

Live Music & Event Management

Event and Safety Management Plan Portfolio

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EVENT SAFETY MANAGEMENT PLAN

Version 1.0

This document may undergo changes throughout the preproduction period depending on comments from suppliers, performers, advertisers, authorities and stakeholders.

BORDERLESS

DUA LIPA ANGELE

LARKINS DAFT PUNK

YEARS & YEARS AYA NAKAMURA

FREYA RIDINGS GAVIN JAMES JACK

VENDREDI SUR MER DAVE OPAL SKIES YSEULT

BETH TWST FLORE LOCKIE XO ZAZ POMME

CLAIRE LAFFUT SAINTE CYRA GWYNETH JOSIET

FREE CADELLS GORGI JANET FLUFF JOHN TRESTE

LOVELUX JEANO GORGIO TORAPI CANTO

WHATEVER GEORGIA JESSICA TOWN LOLA

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1. Introduction

This is the current (1.0) Event and Safety Management Plan written for Borderless Festival. This document follows the guidelines of the Purple Guide (2017). Appendices are used to reinforce and complete this record.

The document's purpose is to create a plan of action for a successful and safe delivery of Borderless festival.

2. Planning and Management

2.1. Event Summary

2.1.1 Borderless Festival is organised by FLOduction Ltd.

2.1.2 The festival is a two day event taking place in Gloucester. It unites artists that have been vocal about the effect of Brexit on the music industry.

2.1.3. Borderless Festival show days are the 25th and 26th of July 2020.

2.1.4 The camping premises will open on the Friday 24th at 14:00hrs and will close on the Monday 27th at 12:00hrs .

2.1.4 The site will not exceed 3300 people. Borderless is a ticket only event with a limit of 3000 ticket holders. There will be 300 volunteers and staff, as well as guests, artists and musicians and contractors.

2.1.5 The entertainment will be available designated over 3 stages, various caterers and 4 bars serving non-alcoholic and alcoholic beverages will also be thoughtfully placed throughout the festival.

2.1.6 Location:

Hollow Farm
Elmore Ln W
Elmore
Gloucester
GL2 3SG

2.1.7 Contact:

P: 07970 274 753

E: helen@hollowfarm.co.uk

Hollow Farm is a land to hire. Premise License Application in **Appendix A.**

2.1.8 Event Schedule:

Saturday	Doors open	12:00
	Music Stops	23:45
	Food and Bar	00:00
	Doors close	01:00
Sunday	Doors open	12:00
	Food and Bar	23:15
	Music Stops	23:30
	Doors close	00:00

2.2 Audience Profile

2.2.1 Borderless Festival is aimed at a crowd aged 18-40.

2.2.2 The age limit for the festival is 16 year old.

2.2.3 We estimate a 50:50 split between men and women. This may vary depending on the line up.

2.3 Acts2.3.1 Main Stage:

Saturday 25th:

Cyra Gwyneth
 Jack
 Freya Ridings
 Larkins
 TWST
 Years & Years
 Angele

Sunday 26th

Pomme
 BETH
 Sainte
 Claire Laffut
 Gavin James
 Daft Punk
 Dua Lipa

2.3.2 BLUE Stage

Saturday 25th:

Vendredi Sur Mer
DAVE
Opal Skies
Free Cadells
JOSIE T
YSEULT

Sunday 26th:

Gorgi
Janet
Lockie XO
Whatever Georgia
Aya Nakamura

2.3.3 Yellow Stage

Saturday 25th:

Zaz
LOVELUX
Fluff
Canto
LOLA

Sunday 26th:

John Treste
Gorgio Torapi
Jeano
Jessica Town

2.4 Roles and Responsibilities

The roles and responsibilities of the festival were divided using the gold, silver and bronze command structure. The College of Policing (2020) explains that “It allows processes to be established that facilitate the flow of information, and ensures that decisions are communicated effectively.”

2.4.1 Event Organisers – Flo Morrison and Beth Barbay

- “Event Organisers are responsible for planning and co-ordinating events.” (CFA, 2020)
- The event organisers supervise the licensing, contractors, public safety and catering.
- They ensure there are sufficient resources available to guarantee a safe event.
- They oversee that all information about the planning of the festival is made available to the relevant bodies such as local authorities.
- They guarantee the presence of contingency and emergency plans and will enact those if required.
- Assist the Operations Manager and Event Safety Officer.
- Event Organisers insure plans are in place to guarantee the site will be left in its original condition.

2.4.2 Deputy Event Manager & Event Production Manager – Harry Eaton and Stella Forrey

- “Act as the Head of Operations, including assuming overall control alongside the Production Manager if the Event Organisers are absent from site at any time.” (2016)
- Oversees the overall management of the event.
- Co-ordinates “the management teams for site and stage production, security and gates and all other operational services and suppliers key to the safe running of the event.” (2012)
- “Assume overall responsibility for site operations, including the marking out of site, arrangement of exhibitors, stands, stage etc.” (2016)
- The Managers will be on site during the event.

2.4.3 Operations Managers

–

Fergus Collins

- Acts as first port of call “for external agencies during the planning stages of the event.” (2016)
- They offer recommendations to the Event Organisers on concerns relating to the Health and Safety of staff, contractors and ticket holders.
- Insure the advancement of appropriate emergency and contingency plans.
- The Operations and Safety Managers assemble appropriate risk assessments.
- They conduct risk assessment prior to, during and after the festival. This includes obtaining Completion Certificates and Sing-offs.
- “Take such actions as deemed necessary to ensure compliance with statutory Health and Safety duties.” (2016)
- They keep information of accidents and incidents and ensure they are accordingly reported, logged and investigated. (as required under RIDDOR).

2.4.4 Site Manager

–

Zita Wiatr

- The Site Manager works under the instruction of the Production and Operation Manager
- They communicate with all the contractors.
- Guarantee that all employees work safely whilst submitting risk assessments and method statements.
- They aid the security team.
- In case of an accident, the Site Manager meets the emergency services at the site.

2.4.5 Safety Officer

–

Emilio Jones

- The Safety Officer communicates with the contractors and health and safety application force, prior, during and after the event.
- They inspect the risk assessment, safety method statements, approve certificates for installations, electrical supplies, etc.
- Prepare and inspect safety rules and ensure all contractors on site have all the information available.
- The Safety Officer responds to major accidents.

The risk assessment is available in **Appendix B**

2.4.6 Stage Managers

- All three stages have a dedicated manager for artist communication, production and stage managing.
- Responsible for a smooth running of the show.
- They are for communicating emergency messages to the audience.

2.4.7 Head Of Security

–

Thomas Griffiths (FGH Security)

The security team will be provided by FGH Security.

- The Head of Security helps to develop the crowd safety plan and ensures the local authority, stakeholders and the Police are satisfied.
- Responsible for crowd management and ensuring that all employees are properly informed.
- They ensure that all incidents are reported to the Event Organisers.

2.4.8 Medical Manager

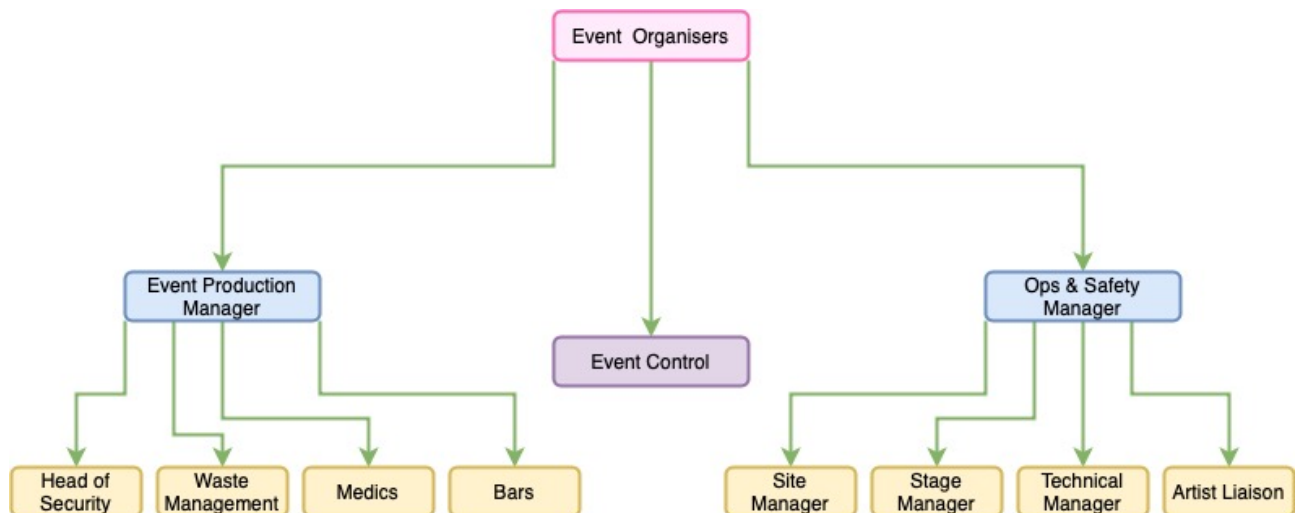
–

David Rock (FestiMed)

