South: Richard Todd
12am		-AS North: Scott Bennett -AS South: Lauren Pattison

12:45am		ALL AC STAGES CLOSED
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DAY 2

12pm	-Main Stage: TBC -Stage 1: Yungblud	-AS North: TBC -AS South: Kara Marni
1pm	-Main Stage: TBC -Stage 1: Jessie Ware	-AS North: Sharky -AS South: Paige Lihya
2pm	-Main Stage: TBC -Stage 1: SBTRKT + Sampha	-AS North: Hollie Haines -AS South: Louis Berry
3pm	-Main Stage: TBC -Stage 1: TBC	-AS North: Bryde -AS South: Wildwood Kin
4pm	-Main Stage: alt-J -Stage 1: Loyle Carner	TBC
5pm	-Main Stage: TBC -Stage 1: AlunaGeorge	<i>AC STAGES CLOSE and WATERSPORTS CLOSE</i>
6pm	-Main Stage: Lianne La Havas -Stage 1: Tiggs Da Author	<i>CHANGEOVER</i>
7pm	-Main Stage: Jorja Smith -Stage 1: Kojo Funds	<i>CHANGEOVER</i>
8pm	-Main Stage: Rag'n' Bone Man -Stage 1: TBC	<i>CHANGEOVER</i>
9pm	-Main stage: Sigala -Stage 1: TBC	<i>CHANGEOVER</i>
10pm	<i>ALL STAGES CLOSE</i>	AC Stages Re-open for late night comedy
11pm		-AS North: Diane Spencer -AS South: Ed Byrne
12am		-AS North: Sindhu Vee -AS South: Katherine Ryan
12:45am		ALL AC STAGES CLOSED

1.2 Location

Hambleton is a village in Rutland, situated in the East Midlands in England. The village is closed off on three sides by water and the area known as the Hambleton Peninsula. The event will be situated close to Rutland Water camping site, situated on Armley Lodge farm. The concert layout and build schedule will open availability of the park to artists and crew on both event days. Special circulation routes on concert days shall be provided and disruption to the area will be minimized.

1.3 Liaison with local residents and councils

Effective communication will be undertaken with local residents via local associations and councils. This shall be provided throughout the planning process, as well as during and post event.

Meetings include:

- **Rutland resident association**
- **Rutland county council**
- **Barleythorpe Parish council**
- **Barrow Parish council**
- **Belton in Rutland Parish council**
- **Leicestershire & Rutland Wildlife trust**
- **Rutland Water Nature reserve**

1.4 Organization and Staff

Event Controller- Callum Watts

Deputy Event Controllers- Steffi Stroker and Cat Pereira

The following responsibilities include:

- Having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner
- Being involved in important meetings with relevant agencies and councils
- Providing adequate personnel for the event
- remaining at the central room at all times
- Preparing a post event meeting and to prepare a debriefing report

Event Safety coordinator- TBC

The following responsibilities include:

- reporting directly to the event controller/ deputy of any situation
- Be present on site during the building period to make sure that everything is carried out according to agreed specifications
- Collecting health and safety information prior and during the event
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- pay particular attention to the pit area immediately in front of the stage
- take any necessary action to alleviate any perceived risks

Site manager- TBC

Medical coordinator- TBC

Security coordinator- TBC

Technical production- TBC

Backstage Manager- TBC

2. Safety Strategy

2.1 Site Suitability

The management of the site plan takes into account:

- The entertainment
- Location
- Size
- Duration
- Access of pedestrians
- Vehicles
- Crew and emergency services
- Noise sensitive areas
- Infrastructure
- General ground conditions

A Noise Management plan, site map, fire and risk assessment are provided as an appendix. An external access for Emergency services and the public has been discussed as it states on the site map provided. This will be further discussed with the councils, including the addition of temporary roadway to improve the routes on the site.

2.1 Site Occupancy Capacity

A draft site map will be provided as an appendix. The occupant capacity is yet to be determined on the basis of the available site area. The event controllers and site manager will be making regular visits to the site prior to the event to ensure that the safe holding capacity is carefully calculated.

2.2 Exit Capacity from audience area/ outside site

The event area will be enclosed by security fencing. The aggregate flow capacity of the emergency exits is yet to be determined and it's currently in discussion.

3. Traffic management

It is important that attendees access the site as quickly and as safely as possible. It is also vital to ensure people's safety in relation to regular road users and maintain high access for Emergency services and production. In order to ease traffic, the use of public transport will be encouraged, but also due to Lakewave being a festival in support of the environment.

In order to manage the crowd and increase safety, camping will be open a day prior to the start of the event, where attendees will be able to settle. The food village will be open to attendees to purchase food and non-alcoholic drinks.

3.1 Car Parking

Car parking will be open on July 17th from 10am for early arrivals . There will be a £20 charge for the whole weekend.

Disabled attendees will be able to apply for disabled parking when booking their tickets. A special wristband will be provided at the arrival of the site. Attendees should bring their own disabled parking badge to the site.

3.2 Shuttle Buses

A shuttle bus will be provided at the local train station by the festival to attendees who take public transport.

Attendees must pre-book this service which will be available at www.lakewave.co.uk . A ticket must be provided while boarding the shuttle-bus.

3.3 Access

Signage will be supplied throughout the routes as well as a lighting plan.

