

**MUTINY IN THE PARK, KING GEORGE V PLAYING FIELDS, PORTSMOUTH,
HAMPSHIRE, PO6 3HW**

HEARING 27TH NOVEMBER 2017 AT 10:30AM

**AT PORTSMOUTH GUILDHALL, EXECUTIVE ROOM, GUILDHALL SQUARE,
PORTSMOUTH, PO1 2AB**

EVIDENCE BUNDLE

Submitted on behalf of Mutiny in the Park Limited

DOCUMENT	PAGES
Event Safety Management Plan Mutiny Festival 2017	1-72
Correspondence to Hampshire Police dated 15 th November 2017	73-74
Correspondence from Hampshire Police dated 17 th November 2017	75-90
Mutiny Festival 2018 Improvements to Specific Delivery Areas	91-92
Proposed conditions to be placed on the Premises Licence.	93-94
Email from Robert Anderson Weaver dated 24 th July 2017	95-102
Email from Tim Webster dated 3 rd July 2017	103

Mutiny Festival 2017

King George V Playing Field
27&28 May 2017

Event Safety Management Plan

To Include

Construction Phase Plan
Event Risk Assessments
Major Incident Planning

Document Control

Version: F.1

Issued On: 22/5/17

Issued By: Ian Baird (OBO Whiskey Bravo Productions Ltd)

Issued To: Neil Roberts

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WHISKEY BRAVO PRODUCTIONS LTD

Table of Contents

PREFACE TO DOCUMENT	6
1 INTRODUCTION.....	7
1.1 EVENT DETAILS.....	7
1.2 KEY STAFF	7
1.2.1 Event Director– Luke Betts, Director, Mutiny in the Park Ltd. (MitP)	7
1.2.2 Operations Manager –Neil Roberts, NRCO Ltd.	7
1.2.3 Crowd Safety & Security Manager- Oliver Gardiner, Vespasian Security.....	7
1.2.4 Health and Safety Advisor – Ian Baird, Whiskey Bravo Productions Ltd.....	7
1.2.5 Event Designated Premises Supervisor(DPS) – David Kenny- SFC Ltd.....	7
1.2.6 Site Manager –Vernon Luff, AAA.....	8
1.2.7 Production Manager – Paul Kemp, Eskimo 11 Ltd.....	8
1.2.8 Event Control – Whiskey Bravo Productions Ltd.	8
1.3 KEY CONTRACTORS	8
2 CONSTRUCTION PHASE PLAN (BUILD AND STRIKE PERIODS)	10
2.0 CONSTRUCTION DESIGN MANAGEMENT (CDM) REGULATIONS 2015.....	10
2.0.1 Interpretation	10
2.0.2 Application	10
2.0.3 Notification.....	10
2.1 CDM ROLES AND RESPONSIBILITIES	11
2.1.1 CDM Client – Mutiny in the Park Ltd.....	11
2.1.2 Principal Designer (PD) – Neil Roberts.....	11
2.1.3 Principal Contractor (PC) – Neil Roberts supported by Ian Baird.....	12
2.1.4 Designers	12
2.1.5 Health and Safety Consultants	12
2.1.6 Contractors	13
2.2 HEALTH AND SAFETY GOALS	14
2.3 CDM STRUCTURE	15
2.4 SELECTION AND CONTROL OF CONTRACTORS	16
2.4.1 General.....	16
2.4.2 Assessment	16
2.4.3 Review	16
2.5 COMPLIANCE	17
2.6 ONSITE COMMUNICATION ARRANGEMENTS.....	18
2.6.1 Daily Site Meetings	18
2.6.2 Consultation with the Workforce	18
2.6.3 Design Changes during the Project	19
2.6.4 The Exchange of Health & Safety Information between Contractors...	19
2.6.5 Pre-Construction – Exchange of Information	19
2.6.6 Method Statement Briefings – Tool Box Talks.....	19
2.7 SITE ARRANGEMENTS.....	21
2.7 Site Rules.....	21
2.7.1 Onsite Safety Advisor	21
2.7.2 Site Induction	21
2.7.3 Safe System of Work.....	21
2.7.4 Permit to Work.....	21
2.7.5 Site Security	22
2.7.6 Vehicle Deliveries / Access	22