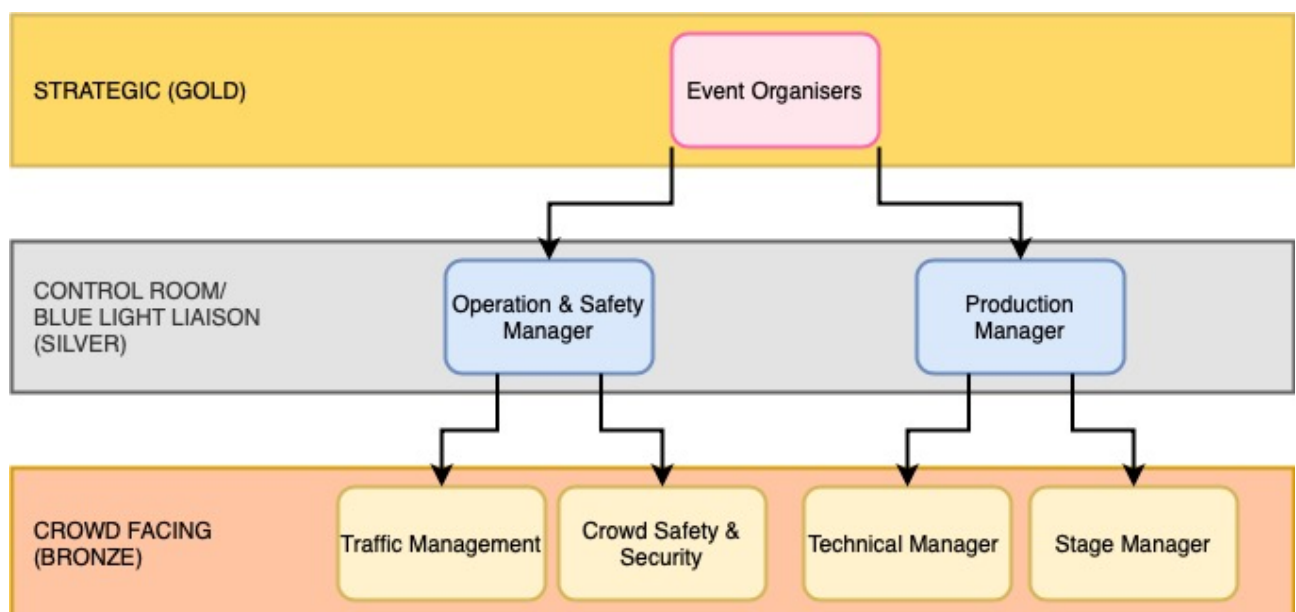
The medical team will be provided by FestiMed

- The Medical team is in charge of providing medical services, first aid and ambulances.
- They are responsible for smooth communication between the ambulance and the Emergency Department in case of emergency.

Event Management Structure



Emergency Management Structure



3. Venue and Site Design

3.1 Borderless Festival is held on Hollow Farm's land. The land is accessible via the M40 and M5 or A40.

3.2 The Borderless Festival site has been constructed taking into consideration crowd movements, emergency plans, queueing times, emergency transportation access, traffic management and capacities.

3.3 There are two entry points to the site; one in between campsite A and campsite B one near the Hollow Farm Livery. The site maps are available in **Appendix C**.

3.4 The two entry points serve as exits. In cases of emergency, there are two additional exit lanes.

3.5 Entrance and exit points will be overseen by trained stewards and security guards.

3.6 The festival ground is surrounded by steel shield fencing, installed by Festival Fencing Ltd.

3.7 The land is equipped with other infrastructures counting medical tents, power outlets, water points, food stalls, bars and lavatories.

3.8 The closest Hospital to Borderless Festival is Gloucester Royal Hospital, Great Western Road, Gloucester, GL1 3NN.

3.9 The closest Fire and Rescue station is Gloucestershire Fire & Rescue Service, Waterwells Dr, Gloucester, GL2 2AX. Gloucester Police Station is situated Bearland, Gloucester, GL1 2JP.

4. Resilience Activities

4.1.Contingency Plan

4.1.1 A festival Contingency Plan has been written up by the Event Organisers, The Event Production Manager and the Head of Security and is available to view in **Appendix D**.

4.1.2 Site walks take place prior to the start of the event on July 24th at 16:00hrs and on July 25th at 11:00hrs.

4.2. Show Stop Procedure

4.2.1 "A show stop involves the rapid and controlled interruption of a performance in order to prevent risk to life of a tangible or intangible situation. " (Crowd Safety, 2020)

4.2.2 The aim of the Show Stop Procedure is to lessen the "Audience Pre-Movement Time" (Crowd Safety) and therefore increase the safety of the audience.

People permitted to authorise the Show Stop Procedure:

- | | |
|----------------------|---------------------------------|
| - Event Organisers | Flo Morrison and Beth Barbay |
| - Production Manager | Stella Forrey |
| - Ops Manager | Fergus Collins |
| - Safety Officer | Emilio Jones |
| - Head of Security | Thomas Griffiths (FGH Security) |
| - Stage Managers | TBC |

In the situation of a Show Stop, the instructions will be transmitted to the audience by means of 'Voice of God'.

5. Medical Services

The Emergency Medical Plan is available in **Appendix E**.

5.1. Local Emergency Service

The nearest hospital to the venue is:

Address:

Gloucestershire Royal Hospital

Great Western Road

Gloucester

GL1 3NN

Phone Number:

0300 422 2222

5.2. Medical Coverage

5.2.1 To calculate the medical coverage, the following aspects were considered

- Crowd Size
- Type of the event
- Type of the crowd
- Length of the festival
- Weather factors
- The proximity of the medical services to the festival
- The extent of risks as specified in the Risk Assessment Plan
- Availability of first aiders as mentioned in the Purple Guide (2017) (HSEG65)

5.2.2 The Event Organiser will guarantee an appropriate amount of medically trained staff to manage:

- Medical problems
- Support medical help to both the audience and the crew in their allocated area.
- To help recognise the different severities of injuries and assist to them.
- To help organise ambulance services and their arrival and exit of the site.

5.2.3 A medical tent will be on-site with an appropriate amount of first aiders. This will be exhibited on the plan.

5.2.4 The medical team will have its own radio frequency.

5.2.5 All patients will have a record, which will cover the actions undertaken by the medical manager. These will be kept securely as they might be necessary at a later date as mentioned in RIDDOR 1995. (Reporting Injuries, Diseases and Dangerous Occurrences Regulations)

6. Communications

6.1. All communication on-site will be done by means of multi-channel radios.

6.2 There will be landlines available on-site (Medical tent, Event Control near the three stages) in case mobile networks are overloaded.

6.3 Headsets will be worn by stage managers to guarantee that they can hear and understand radio messages in high noise areas.

6.5 The radio channels available at the festival are the following:

Department	Channel
Medical	1
Event Control	2
Noise Management	3
Site Management	4
Security Team	5
Production	6

6.6 Every crew member equipped with a radio will also have a gridded site plan to help explain certain events' locations.

6.7 The following table provides contact numbers for the various organisations:

Department	Number
Medical	0734 678 8787
Event Control	0789 675 7654
Stage Production	0745 678 2131
Police	0798 947 6381
Security Team	0799 651 7643
Production	0713 953 7890

7. Traffic Management

There are three different phases:

- The build and take down
- Entering the festival
- Exiting the festival

7.1. Build and take down phase

7.1.1 During the building and take down phases, all vehicles must enter the site through Brook Street and Elmore Lane.

7.2. Entering the Festival

7.2.1 Brook Street's entrance will be closed from Friday, the 24th of July 11:00hrs to Monday, the 27th of July 11:00hrs.

7.2.2 All vehicles must enter via Elmore Lane during the mentioned hours.

7.2.3 Within those hours, no vehicles will be allowed on the site beyond the Production area.

7.3. Exiting the Festival

7.3.1 To ensure that the audience is directed towards the Elmore Lane exit, Production Gates will be shut for an hour after the end of the festival.

7.4 Stewards

7.4.1 Stewards will be equipped with appropriate clothing (Hi-Visibility vests) to notify the vehicles of their respective roles.

7.4.2 Parking staff and traffic stewards will be on-site to help manage guest and artist vehicles.

7.5 Road Planning

7.5.1 Most roads surrounding the festival site are small country roads, therefore, stewards and road signage will have to direct the vehicles to Longley Road and Elmore Lane. This will minimise traffic and lessen local residents' disturbance.

7.5.2 The road signs will be on Elmore Lane, Merlin Drive, School Lane, Chatter Street and Bristol Road. The signage will help guide the audience towards the festival site, parking and campsite. There will be signs such as "No Access" which will help ensure that vehicles stay on the main routes.

7.5.3 Road signs will be placed in agreement to the Traffic Signs Regulation. They will be placed strategically as to not obstruct the footpaths.

7.5.4 A limit of 30MPH speed limit is to be implemented to ensure the safety of the traffic.

8. Working At Height

From the build up to the take down phases, suitable and experienced staff might be working at height. To ensure security of the highest level, this will be assessed daily.

The Risk Assessment is available to view in **Appendix B**.

9. Demountable Structure

9.1 Risks

9.1.1 All demountable structures play a big role in the event's safety.

9.1.2 The technical information for each structure will be transmitted as a separate document and will be kept at Event Control.

9.1.3 The contractor and a third party engineer will have to sign off the temporary structures once they are installed. The deadline for the sign off is Friday 24th of July at 17:00hrs.

9.2 Large Marquees

9.2.1 The marquees' contractors will be required to transfer safety documentation (e.g. Fire Retardant Certification in agreement with the British Standard Fire Regulations BS5438) to the Health and Safety Officer.

9.2.2 The Health and Safety Officer is required to examine the insurance of the contractor using lifting equipment. The equipment must be in agreement with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

9.3 Small Marquees and Gazebos

9.3.1 Smaller marquees or gazebos are required to have fire safety information. Any structure not conforming to the Health and Safety rules will be removed from the site.

Below is a table of the updated supplier's details:

Structure	Description	Supplier	Contact Number	
Mais Stage	12m Orbit	Serious Stages	01749 899 188	
Blue Stage	Milos MR1T	UK Festival Stage Hire	0203 371 9989	
Yellow Stage	Milos MR1T	UK Festival Stage Hire	0203 371 9989	
Yellow Stage Tent	12m to 20m	Festival Marquee	07706 565 550	Requires an extra 2m on all sides for guy ropes and stakes.
Bars	Small Marquees	UK Marquee Hire	01442 731 739	
Service Tents	Medium Marquees	UK Marquee Hire	01442 731 739	

10. Barriers and Fencing

All barriers will be inspected by a Borderless engineer and will require a sign off.

10.1 Enclosure

10.1.1 Borderless Festival is a ticketed event.

10.1.2 The event has security fencing around the festival's perimeter.

10.2 Stage Barriers

10.2.1 Pit/Mojo Barriers will be installed in areas where crowd focus will be anticipated.

10.2.2 The barriers will be installed at all the stages.

10.2.3 Barriers will be installed by experienced and suitable contractors.

10.3 Restricted Areas

10.3.1 Restricted areas (e.g. areas behind bars and stages) will be the Head of Security's responsibility.

The following table shows the current supplier's informations:

Structure	Description	Supplier	Contact Number
Enclosure	Mesh Fence	Live Trakway	08700 76 76 76
Stage Barriers	Pit Barriers	Pro Productions	01386 871901

11. Fire Safety

The following section showcases actions undertaken to assure the safety of people attending the festival.