Stewarding will also be provided.

Info on routes is yet to be supplied and further studied.

4. On site traffic plan

The main objective is to identify hazards posed by moving traffic on site.

Mechanisms will be established in order to reduce the potential of vehicle movements. This will include:

- Identify vehicles
- Identify level of risks*
- Monitoring access routes

* Appendix

5. Entry to site

This is a 18+ event and public admission by ticket only. These will be scanned electronically to calculate the number of people on site.

Tickets will be sold through Ticketmaster or through www.lakewave.co.uk . On site tickets will be available at the event's box office in case if the event hasn't sold out.

Attendees will be given a wristband on entrance. This wristband must be worn on site and shown to any steward or security that requests it. Attendees will be allowed to leave the site, however re-admission will not be permitted if ticket has been scanned but the attendee does not possess a wristband.

6. Disabled spectators

The event managers will be consulting with the local councils in regards to facilitating those with disabilities and we hope to have the council's resources and support, to ensure a pleasant festival experience for all.

7. Stewarding and site security

The event managers will work closely with experienced security companies based in the area:

- Envisage Promotions
- Live recruitment
- Titan Security
- Safe As

The event will have security coordinators present who will monitor security and stewarding contractors. Relevant staff will be trained and they will be placed near the stages, entrances and camping areas and be efficient to attendees in case help is needed. An off-site coordinator will also be provided.

8. Crowd management

On entrance, a queuing system will be established by barriers to make sure attendees get on site safely and in an organised manner, in order to avoid overcrowding.

Security and stewards will check tickets electronically as well as making searches on each attendee. If a ticket is not being properly scanned, the attendee will be guided into the box office to have this issue sorted. Stewards will be positioned for this purpose.

Searches will be taken place to make sure attendees are not carrying any objects that would be considered hazardous and harmful, which could put people on-site at risk.

9. Noise management

A detailed Noise management plan will be provided as an appendix. A sound management consultant will be present on site throughout the duration of the festival. The consultant shall monitor noise levels and ensure these are not exceeded. Local authorities will also have access to the monitoring results. The consultant will also liaise with officers from Rutland Council as well as Lakewave's event managers in order to carry out the sound control duties, such as:

- Sound level of mixer
- Sound level meter
- Sound management for louder acts
- Disposable hearing protection (make staff aware of its availability)
- Appropriate signage provided at the festival's entrance

Important points that shall be monitored are:

- Points of control
- Monitoring locations
- Performance systems
- Briefing of sound personnel
- Records of sound measurement
- Records of any complaints
- Procedures to be taken regards to excessive noise
- Communication amongst staff

10. Fire precautions and safety measures

The level of provision of fire fighting equipment will be agreed in advance of the event. A competent provider will be providing both fire equipment as well as a service engineer. A fire risk assessment will be found as an appendix.

10.1 Fire equipment

Fire extinguishers will be provided of all stages, emergency exits, mixing desks as well as backstage areas. These will be checked by the safety team prior to the opening of the festival.

10.2 Fire reporting procedure

All staff on site will be advised of possible fire hazards. They will also be aware of the procedures put in place. There will be a briefing on each working location and staff will be trained to use the first aid fire fighting equipment.

A fire watch standing team will be on duty at all times and they will be responsible for responding to all incidents that take place.

11. Stage area

Stage barriers will be provided in all stages and stewards and security will be positioned and ready to help any attendee. CCTV will also be positioned in order of the event managers to monitor and a supervisor will be allocated to each stage and provide continuous feedback. .

A contingency plan will be put into place in case of overcrowding.

12. Lake area

Lifeguards will be positioned near the lake and monitor activities. Festival attendees will be asked to wear life vests at all times when taking part on the water sports activities provided by the festival. Stewards and security will also be allocated to the areas nearby the lake and provide continuous feedback.

12. Exit routes/ Emergency exists

All exists and escape routes will be available throughout the entire festival and it shall be clear of any obstructions and hazards. Stewards and security will have the responsibility to keep exists clear and control the crowd from any obstruction. All queuing barriers will be removed and guidance to the exits will be provided though signs and lit exits. These will be available on stage areas, food villages and campsites.

An evaluation holding point will be designated a required. *

* fire risk assessment on appendix

13. Medical facilities and first aid

There will be an on-site medical provision in order to diminish strain on local resources. This shall include:

- Main medical centre for serious injuries
- First aid post
- Ambulance location

A medical coordinator will be present on site at all times until stood down by the event controller. His responsibilities will include:

- report to event controllers
- Liaise with medical services
- Address any issues in service levels
- Ensure all staff cooperates within their qualifications
- regular monitoring of medical activities
- Ensure all medical records are collected
- Conduct pre-event briefings with the team
- Submit report on medical activities within a month post event

1.4 Environmental Monitoring

The event organisers will hire a competent and experienced contractor and appoint them to carry out waste management. The contractor will also complete a full clean up of the Festival site, and all the litter will be removed and taken to a recycling facility where applied.

This Festival will have as an objective to deliver the least environmental impact as possible. Actions taken include:

- Controlling the disposal and built up of litter
- Keeping a standard of sanitary facilities
- Noise levels
- Being vigilant of crowd built ups
- Controlling traffic congestion
- Minimise damage to the ground