11.1 Festival Capacity

11.1.1 The festival site has been conceived ensuring there is enough space.

11.1.2 The available space of the festival site (excluding parking and campsites) is 5 acres or 20.000 m². This holds a capacity of 10.000 people. (minimum provision of 0.5m²/person)

11.1.3 The festival has 2 main 4m exits and 2 x 4m emergency exits.

Using the calculation of 80ppl/min/meter we can conclude that it would take under three minutes to evacuate the audience.

$$\rightarrow 3000:80: (4 \times 4) = 2.34$$

11.2 Campsites

11.2.1 The campsite provided will have an abundance of space to ensure that tents will not be pitched too close together.

11.2.2 In the case of tents being too close, stewards will advise campers to place their tents elsewhere.

11.2.3 The campsite will be equipped with multiple 'no camping' lanes. These will be guarded by stewards and security crew.

11.3 Campfires and BBQ

11.3.1 Campfires and BBQ's are prohibited on the festival site, campsite and carpark.

11.4 Smoking

11.4.1 Smoking is permitted on-site except in the areas where the 'No Smoking Sign' is displayed.

11.5 Equipment

11.5.1 The following table displays the equipment and where it will be available:

11.5.2 The equipment is in agreement with the EU Standard BS EN3 about water and CO2 extinguishers.

Place	Water	CO2	Blankets
Catering	2	1	1
Main Stage	1	4	2
FOH Main Stage		2	
Blue Stage	1	4	1
FOH Blue Stage		2	
Yellow Stage	1	4	1
FOH Yellow Stage		2	
Bars	4	4	4
Concessions (minus what their provisions)	3	1	3
Medical Tent	1	1	
Info Point	1		
Artist Tent	1	1	
Event Control	1	1	
Production Tents	2	1	1
Security	1	1	
Toilet Blocks	5		
Entrance	2		
Exits	7		
Spares	6	5	5
Total	39	34	18

12. Electricity and Lighting

Borderless' power supply will combine provisional and mains supply. They mains will be approved prior to use.

12.1 Provisional Supply

12.1.1 The Electrical Contractor will sign off all generators.

12.1.2 They will guarantee that the installation is in agreement with the Code of Practice and Design for Electrical supplies (BS7909:1998). (NBS, 1998)

12.1.3 The Electrical Contractor will have to sign off all temporary supplies. The supplies that cannot be signed off, will be removed from the site.

12.1.4 Generators will be kept separated from the public and fenced.

12.2 Lighting

12.2.1 Borderless will be lit with lighting towers (with integrated generators) and suspended low voltage lighting.

12.2.2 The location's lighting has been thought-out with the aim of making access safe and accessible.

12.2.3 The exits and toilet areas are especially well lit.

12.2.4 Lighting towers will be available on-site to ensure an abundance of emergency lighting.

13. Crowd Management

13.1 Objectives

13.1.1 'Crowd management is the organised and substantiated planning and the direction given to the orderly progress of events where large groups of people gather together.' (Heras, 2020)

13.1.2 To guarantee the highest level of safety, Borderless Festival will tackle Crowd Management in agreement with the Event Safety Guide (Purple Guide, 2017) and Managing Crowds Safely.

13.1.3 As mentioned in the Festival Capacity (Section 11.1), the festival could be evacuated in less than 3 minutes.

13.2 Standard Crowd Management

13.2.1 The Main entrance will be controlled by stewards and security crew to monitor the amount of people on-site at all time.

13.2.1 The Head of Security, in conjunction with the Event Producing Manager will undertake the Crowd Movement. Their roles are the following:

- Guarantee that there are no overcrowding at any time in any part of the festival.
- Attempt to achieve an even flow of the public. This will be reinforced by timing the slots accordingly.
- Be extra vigilant near ingress and egress points.
- Be extra vigilant of overcrowding near the stage and around queuing areas.
- Ensuring that ingress and egress paths are clear.
- Direct the security and stewarding crew.

13.3 Crowd Management in the Event of an Evacuation

See Contingency Plan in **Appendix D**.

14. Special Effects, Pyrotechnics and Fireworks

At this moment in time, there are no special effects planned.

If this is to change, it will be updated in the next version of this ESMP.

15. Amusements

15.1 As this is a music festival, the focus will be on the music. That being said, the Market is an area of the festival reserved for small stalls including clothing, jewellery, food etc.

15.2 All stalls will be monitored by the Health and Safety Officer.

15.3 All businesses are required to turn in appropriate certification. If a business fails to do so, it will not be allowed on-site.

15.4 Health and Safety instructions are available on request.

15.5 Bars and stalls serving alcohol must only serve to people wearing the over 18 wristband.

15.6 Bar crew will be educated on the relevant licensing laws such as not serving alcohol to drunk people.

15.7 There will not be any fairground rides at Borderless Festival.

16. Waste and Litter Management

16.1 Borderless Festival will collaborate with Green Box Events to ensure a cleaner and more ecological way of enjoying music.

16.2 Green Box Events is a company working on events from 3500-200 000 people. They work on smaller events in the regions of Gloucester and Bristol. They work with volunteers.

16.3 A scheme is put in place to encourage the audience to pick up litter in exchange for free beverage tickets.

Waste Management Schedule is available to consult in **Appendix F**.

17. Noise Management

17.1 Organisation

17.1.1 A Noise Management Plan will be supplied by PF Events.

17.1.2 The design and positioning of the site has been done depending on the locations sensitive to noise.

17.1.3 The organisation team has been in communication with the council in order to discuss noise curfew.

17.1.4 On top of the event hours, a 4 hour window on Friday 24th of July has been cleared for soundcheck. This window is from 14:00 to 18:00.

17.1.5 A PF Events appointee will be available on-site at all time.

17.2 Audience

17.2.1 To protect the audience and avoid exposure to harmful noise levels, the following measures have been put in place:

- Directional speakers will be used to dull noise nuisance.
- Each stage will have its own boundary sound level to guarantee there are no unusually loud levels that have not been identified.
- Speakers will be surrounded by fences to distance the crowd from the noise source.
- To insure the local residents and businesses are content, the Event Organisers have met with the council to obtain a phone number where they can voice their complaints. The phone number is 0867 667 66 67

17.3 Crew

HSE's (2008) 'Sound advice: Control of noise at work in music and entertainment' explains that it is the Event Organisers' responsibility to protect the health of the workers, this includes noise damage. To reduce risk of harm to be caused, the following measures have been put in place:

- The crew working in the stage, pit and FOH areas are obliged to wear hearing protections. These areas are named 'hearing protection zones'. Only authorised personnel is allowed to enter.
- Workers in the hearing protection zones will be given frequent breaks to avoid prolonged exposure.
- The medical tent, concessions stalls and market area are strategically placed and are therefore not sited in in the high risk zones.
- The noise levels will be continually measured throughout the event to guarantee that it will not exceed the levels set in the license.
- The instruments on stage will be set in such a way that the instruments having the highest noise output are placed at the back of the stage. This is to lessen the level of exposure to the pit workers.
- The sound check will happen with the least amount of people present. Additionally, it will be kept as short as possible to lessen the level of exposure to the crew.

18. Sanitary Facilities

18.1 Facilities on-site

18.1.1 Following the Sanitary Installations Code (BS 6465-1:2006), the amount of facilities required were calculated.

18.1.2 The calculation was made for an audience of 3000 with an estimate of 50% female, 50% male.

Type of Facilities	BS 6465-1	Required	On-site	Supplier
Urinal	1 urinal per 100 males	15	20	EHS 5 x 4 Bay Urinal
Male Toilet	1 toilet per 400 males	4	40	Polyjohn
Female Toilet	1 toilet per 75 females	20		
Special Needs Toilet			2	Loos for Dos

18.1.3 Toilets have been strategically placed to allow emptying during the event without vehicles accessing the main areas.

18.1.4 The emptying will be done by Davlav.

18.1.5 The toilets will be distributed over the two areas. These areas will be marked by clear high-level signs to ensure it is visible from various positions on-site.

18.1.6 Each Production area will have 2 toilets and a 4 Bay Urinal.

18.1.7 Hand wash facilities will be placed in the toilet areas. These will be cleaned on a 24 Hour basis.

18.2 Campsites

18.2.1 1500 Tickets for Camping have been released. Therefore, the toilet count will be the same as for on the site.

18.2.2 Toilets have been strategically placed to allow emptying during the event without vehicles accessing the main areas.

18.2.3 Hand wash facilities will be placed in the toilet areas. These will be cleaned on a 24 Hour basis.

18.2.4 There will be 15 showers on both campsite. These will be supplied by Zooloos.

19. Campsite

19.1 The campsite design has been thought out to ensure a higher level of safety.

19.2 To ensure safety, the following is put in place:

- The grass is to be cut short.
- There will be fire lanes to be kept clear at all times.
- Fire Towers will be used.
- Sufficient security and stewards will be on-site to keep crime and theft to a minimal.
- Each Campsites will be equipped with emergency phones and charging points to ensure the crowd can contact parents, friends etc.
- There will be sufficient room between tents to avoid trip hazards and overcrowding.
- The Carpark and Campsites will be in close proximity in agreement to The Purple Guide (2017), that being said, they are separated by fences and a fire lane to lessen the risk of car fires.
- Medical tents are available in both campsites to provide adequate medical help.
- The Campsite will be well-lit at all times especially in toilet areas, fire points and information centre.

19.2 Information about toilet and showers are available in section 18.2.

20. Information and Welfare

20.1 Information

20.1.1 To ensure the crowd is well-informed, the ticket will have a map of the surroundings, information of the public transports and a phone number for any queries.

20.1.2 The Information point is near the entrance, in a well-lit place, away from extensive noise pollution to ensure face to face contact is possible.

20.1.3 SiteMaps and TimeSlots will be available on the website prior to the event. Physical copies will be freely distributed and available at various places on-site.

20.1.4 The SiteMap will include the following:

- toilets
- information points
- food and drink areas
- Performance stages
- Drinking Water
- Telephones
- Exits

20.2 Welfare

20.2.1 A Welfare Centre will be available in the Information point on-site.

20.2.2 The Welfare Centre is open from the start until the end of the event until the crowd has left the site.

20.2.3 There will be a variety of specialists such as mental health, alcohol and drug specialists. They will not offer long-term services; however will help vulnerable attendees.

20.2.4 All other services such as stewards and medical crew will be aware of the location to be able to direct a person in need.

20.2.5 In the case of people getting lost, the information and welfare centre will be used as a meeting point.

20.2.6 The speakers at all venues are equipped to be able to deliver messages.

21. Food, Drinks and Water Provision

21.1 Food and Drinks

21.1.1 All food operators must register for a premises registration with the local Health and Safety department.

21.1.2 Any stall selling hot drinks after 23:00hrs must obtain authorisation in agreement with the Licensing Act 2003.

21.1.3 All food operators must have a Food Safety Management System (FSMS) in writing. They must keep records of major accidents in agreement with RIDDOR (2013).

21.1.4 All food operators must provide allergen and intolerance information. Additionally, they must know exactly what ingredients are in the food.

21.1.5 As mentioned in section 9, all structures that are not signed off will be removed from the festival site.

21.1.6 Structures will be placed near water and electricity points.

21.1.7 Structures must be water- and windproof and designed to prevent water entering. All food preparation and equipment extensions must be completely covered.

21.1.8 As stated by The Purple Guide (2017), food should be kept in pest proof containers to avoid contamination.

21.1.9 As required by BS5438 (1998, Flammability of Textile) all structure coverings must be flame-retardant and easy to clean.

21.1.10 Ventilation systems are required.

21.1.11 The Waste Company will provide storage for food waste disposal that will be emptied during the day to avoid accumulations.

21.2 Water Supply

21.2.1 Wholesome water is required for domestic purposes. If a safe source of water cannot be provided, the Event Organisers could face significant consequences.

21.2.2 Hollow Farm Livery has a water supply available for events. This will be used for toilets, catering and drinking water.

21.2.3 A portable Water Tank will be on-site in case of emergencies.

21.2.4 Waste tanks will be used to get rid of waste water. The tanks will be placed strategically on-site to ensure no vehicles go into crowded areas. The tanks will be emptied at a water disposal centre.

22. Safeguarding

22.1 As this festival has an age limit of 16, there will no children on the site.

22.2 The Purple Guide (2017) states that for children between the age of 11 and 18, it is essential to find ways of identifying under age people. Borderless Festival will offer a wristband for over 18's to showcase their ages.

22.3 Landline phones have been scattered over the festival site for the audience to be able to contact people in case of an emergency.

22.4 The crew at the information point and the welfare centre will be trained to deal with young adults.

23. Animal Welfare

23.1 No animals will be allowed at the festival.

23.2 Hollow Farm is a Greenfield site; however, there are only horses on-site. Those will be kept in the stables during the event. The stages have been directed away from the animals.

24. Safety Advisory Group

24.1 The Event Organisers have met up with Gloucester Council's independent Safety Advisory Group to discuss the safety of the festival. The following elements were discussed:

- Crime and disorder
- Public Safety
- Public Nuisance
- Other relevant legislations

25. Crime and Disorder

25.1. All crime will be reported to the Police. Full details of the events, witnesses and stolen property will be recorded.

25.2 Prior to the event, security is briefed on belongings that are prohibited on-site. There will be safe storage to put the confiscated items in.

25.3 A message will be published online in regards to expensive and valuable items and the carrying of large amounts of cash.

25.4 A message will be published online on how the public can report a crime.

25.5 The organisers have established contact with the local police department to ensure an emergency procedure is in place.

25.6 There will be ample amounts of security guards on the festival- and campsites to insure measures can be taken in case of crime.

25.7 In areas that are less lit, stewards and security will be on alert as they facilitate crime.

25.8 After the event, the Head of Security will debrief with the police and Event Organisers to discuss the safety of the event.

26. Weather Plan

26.1 The weather will be monitored with an anemometer. Additionally, the weather websites will be heavily monitored during all stages of the festival.

26.2 Using the Wind Measurement Table released by Detonate Halloween Festival (2019), crew will be asked to monitor the state of the wind.

Standard Wind Measurement Table

Force 1	0.9 m/s	3 km/h	2 mph	Smoke drifts
Force 2	2.2 m/s	9 km/h	5 mph	Leaves rustle
Force 3	4.5 m/s	15 km/h	10 mph	Flags flutter
Force 4	6.7 m/s	25 km/h	15 mph	Small branches move
Force 5	9.4 m/s	35 km/h	21 mph	Small trees sway
Force 6	12.5 m/s	45 km/h	28 mph	Large branches/ flags move
Force 7	15.6 m/s	56 km/h	35 mph	Whole trees sway
Force 8	19.2 m/s	68 km/h	43 mph	Twigs break
Force 9	22.3 m/s	81 km/h	50 mph	Branches break
Force 10	26.3 m/s	94 km/h	59 mph	Trees blow down
Force 11	30.8 m/s	110 km/h	69 mph	Serious damage
Force 12	33 m/s	118 km/h	74 mph	Hurricane damage

26.3 Staff must raise any concerns to Event Control.

26.4 Every structure has a wind limit. If the windspeed reaches 50% of the structural limit, the Event Organisers must monitor the structures.

26.5 If the windspeed reaches 75% of the structural limit, the Event Organisers must request the crew to fasten marquee doors fully open, tighten the sheeting and make sure hoarding are secure. Once more staff must raise any concerns to Event Control.

26.6 In case the windspeed reaches 90% of the structure, the evacuation process must be put into action.

27. Insurance

27.1 The Event Producer must insure that all contractors have proof of employers, public and equipment liability insurance. The Event Insurance will cover other aspects.

28. Conclusion

This Event Safety and Management Plan was designed to ensure that the event occurs with the lowest amount of risk and runs smoothly. This plan might be revised and newer versions will be published?

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Appendix

APPENDIX A – Premise License Application

Borderless Festival

Premise License Application

APPENDIX A – License Application

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/ Flore Barbay
We

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Hollow Farm Livery Elmore Lane West Elmore			
Post town	Gloucester	Postcode	GL2 3SG

Telephone number at premises (if any)	07970 274 753
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Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

a)	an individual or individuals *	☒	please complete section (A)
b)	a person other than an individual *	☐	
	i as a limited company/limited liability partnership	☐	please complete section (B)
	ii as a partnership (other than limited liability)	☐	please complete section (B)
	iii as an unincorporated association or	☐	please complete section (B)
	iv other (for example a statutory corporation)	☐	please complete section (B)
c)	a recognised club	☐	please complete section (B)
d)	a charity	☐	please complete section (B)

e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	Mrs	Miss ☒	Ms	Other Title (for example, Rev)	
Surname Barbay			First names Flore		
Date of birth 05/08/1998		I am 18 years old or over		Please tick yes ☒	
Nationality Belgian					
Current residential address if different from premises address		116 Dibdin House Andover PI			
Post town	London			Postcode	W9 1QF
Daytime contact telephone number			+44 7931 503 242		
E-mail address (optional)		florebarbay@gmail.com			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	Mrs	Miss	☒	Ms	Other Title (for example, Rev)	
Surname Morrison				First names Beth		
Date of birth		24/01/1998		I am 18 years old or over		Please tick yes ☒
Nationality						
Current residential address if different from premises address		116 Dibdin House Andover PI				
Post town	London				Postcode	W9 1QF
Daytime contact telephone number			+44 7715 862 217			
E-mail address (optional)		morrisonbeth@gmail.Com				

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?	DD 13	MM 07	YYYY 2020
If you wish the licence to be valid only for a limited period, when do you want it to end?	DD 07	MM 07	YYYY 2020

Please give a general description of the premises

The premise is a 100 acres field in the Gloucester countryside. The site will be divided in festival ground, 2 campsites and a carpark.

There is electricity and water supply on-site.

There will be sale of alcohol in 4 bars spread over the festival premises.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.	There will not be more than 5000 people on-site.
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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	✓
f)	recorded music (if ticking yes, fill in box F)	✓
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	
<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)		✓
<u>Supply of alcohol</u> (if ticking yes, fill in box J)		✓

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	✓
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4) The music will be performed on three different stages. The music will be amplified; however, the stages have been placed in order to avoid noise pollution surrounding the site.		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5) N/A		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	13:00	23:45			
Sun	13:00	23:30			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	✓
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Speakers throughout the festival site will be playing music.		
Mon					
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5) N/A		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	12:00	00:00			
Sun	12:00	00:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	✓
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Drinks will be served from 4 bars dispersed on the festival ground. The required license will be taken care of.		
Mon					
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5) N/A		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	12:00	00:00			
Sun	12:00	23:15			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	✓
				Off the premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) Alcohol will be served from 4 bars dispersed on the festival ground. The required license will be taken care of.		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	12:00	00:00			
Sun	12:00	23:15	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9). Children under the age of 16 will not be admitted on the festival ground or in the campsites. Except for the sale of alcohol, no other adult activities will be permitted on site.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) N/A
Day	Start	Finish	
Mon			
Tue			
Wed			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) N/A
Thur			
Fri			
Sat	12:00	00:00	
Sun	12:00	01:00	

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d) (please read guidance note 10)

The Festival Organisers have will have various services on-site to ensure safety for all.
 A security company has been employed with a sufficient amount of crew as well as volunteers.
 Liaising with surrounding services such as Police, Fire Department and Hospitals has been undertaken.
 Risk Assessments, Contingency plans and Medical plans have been drafted and distributed to all involved.

b) The prevention of crime and disorder

Security staff will be present on-site.
All members of staff have been ordered to inform in case of anything suspicious.
Liaising with police and fire department has been done.
Sufficient lighting on-site.
In darker areas, security staff will be reinforced.

c) Public safety

Security team on-site.
Risk assessments and contingency plans are drafted.
Weather will be heavily monitored.
Medical tent on-site with sufficient crew.
Other services will be available (e.g. alcohol or drug use help, mental health workers, etc.)

d) The protection of children from harm

Children under the age of 16 will not be admitted on-site.
Audience members 18 and above will receive an additional wristband to facilitate alcohol sale.
Security and medical help is available on-site.
Other services will be available (e.g. alcohol or drug use help, mental health workers, etc.)

Checklist:

Please tick to indicate agreement	
☒	I have made or enclosed payment of the fee.
☒	I have enclosed the plan of the premises.
☒	I have sent copies of this application and the plan to responsible authorities and others where applicable.
☒	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
☒	I understand that I must now advertise my application.
☒	I understand that if I do not comply with the above requirements my application will be rejected. [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). - The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	01/05/2020

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	01/05/2020

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or

- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

APPENDIX B – Event Risk Assessment

Introduction

The following Risk Assessments have been drawn up following the 'Management of Health and Safety at Work Regulations 1999' to determine the leading hazards presented at Borderless Festival. This document demonstrates how one will stop such hazards from emerging.

Risk Rating

For every assessment, there are two different risk ratings. The first one shows the initial risk with no management in place. The second rating demonstrates the remaining risk after having implemented all control operations.

The risk rating is illustrated in the table below.

It was conceived using the Field Trip (2016) risk assessment plan as a guideline.

	Probable	Likely	Possible	Unlikely	Remote
Multiple Fatality					
Single Fatality					
Major Injury (significant equipment damage)					
Minor Injury (or equipment damage)					
Trivial					

Definitions

The definitions of probability levels are explained down below:

Probable: incident has occurred and will happen again

Likely: incident has happened multiple times before and is liable to happen again

Possible: incident has been recorded before and could happen again

Unlikely: incident has not previously occurred; however it is conceivable that it will

Remote: the chances of it occurring is technically possible; however it has not happened previously

Multiple Fatalities: accident has resulted in more than one deaths

Single Fatalities: accident has resulted in the death of one individual

Major Injury: incident has caused an injury reportable under RIDDOR

Minor Injury: incident has caused an injury that needs first aid

Trivial: incident has caused an insignificant injury

The combination of probability and severity of outcome has been divided into four categories; which have been colour coded in the table above – the resulting Risk Rating is used in the Event Risk Assessments that follow:

	High	Medium	Low		Negligible
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Event Risk Assessment			
Job Operation		Vehicle movement	
Hazard		Accident causing harm or casualty	
People at Risk	Staff Public Contractors	Severity	Single Fatality
		Probability	Unlikely
Initial Risk Rating	High		
Controls • Vehicle passes to be distributed. • All permitted vehicles will be instructed about the appropriate means of access prior to the event. • The amount of vehicles on the premises will be monitored and controlled. • Agreements with the council and the local Police will be made. • The Operation Manager will manage the influx of vehicles by providing a timetable of vehicles access times on site. • Vehicle loading and unloading with forklift trucks will not be undertaken in public spaces <u>except</u> in the stages of the build up. In that case, they will be assisted by the banksman. • Any staff working with the forklift will be briefed in advance.			
Further operations needed			
Field Trip Staff		• Guarantee that all information is passed on and understood. • Guarantee that the Traffic Manager and the staff is instructed. • Guarantee that the schedule of the Traffic Manager and the vehicle arrival schedule created by the Ops Manager match. • Guarantee that the Traffic Manager's crew are rigged appropriately. (Hi-Viz clothing, radios...) • Guarantee the use of barriers (as discussed with council) to create a safe operating environment. • Ops Manager and Traffic Manager ensure every entering and exiting vehicle is met with crew members.	
Venue		• Determine appropriate parking and loading area. • Determine appropriate vehicle-only area.	
Other		• Work with local authorities	
Residual Risk Rating	Medium		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Ops Manager Production Manager Site Manager Venue	

Event Risk Assessment			
Job Operation		Electrical Systems	
Hazard		Shock	
People at Risk	Staff Public Contractors	Severity	Single Fatality
		Probability	Unlikely
Initial Risk Rating		Medium	
Controls • Electrical systems will be created and installed by the appropriate contractor. • The equipment used will be appropriate for outdoor sites. • The installations will be accomplished in conformity with "BS7671:2008 (IEE Wiring Regulations), BS7909:2011 (<i>Code of practice for temporary electrical systems for entertainment and related purposes</i>), BS7430 (<i>Code of Practice on Earthing</i>, BS62305 (<i>Protection against lightning</i>)" and the comprehensive necessities of the Electricity at Work Regulations 1989. • All supported circuits used are liable to be subjected to RCD and MCB protection. • All generators, dissemination equipment and cabling will be appropriate for outdoor events and will (be?) IP44 rated. • All electrical equipment will be held in secluded and fenced areas, away from the public. • All cabling will be routed to avoid trip hazards or damage from vehicles. • A qualified electrician is to be on-site at all times. • All catering are required to stipulate the power needed and the location on-site. • Site layout is planned in consideration of overhead power cabling.			
Further operations needed			
Field Trip Staff		• Guarantee qualified and experienced electrician is on-site. • Guarantee the sign-off from the electrical contractor by the Safety Officer	
Electrical Contractor		• Supply adequate supplies demanded by the event organisers • Guarantee that the set design is safe for the electrical routing • Guarantee the completion of tests prior to the dispatch. • Supply experienced crew for installation • Guarantee the use of protected circuits • Supply a Head Electrician to oversee the operation of all electrical systems • Install earth stakes and earth bonding	
Other		• Exhibitors will determine and inform the organisers of their electrical requirements`;	
Residual Risk Rating		Low	
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Ops Manager Site Manager Stage Manager	

Event Risk Assessment			
Job Operation		Temporary Structures	
Hazard		Collapse	
People at Risk	Staff Public Contractors	Severity	Multiple Fatalities
		Probability	Unlikely
Initial Risk Rating	High		
Controls • Event Organisers will embrace the advice from "Institution of Structural Engineers' <i>Temporary Demountable Structures; guidance on procurement design and use (third edition)</i>" • Temporary structures will be provided and equipped by professionals. • Prior to the installation, the choice of structure will be discussed and confirmed by the Operation Manager. • Information about Health & Safety and maximum wind speed will be provided by the suppliers prior to the installation. • Ops Manager and Site Manager will oversee all the contractors' activities on-site. • Installed structure will be inspected by the Ops Manager and Safety Manager and will need a formal statement of completion. • An action plan for the wind speed will be prepared for the different wind speeds in accordance with the structure providers. • Event Control will be provide weather forecasts throughout the event period. • In case of exhibitors bringing their own structures, those will be inspected by the site team and discarded in case of potential hazards.			
Further operations needed			
Field Trip Staff		• Meticulously establish size, type and location of the architectures. • Manage contractors' activities on-site • Guarantee adequate crew to help with temporary structures • Supply an adequate person to supervise installation • Administer formal investigations and sign-offs of all autonomously build architectures. • Acquire finishing certificates from all contractors. • Guarantee that there are no amendments made to the architectural structure. • Ensure the overseeing of wind speed and put wind management plan into action if required.	
Contractor		• Supply adequate supplies. • Supply experienced crew for installation • Acquire all inspection certificates. • Supply crew on-site to oversee the operation. • Install earth stakes and earth bonding. • Guarantee vigilance in regard to the environment around the venue.	
Other		• No changes will be undertaken without permission • Venue staff will supply information about the ground services that could cause obstructions in pinning structures.	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	

Measures Monitored by	Head of Operations Site Manager Prod Manager
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Event Risk Assessment			
Job Operation	LPG gasses		
Hazard	Fire and explosion		
People at Risk	Staff Public Contractors	Severity	Multiple Fatalities
		Probability	Unlikely
Initial Risk Rating	High		

Controls			
- Caterers wanting to use LPG must advocate intention to Event organisers when booking space. - LPG gas will be stocked in appropriately ventilated cabinets. - All LPG instruments will be inspected.			

Further operations needed			
Field Trip Staff	- Make supplies for smaller equipment. - Guarantee appropriate storage for the LPG cylinders. - Guarantee all gas is stored to avoid damage.		
Traders	- Specify necessities to Event Organisers - Supply experienced crew for installation - Supply crew on-site to oversee the operation. - Only complete the movement of the cylinders when the event is finished.		

Residual Risk Rating	Medium		
Assesment Conducted	Fergus Collins and Jack Walling		
Measures Monitored by	Head of Operations Site Manager Prod Manager		

Event Risk Assessment			
Job Operation		Mechanised equipment	
Hazard		Injury from collision	
People at Risk	Staff Public Contractors	Severity	Fatality
		Probability	Unlikely
Initial Risk Rating	High		
Controls • Ops Manager decides what equipment is appropriate. • Forklift activity will be done by an experienced and adequate crew member. A certificate will be required by the Ops Manager. • In case of loading and unloading in a public place, a banksman will be required. • The placement of the forklift will be safe and fenced. • Supplies will be provided by reputable suppliers.			
Further operations needed			
Field Trip Staff		• Guarantee appropriate crew. • Guarantee a professional forklift driver on-site. • Guarantee loads to be secured. • Guarantee that the Traffic Manager's crew are rigged appropriately. (Hi-Viz clothing, radios...) • Regulation and rules to be communicated to the crew as well as hung on all machines. • Guarantee a secluded area for the forklift operations. • Inspect the entrance and exit of all forklifts.	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Head of Operations Site Manager Prod Manager	

Event Risk Assessment			
Job Operation		Food for public consumption	
Hazard		Food poisoning	
People at Risk	Staff Public Contractors	Severity	Fatality
		Probability	Unlikely
Initial Risk Rating	High		
Controls • Food providers are professionals only • There will be appropriate temperature controlled facilities with a secure lock control on-site for the storage of food • Business require a HACCP • All business(s?) are responsible to collect and dispose the water- and food waste. • The Event Organisers will expedite inspection by the Council Environmental Health Officers.			
Further operations needed			
Field Trip Staff		• Ops Manager ensures that the framework is as described above. • Communication with the traders will be ensured to determine facilities. • Guarantee the sign-offs of kitchen installation. • Monitor hygiene. • Monitor food and water waste to ensure that appropriate hygiene is maintained.	
Restaurants		• Abide by food laws. • Ensure suitable staff is available for preparation of food. • Identify the appropriate food storage, preparation space including temperature controlled storage. • Guarantee that provisions of PPE to advertise hygiene. • Work with Environmental Health Office	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Head of Operations Trading Managers Prod Manager	

Event Risk Assessment			
Job Operation		Site operations	
Hazard		Injury needing first aid	
People at Risk	Staff Public Contractors	Severity	Serious injury
		Probability	Unlikely
Initial Risk Rating	Medium		
9Controls • During loading and unloading, First Aiders are required on-site. • First aid kit booklet will be available in the Organisers Office. • During the event, first aid service will be on-site. • Meetings will be held with the local Ambulance Service to determine the appropriate provision and to make sure the ambulance service knows all accesses to the site.			
Further operations needed			
Organisers		• First aid kit in Organisers Office • Ensure all staff/crew and volunteers on-site are aware of the procedure in case of an incident. • Guarantee an up to date accident record. • Guarantee that the staff reports injuries required by RIDDOR 2013. • Monitor the booking and arrangement of the medical services prior to the event.	
Medical Contractor		• Operate a Medical Risk Assessment • Provide suitable staff. • Communicate with the ambulance services. • Monitor the medical staff. • Provide all needed equipment determined by the Medical Risk Assessment. • Keep records of injuries. • Warn organisers of potential hazards. • Pass on injury records as required by RIDDOR 2013	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Medical Contractor Head of Operations Site Manager	

Event Risk Assessment			
Job Operation		Use of site	
Hazard		Trip, slip and fall	
People at Risk	Staff Public Contractors	Severity	Serious injury
		Probability	Possible
Initial Risk Rating	Medium		
Controls - Concrete routes near site to ensure easy transport. - Any ropes, wires and others will be placed to avert possible hazards. - Pegs, ropes and wires will be marked with High visibility material. - In places where cables and ropes have to go through public areas, necessary ramps will be provided.			
Further operations needed			
Field Trip Staff		- Safety Officer and Site manager will inspect the site for potential hazards. - There will be specific attention devoted to entrance and exit points where there is temporary flooring placed to ensure minimal to no trip hazards. - Interiors with low ceilings will be scrutinised. - Tape will be used to mark any steps. - Site will be monitored at all times.	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Prod Manager Head of Operations Site Manager	

Event Risk Assessment			
Job Operation		Site used by person with a disability	
Hazard		Difficulty on-site	
People at Risk	Staff Public Contractors	Severity	Fatality
		Probability	Unlikely
Initial Risk Rating	Medium		
Controls • Site will be as flat as possible. • Temporary structures will be put in to make sure entrances and exits will be of appropriate width for wheelchairs (+1.05m) • Ramps and appropriate flooring will be installed. • A disabled toilet will be provided.			
Further operations needed			
Field Trip Staff		• Remind crew and volunteers of Equality Act 2010 (similar level for any person with disabilities) • Areas provided that permit simple access. • Head of Ops and Prod Manager will inspect the site for all possible needs for persons with disabilities. • Inform crew to pay specific attentions to people with disabilities.	
Restaurants		• Guarantee that seating and serving are accessible. • Provide suitable staff. • Communicate any injury or issue regarding disabled people with Organisers.	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Prod Manager Head of Operations Site Manager	

Event Risk Assessment			
Job Operation		Glass on-site	
Hazard		Cuts	
People at Risk	Staff Public Contractors Artists	Severity	Serious injury
		Probability	Remote
Initial Risk Rating		Medium	
Controls - Glass is prohibited in the public areas of the event. - All restaurants are advised about the glass policy prior to the event. - After the completion of the event, the entire site will be thoroughly cleansed of all glass and sharp waste.			
Further operations needed			
Organisers		- Transmit the glass policy to all persons on-site. - Assure that all persons entering the premises are thoroughly checked for glass. - Guarantee that the discharge of bottles into appropriate containers is properly communicated to the bar crew. - Support enough glass collection points. - Guarantee a sufficient amount of waste crew to handle the collection of glass.	
Restaurants		- Put the glass policy into action. - Work with the Organisers to ensure a minimal amount of sharp debris on-site. - Crew will be monitored to assure the decanting in appropriate containers. - Warn the Organisers in case of any breakage that may cause glass to be spread over the site. - Warn all crew and volunteers to be attentive for glass. - Guarantee all patrons are thoroughly searched to ensure the lack of glass on-site.	
Residual Risk Rating		Low	
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Security Manager Head of Operations Bar Manager	

Event Risk Assessment			
Job Operation		At height activity	
Hazard		Fall or dropping of equipment	
People at Risk	Staff Contractors	Severity	Fatal
		Probability	Possible
Initial Risk Rating		High	
Controls - No public will be on-site during the building and break up of the facilities. - Crew working at height will provide a Risk Assessment. - Site Manager and Head of Ops will monitor all work and ensure only safe methods are allowed.			
Further operations needed			
Field Trip Staff		- Transmit the information to the contractors and underline the rules. - Acquire high working activity prior to the arrival. - Guarantee all equipment is safe for task. - The Head of Ops guarantees all work conforms to the Work at Height Regulations 2005. - Appropriate crew doing at height work will be requested to gear up with suitable PPE - High working will be monitored by the Head of Ops. - The area surrounding work being done at height will be secluded to ensure additional safety.	
Restaurants		- Construction of a clear statement of who, where and when high work will be conducted, will be written up and assessed. - Lifting plans are compulsory preceding any work done by crane. - Guarantee appropriate staff with appropriate equipment. - Guarantee that all crew adhere to Work at Height Regulations. - Guarantee the provisions of PPE - Communicate with the Site Manager and the Ops Manager to make sure that all work at height is done safely. - Crew is to be properly trained.	
Residual Risk Rating		Medium	
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Prod Manager Head of Operations Contractor Manager Site Manager	

Event Risk Assessment			
Job Operation		Access to dangerous region	
Hazard		Electrocution, fall, trample and suffocation	
People at Risk	Public Contractors	Severity	Fatal
		Probability	Remote
Initial Risk Rating	Medium		
Controls Festival site is designed to prevent public members to enter dangerous areas.			
Further operations needed			
Field Trip Staff		- Inspect areas where hazardous operations are undertaken. - Ensure the installation of suitable barriers to avoid the public entering dangerous areas. - Inform the volunteers and security crew about such areas. - Set up suitable signs at applicable locations. - Inform crew on who is allowed in the various areas. - Inform the crew on the appropriate measures to be taken in case of an emergency.	
Other		Investigations to be accomplished by the Head of Ops prior and during the event.	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Prod Manager Head of Operations Site Manager	

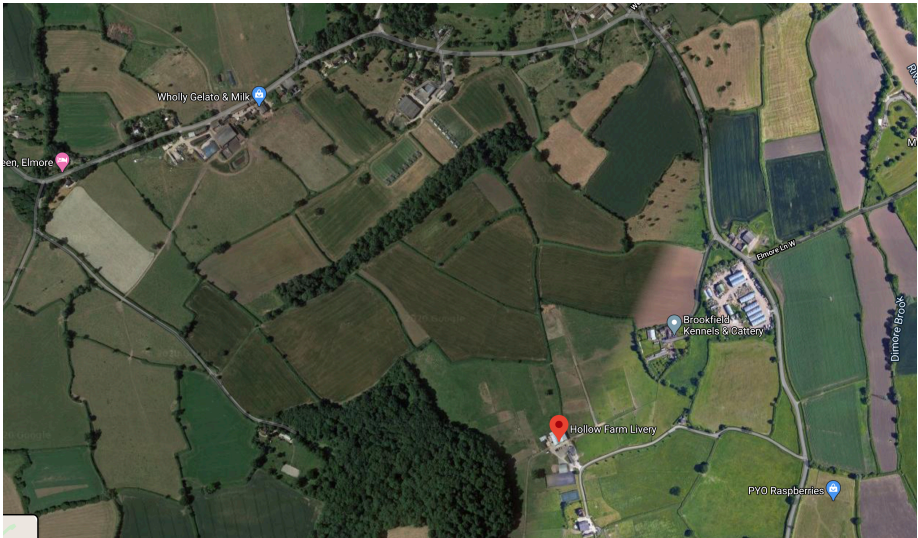
Event Risk Assessment			
Job Operation		Bars supplying alcohol	
Hazard		Injury due to drunkenness	
People at Risk	Public Contractors Crew	Severity	Fatal
		Probability	Remote
Initial Risk Rating		Medium	
Controls The bars are an extension of the focal point, which is music.			
Further operations needed			
Field Trip Staff		- Guarantee the presence of SIA authorised security in their functioning environment. - Bar crew will enlist in alcohol policy. - One member of bar staff owns a license holder. - Guarantee appropriate staff. - Bar managers will implement the strict closing and opening times.	
Security		Help bar managers	
Residual Risk Rating		Low	
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Prod Manager Head of Operations Event Licensee Bar Manager	

Event Risk Assessment			
Job Operation		Camping	
Hazard		Fatalities or harm	
People at Risk	Campers Contractors Crew	Severity	Fatal
		Probability	Remote
Initial Risk Rating	Medium		
Controls • Site will posses toilets, water points and showers. • Strict rules transmitted to all campers. • Site monitored by Campsite Manager. • Around-the-clock medical crew. • Around-the-clock fire cover. • Site designed with emergency lanes. • Around-the-clock lights. • Examination towers on-site.			
Further operations needed			
Field Trip Staff		• Guarantee appropriate staff.	
Residual Risk Rating	Low		
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Ops Manager Site Manager Health and Safety Advisor	

Event Risk Assessment			
Job Operation		Poor weather conditions vessels exit	
Hazard		Fatalities or harm	
People at Risk	Campers Contractors Crew Public	Severity	Fatal
		Probability	Remote
Initial Risk Rating		Medium	
Controls • Appropriate signs on the roads. • Stewards available at all accesses. • Distinct guidance for everyone entering and exiting the site. • Accessible tractor to help manoeuvre vehicles off the site if necessary. • Distinct walkways available for pedestrians. • Crew is obligated to wear Hi-Visibility equipment.			
Further operations needed			
Organisers		• Road sweepers have been hired in case of road build up. • Guarantee appropriate staff. • Monitoring of traffic operations by Safety Officer.	
Residual Risk Rating		Low	
Assesment Conducted		Fergus Collins and Jack Walling	
Measures Monitored by		Ops Manager Site Manager Health and Safety Advisor	

APPENDIX C – Site Maps

Hollow Farm Site



Borderless Festival Map



APPENDIX D – Contingency Plan

Borderless Festival Contingency Plan 2020

1. Definition

This contingency plan has been written up as a response to unexpected circumstances that could have an impact on the secure flowing of the festival.

There are 3 classifications of circumstances that necessitate particular responses depending on their severity;

- 1) Unexpected Occurrences
- 2) Critical Occurrences
- 3) Radical Occurrences

1.1 Unexpected Occurrences

Unexpected Occurrences influence the secure flowing of the festival; however they do not necessitate the Police to resolve.

1.2 Critical Occurrences

1.2.1 Critical Occurrences are situation that threaten the secure flowing of the event as they could cause injuries, deaths or extreme public movement. Therefore, they do necessitate the help of the Police.

1.2.2 In case of Critical Occurrences, Event Control is expected to assist the Police. It is the responsibility of the Event Control team to transmit fundamental information to the audience, the security team and the Police.

1.2.3 A Critical Occurrence Plan (see section 3) is ready to be put into action if necessary.

1.3 Radical Occurrences

1.3.1 Radical Occurrences are situation that threaten the secure flowing of the event as they could cause injuries, deaths or extreme public movement. Therefore, they do necessitate the help of one or multiple emergency services such as the Medical, Police or Fire Department as well as the Event Control team to

- Help with the medical help or transfer of the injured
- Help with large crowd movements
- Help with managing various queries directed to the police from the public and the media

1.3.2 Radical Occurrences can be announced by any of the agencies present at the event.

1.4 Roles of the Collaborators

1.4.1 The various stakeholders or collaborators are to help with Critical Occurrences and Crowd Management. This may also include:

- Guarantee the presence of emergency vehicles
- Guarantee that no emergency vehicles are parked on walkways or emergency lanes
- Guarantee that all unjustified parked cars are immediately extracted to ensure narrow walkways and emergency exits are kept free

2. Main On-Site Points

2.1 Event Control

2.1.1 A member of the Event Organiser's crew, or the Event Organiser themselves, will be present at Event Control at all time. They are to communicate with all other sectors.

2.1.2 Event Control operates from 10:00 until 01:00

2.1.3 Event Control's functions:

- Event Control
- Security Transmission
- Bar Transmission
- Medic Transmission
- Medical Administrator
- Police Transmission

2.1.3 Event Control's attendance:

- Event Organiser or staff member
- Safety Administrator
- Head of Security

2.2 Security and Medical Control

As seen in Event Control (2.1)

2.3 Radical Occurrence Control

In case of a Radical Occurrence, Event Control will be occupied by the Emergency Team.

3. Procedure

3.1 Emergency Occurrence Response Plan

3.1.1 Any volunteer or member of crew must report a potential Critical Occurrence to Event Control, in preference by radio. They must specify the current situation and location.

3.1.2 Once the information has been transmitted to Event Control, they will assess and conclude if the circumstances pose a potential Critical Occurrence. The Critical Occurrence Response Plan will be put into action if needed. If not, the situation will be managed as an Unexpected Occurrence.

3.1.3 If necessary, Event Control will stop current performances on the specific stages. That being said, unplanned halt of a performance can cause Unexpected or Critical Occurrences. Therefore, Event Control must decide carefully.

3.1.4 In case of a Critical Occurrence, an announcement will be made at the specific venue alerting the audience.

3.1.5 Unless absolutely necessary, the radio line will be kept clear for Event Control and the initial caller to communicate.

3.1.6 Event Control crew will communicate with the Police and other emergency services to decide on the appropriate actions to be undertaken. Once that is done, the action will be transmitted to the appropriate crew to respond to the treaty.

3.1.7 The Event Control will instruct the crew/volunteers on the post contingency situation procedure.

3.2 Overcrowding

3.2.1 Event Control and security must be informed immediately if overcrowding happens or signs of crowd movement by third party factors occur. Stewards and security can seek to calm crowds.

3.2.2 The Head of Security and Event Control will instantly station supplementary recourses to aid stewards on-site confine the situation and help put in place the evacuation plan in the concerned area. Other resources may be necessary as stipulated in the Emergency Response plan, depending on the severity of the crowds

3.2.3 The use of hailers or muting of the P.A. system may occur if the Security Team require to transmit information to the public.

3.3 Show Stop

3.3.1 Every stage is equipped with a sound system that has the ability to broadcast public announcements. They are powered by twin generators to guarantee a continuum of power supply. Security supervisors at the specific venues have their own radio frequency to communicate. If a show stop is necessary, Event Control will instruct the security manager and stage manager to stop the show and announce it through the sound system.

3.3.2 In case of extreme hazardous situations, authorised staff can call an immediate show stop without needing consent from Event Control. That being said, they will get notified as it is happening and will put into action the procedures subsequently.

3.3.3 A suitable amount of crew will be distributed by Event Control in case the venue necessitates evacuation. Crew at the exits will be informed to open all gates and make sure that all obstruction are removed to clear the path.

3.3.4 The crew will turn off the music, make the announcement and guide the audience towards the exits. The audience will be directed away from the gates to avoid bottlenecks.

3.3.5 Crew authorised to make a show stop are:

- Event Organisers
- Event Control
- Production Manager
- Ops Manager
- Safety Officer
- Head of Security
- Stage Managers

3.4 Fire within the site

- 3.4.1 In case of fire on-site, Event Control must be briefed instantly.
- 3.4.2 If safe, fire extinguishers will immediately be used to tackle the fire.
- 3.4.3 A suitable amount of crew will be distributed by Event Control to confine the danger and evacuate the audience subsequently.
- 3.4.4 Event Control will immediately call the Fire Brigade (999) for any fire related incidents.
- 3.4.5 Event Control together with relevant parties, will determine the level of response required.
- 3.4.6 Event Control will order a limited or complete evacuation of the site depending on the importance of the response.

3.5 Fire outside of the festival site (Campsite or Car Park)

- 3.5.1 In case of fire around the festival site, Event Control must be briefed instantly.
- 3.5.2 If safe, fire extinguishers will immediately be used to tackle the fire.
- 3.5.3 A suitable amount of crew will be distributed by Event Control to confine the danger and evacuate the audience subsequently.
- 3.5.4 Event Control will immediately call the Fire Brigade (999) for any fire related incidents.
- 3.5.5 Event Control together with relevant parties, will determine the level of response required.
- 3.5.6 Event Control will order a limited or complete evacuation of the site depending on the importance of the response.

3.6 Structural Collapse

- 3.6.1 Crew will help evacuate the site and manage crowd movements in case of a structure collapse. This will avoid any further injuries. Event Control will then consult about further steps
- 3.6.2 Event Control will be assisted by Police to help evacuate the venue, guard the routes and manage the crowd movement as necessary.

3.7 Suspicious Packet

- 3.7.1 All communication is to be made from a distance of 50 meters by radio in case a suspicious packet is found. The information required is the location and characteristics. The public is to be kept away at all costs.

→ See 3.8

3.8 Bomb Threat

- 3.8.1 In case of bomb threat or suspicious packet, Police must be informed instantly by Event Control. They will be responsible to respond to the threat accordingly to Police procedures.

3.9 Evacuation

3.9.1 During this event, there will be three different alert statuses.

Green	No concerns
Amber	Declared in case of overworking, fire or bomb/suspicious packet threat, therefore evacuation may be required
Red	Declared if partial or complete evacuation is necessary

3.9.2 Alerts will be transmitted to crew by radio.

3.9.3 Event Organisers, after consulting the Safety Officer, will determine the need for evacuation of the audience.

3.9.4 In case of necessary evacuation, Event Control will order the Stage Managers to stop performances and relay an evacuation message.

3.9.5 The crew will help direct the audience from the exits to the evacuation points.

3.9.6 In case of fires or collapsing structures, the area will be evacuated instantly.

3.9.7 Emergency exits will be open if necessary.

3.9.8 In addition to escorting the audience off site, the venue crew will direct the emergency services to the location of the incident. Panic is to be avoided.

3.9.9 Police and crew will stop anyone from re-entering the site without authorisation.

3.9.10 Event Control will authorise when the public can collect their belongings. Prior to that, they will not be permitted.

3.10 Evacuating Vulnerable People

3.10.1 Crew responsible for areas with vulnerable people (e.g. wheelchair platforms) are to evacuate them instantly.

3.10.2 A suitable amount of crew will be distributed by Event Control to help with the evacuation of the areas.

3.10.3 A secure area will be designated for the vulnerable people to be escorted to until the incident is resolved. If a vulnerable person is separated from their group/friend/carer, a member of the crew will stay with them until this is resolved.

3.11 Radical Occurrence Procedure

3.11.1 In case of a Radical Occurrence, as mentioned in section 1, the Radical Occurrence Procedure will be put into action. The festival crew will be expected to evacuate the festival or surrounding sites (Production, Campsite or CarPark).

3.11.2 The Meeting Point (MP) is behind the Hollow Farm Livery on Elmore Lane. All emergency vehicles will be redirected from that place to their appropriate position.

3.11.3 A list of all staff will be transmitted to the emergency services and a list of the officers will be available at Event Control. During a Radical Occurrence, the Event Organiser and Safety Officer will help co-ordinate the crew to assist the emergency services.

APPENDIX E – Emergency Medical Plan

Borderless Festival Emergency Medical Plan 2020

Prepared by:

FestiMed Ltd

UK 0330 088 0920

<https://festimed.org>

Based on Count of Ten's Emergency Medical Report (2015)

1. FestiMed's Role

FestiMed will tackle the consecutive duties:

- Complete the festival's Medical Risk Assessment
- Determine the medical equipment and crew necessary
- Supply an appropriate service for the sensibly expected needs of the crowd
- Supply appropriate crew members that are aware of the location of the nearest hospital
- Communicate with local Medical Services (Gloucestershire Royal Hospital)
- Guarantee a secure strong system for patient's injury and medical records
- Transmit all the reports to Event Control as stipulated in RIDDOR 1995
- Follow Emergency Services orders' in the case of a Major Incident
- Work cohesively with the Event Emergency Plan
- Determine and handle the needs and demands of the festival. This may include:
 - On-site unforeseen injury or illness
 - General public unforeseen injury or illness
 - Civil Disorder
 - A Major Accident
- In the case of a Major Incident, FestiMed are in charge of the:
 - Communication with Emergency services
 - Recognising the different severities of injuries and assist to them
 - Notification of the hospitals

2. Resource Management

2.1 The Duty Manager is responsible for the communication with the Medical Manager, informing the crew accordingly and attending all the meetings with the Event Organisers and contractors.

3. Dynamic Risk Assessment

3.1 Event Control may decide to lessen the medical crew during reduced activity level.

3.2 Event control may decide to increase medical crew when crowd count fluctuates. This may include times of arrival and depart of the audience.

3.3 If the risks surpass the initial expectations, The Medical Officer will suggest Event Control to review its activities to reduce the risk.

4. Alert Levels

4.1 GREEN and Standard Operating Procedure remains in Effect under normal circumstances.

4.2 In the case of a major incident, Event Control could raise the alert to RED.

4.3 All FestiMed employees will be aware of the Emergency Operating Procedures. In the case of a heightened case of alert, the Medical Officer will carefully monitor and adapt the management of the festival accordingly.

Standard Operating Procedure

Green

1. Operation Method

1.1 In the case of a medical injury involving the general audience, the Event Control holds the responsibility of mobilising the medical crew.

1.2 Depending on the severity, the patient will be:

1. Treated at the place of the incident by the medical crew
2. Transferred to the medical tent by the medical crew
3. Treated by a professional at the medical tent
4. Transferred to the nearest Hospital by the medical crew
5. Transferred to the nearest Hospital by the Ambulance Service
6. Discharged by the medical crew

2. Medical Emergencies

2.1 Crew will instantly call Event Control with a 'first concern call' in the case of a major injury. They will stipulate the location and essence of the situation. Medical crew backup will be deployed by the Medical Officer.

2.2 Radio call in case of an emergency:

"<CALL SIGN> to Medic Control !First Concern Call! ..."

The caller should provide the following details:

1. Essence of the situation
2. Location (grid reference) and specific landmarks
3. Amount of injured
4. Name of the caller

3. Medical Service Assistance

3.1 In case of a major incident that required Emergency Medical Transport, NHS Ambulance Services will be contacted via Event Control.

3.2 The decision to transfer the patient depends on the severity of the case and the clinical urgency.

3.3 The call to Emergency Services will be completed by Medic Control. Event Control is to be informed of the significant details.

3.4 Once the emergency services arrive at the meeting point, they are to be directed to the injured.

4. Emergency Calls to People Off-Site

4.1 In the case of an emergency call coming within the local vicinity of the event; however on-site, the emergency services may contact Medic Control. The extensive crowd movement and restriction of the area may prevent the services; therefore onsite medical must supply a 'first-responder' appearance.

5. Medical Tent

5.1 A Medical Tent is available on-site to care for, observe and to prioritise cases by severity.

5.2 In the medical tent, a vigorous re-assessment procure is put in place to guarantee that the patients' health is improving.

5.3 Within 30 minutes, the Tent Manager will carry out the re-assessment of the patient and determine whether their health is improving or whether they must be transferred to the hospital.

5.4 The Medical Tent's crew hold responsibility to determine and treat the patients' injuries/ illnesses and help arrange hospital transfers if necessary.

5.5 If a patient from the Medical Tent necessitates transportation to the hospital, the medical crew must contact Medic Control.

5.6 All patient's reports, which include the location of treatment and participants, will be completed for any accident or illness.

5.7 A rundown of all treatments delivered are kept by the Tent Manager and will be collected by Event Duty Manager.

6. Communications

6.1 Accident Report

6.1.1 The PRF (Patient Record Form) will be completed for every patient treated. If a crew member is having difficulties filling the form, they must ask for help.

6.1.2 The Tent Manager is responsible for the completion of all forms.

6.1.3 The following forms will be available in the Medical tent at all time:

- Patient Report Form
- Safeguarding Form
- Continuation Form
- Incident Report Form (IR1)

6.2 Beginning and End duty

6.2.1 Anyone beginning and ending their shift must inform the Medic Control.

6.2.2 Medic Control must grant authorisation to leave the site.

6.3 Radio

6.3.1 FestiMed will have their own Radio frequency.

6.3.2 FestiMed will establish Medic Control within the Medical Tent.

6.3.3 Medic Control will not work within the Event Control location.

6.4 Management

6.4.1 The Medical Officer will run Medic Control.

6.4.2 They are qualified and experienced to fill this position.

6.4.3 They hold the responsibility of communicating and organising the medical crew on-site.

6.5 Record

6.5.1 Communications from or to Medic Control will be recorded and logged.

6.5.2 In case of an investigation, all material will be transmitted to the investigator.

7. Vehicles

7.1 There are no constraints for emergency vehicles.

7.2 All movement must go through Medic Control

7.3 Medical vehicles on-site must be accompanied by a 'banksman'.

7.4 The vehicle will be locked at all times.

7.5 Passes will be distributed to all vehicles.

8. Crew Health

8.1 Rest

8.1.1 The crew will have admission in a resting area where food and drinks will be made available.

8.1.2 Portable showers and toilets will be available for the FestiMed crew.

8.1.3 In agreement to the Working Time Regulation of 1998, after every six hours of work, the crew will get a twenty minute break.

8.2 Drinks

8.2.2 There will be facilities with food and drink accessible for the crew in their specific area.

8.2.3 The crew will be able to purchase food or drinks at the food stands for a discounted price; however, a manager must be informed.

Emergency Operating Procedure

Major Incident Procedure

Red

1. Major Incidents

1.1 In case of the following, emergency services will be required:

- The necessity to transport or rescue large numbers of injured.
- The engagement of a large group of people (e.g. crowd movements)
- The management of queries from the public.

1.2 If a Major Incident occurs, all crew members will assist the emergency services.

1.3 In the case of a Major Incident, it becomes a first concern matter for all emergency services.

2. Emergency Plans

2.1 Members of the Emergency Liaison Team (ELT) consists of:

- Event Organisers
- Safety Officer
- Medical Officer
- Head Of Security
- Campsite Manager

2.2 The ELT will meet daily throughout the event.

2.3 The ELT will examine all cases that occur and transmit major incidents to the emergency services.

2.4 In certain cases, the ELT will have to transfer control to the emergency services.

3. Communication in case of an Emergency Operating Procedures

3.1 It is the ELT's responsibility to call 999 and communicate with the emergency services.

3.2 The essential crew will constantly have radio conversations.

3.3 If a Major Incident occurs, staff must swap to channel 1 and follow the instructions. It will not serve as a communication channel but as a way for ELT to transmit information.

4. Notification of a Major Incident

4.1 Reporting of an Incident

4.1.1 In case of a Major Incident, the staff will report it to the Event Organiser.

4.1.2 A Red Alert will be made to the staff by radio.

4.2 Medical Officer

4.2.1 In case of a Major Incident, the Medical Officer will ensure that the crew and the medical emergency staff is notified.

4.2.2 The Medical Officer will delegate roles to the crew and help the emergency services.

4.3 FestiMed Crew

4.3.1 In the case of a Major Incident, FestiMed must travel to the meeting point, **after receiving instructions** by Medic Control.

4.3.2 The crew must keep radio silence and go to their designated locations.

4.4 Meeting Points

4.4.1 There is an on-site meeting point where instructions will be given.

4.4.2 This meeting point will be by the Medical Tent.

4.4.3 In the case of a Major Incident where the site must be evacuated, Medic Control will instruct the crew to go to the nearest Exit Points and to direct themselves to the meeting point off site. There will be a secondary Medical Tent there.

APPENDIX F – Waste and Litter Management Schedule

Borderless Festival

Waste and Litter Management Schedule

Borderless Festival is held on Hollow Farm over the weekend of the 25th and 26th of July.
It is a 3000 attendees music festival.

1. Key Areas

The key areas of the festival are the following:

1. Main Stage and the areas surrounding it – green rooms, production offices etc.
2. Blue Stage and the areas surrounding it – green rooms, production offices etc.
3. Yellow Star Stage and the areas surrounding it – green rooms, production offices etc.
4. Concessions stalls and bars – Require 200 bins to be replaced when necessary. The crew responsible for the area must monitor that no food rests are left behind.
5. The Festival site (Site Map available in **Appendix B** of ESMP) is divided in 4 sections:
 - Main Stage Zone
 - Blue Stage Zone
 - Yellow Store Stage Zone
 - Market Zone
 - Food Hall Zone
 - Main Entrance
6. CarPark and Campsite – Require 200 bins to be replaced when necessary.
7. Off-Site areas – main paths leading to the festival must be kept clean.

2. Prior to the Event

The first load of skips and bins are to be delivered by the 20th of July.

Monday 20th – Friday 24th of July

The build up of the structures commences on the Monday 20th which means there will be an increasing amount of waste. Therefore, skips and bins must be operational.

Wednesday 22nd of July

Green Box Events will provide a team of 6 to clean the site prior to the festival. This includes all areas mentioned above.

Thursday 23rd of July – Friday 24th of July

Green Box Events will provide an additional team of 4 to prepare the areas and distribute and change all bins.

All the waste from the build up is to be cleared from the site.

Saturday 25th – Sunday 26th of July

- A team of 5 is required to maintain the general upkeep in the key areas.
- A team of 5 is required to discard commerce waste from food stalls daily to guarantee there are no health and safety issues raised.
- A team of 5 is required to discard any waste from the pedestrian areas around the site. This must be done on Saturday during peak festival hours and before 11:00AM the next day to ensure that the paths are clear for the next show day.

After the end of the event:

- A team of 10 will be required to pick litter in the stage areas after the last act has been on stage.
- All bar and food stall waste must be removed at the end of the day.

Monday 27th – Friday 31st of July

- A crew of 20 will be required to pick up the waste in order to return the site in its original state.
- After everyone has left the campsite, an additional team of 20 will be required to pick up all litter and waste in order to return the site in its original state.
- The teams will carry on clearing the site during the take down of the structures.
- The waste will be transferred to a local recycling facility.

3. Handover

The date of the Council inspection and handover is the Monday 3rd of August. In the case where the site has not been cleared by Friday the 31st of July, a team will be ready to work through the weekend.

The waste management program will not be completed until the sign off by the council and until the site's responsibility no longer stands with the Borderless festival team.