2.7.6.1	Loading Area Arrangements.....	22
2.7.6.2	Movement of materials between loading area and site.....	23
2.7.7	Welfare	23
2.7.8	Accident Reporting & Investigation.....	23
2.7.9	PPE – Personal Protective Equipment	23
2.7.10	Smoking / Alcohol / Drugs.....	23
2.7.11	Waste	24
2.7.12	Fatigue.....	24
2.7.13	Segregation	24
2.7.14	Signage	24
2.7.15	Structural Stability	24
2.7.16	Fabric Damage	25
2.8	SITE SAFETY HAZARDS AND WORKING ARRANGEMENTS	26
2.8.1	Lifting Operations	26
2.8.2	Electrical Work	26
2.8.3	Plant and Equipment	27
2.8.4	Working at Height.....	28
2.8.4.1	Safety harnesses - TBC	28
2.8.4.2	Safe Use of Mobile Elevating Work Platforms (MEWP's) - TBC.....	29
2.8.4.3	Ladders.....	29
2.8.5	Storage of Materials and Work Equipment	30
2.8.6	Flammable Materials	30
2.8.7	Control of Substances Hazardous to Health	30
2.8.8	Deliveries	30
2.8.9	Accommodating Adjacent Land	31
2.8.10	Temporary Structure / Infrastructure	31
2.8.11	Generators.....	31
2.9	SITE HEALTH HAZARDS	32
2.9.1	Manual Handling.....	32
2.9.2	Exposure to Noise	32
2.9.3	Exposure to Adverse Weather Conditions.....	32
2.9.4	Exposure to Hazardous Materials.....	33
2.10	FIRE AND EMERGENCY ARRANGEMENTS	34
2.10.1	Fire Procedures	34
2.10.2	Evacuation Procedure.....	34
2.10.3	Assembly Point.....	34
2.10.4	Means of Escape.....	34
2.10.5	Emergency Access	34
2.10.6	Fire Provision	34
2.10.7	Smoking Policy.....	35
2.10.8	Adverse Weather	35
2.10.9	First Aid and Nearest Hospital	35
3	EVENT OPERATION SAFETY PLAN	36
3.0	OVERVIEW	36
3.1	SAFETY MANAGEMENT STRUCTURE.....	36
3.2	EVENT LIAISON TEAM.....	36
3.3	COMMUNICATIONS	37
3.3.1	Event Control.....	37
3.3.2	Event Radio System.....	38

3.3.3	Pre-attendance Communication	38
3.3.4	Onsite communication with public.....	38
3.4	INGRESS/EGRESS	39
3.4.1	Transport.....	39
3.4.2	Parking.....	40
3.4.3	Pick Up/Drop Off point	40
3.4.3	Contractor Vehicles.....	40
3.4.4	Access Control	40
3.4.5	Conditions of Entry	41
3.4.6	Last Entry.....	42
3.4.7	Youth Attendance	42
3.4.8	Entry Gate System	43
3.5	SITE OPERATION CONSIDERATIONS	44
3.5.1	Toilets, Refuse and Waste Management	44
3.5.1.1	Toilets	44
3.5.1.2	Dry Waste	44
3.5.2	Power Supply and Site Lighting	45
3.5.2.1	Electrical safety controls	45
3.5.2.2	Site Lighting	46
3.5.3	Stages, Barriers and Structures.....	46
3.5.3.1	External Fence	46
3.5.3.2	Internal Separation	46
3.5.4	Site Structures.....	47
3.5.4.1	Marquees.....	47
3.5.4.2	Staging	47
3.5.5	Water Supply	48
3.5.6	Medical and Welfare Provision	48
3.5.6.1	Medical Centre	48
3.5.7	Public Welfare	49
3.5.8	Information & Merchandise Point	50
3.5.9	Youth Safety.....	50
3.5.9.1	Underage Drinking or Inappropriate Behaviours.....	51
3.5.10	Special Needs.....	52
3.5.11	Onsite Activities	52
3.5.11.1	Music.....	52
3.5.11.2	Non-Music Activities.....	53
3.5.11.3	Market and Food Stalls	53
3.5.11.4	54
3.5.12	Noise management and PA Systems	56
4	EXTRAORDINARY OPERATION AND MAJOR INCIDENT PLANS	57
4.1	FIRE ARRANGEMENTS	57
4.1.1	Fire Safety Policy.....	57
4.1.2	Fire Safety Briefing	57
4.1.3	Emergency Lighting	58
4.1.4	Exit signs.....	58
4.1.5	Fire Extinguishers	58
4.1.6	Escape Routes and Fire Exits.....	58
4.1.6.1	Travel distance	58
4.1.6.2	Escape routes and final exits	58

4.1.7 No Smoking Policy.....	58
4.1.8 Means of Escape for Disabled People	58
4.1.9 Catering Areas	59
4.1.10 Fire Alarm	59
5 FIRE, EMERGENCY AND MEDICAL PROCEDURES.....	60
5.1 FIRE PROCEDURE	60
5.1.1 EVENT CONTROL -- FIRE	60
5.2 EMERGENCY PROCEDURE	60
5.2.1 INVESTIGATION.....	60
5.2.2 EVENT CONTROL - INVESTIGATION.....	60
5.2.3 EVACUATION.....	61
5.2.4 EVENT CONTROL – EVACUATION.....	61
5.2.5 IF NO EVACUATION IS ACTIONED	61
5.2.6 EVENT CONTROL – FALSE ALARM.....	61
5.3 MEDICAL PROCEDURE	62
6 ADVERSE WEATHER PLANNING	62
6.1 GROUND CONDITIONS	62
6.2 WIND	63
6.3 HEAVY PROLONGED RAIN	63
6.4 COLD CONDITIONS	64
6.5 HEAT AND DRY.....	64
6.6 ELECTRICAL STORMS	64
7 MAJOR INCIDENT PLAN	64
7.1 DEFINITIONS	64
7.2 TRANSFER OF COMMAND.....	66
7.3 INCIDENT RESPONSE AND OPERATION	66
7.4 EVENT CONDITIONS: RED – AMBER – GREEN.....	66
7.4.1 CONDITION AMBER	66
7.4.2 CONDITION RED	67
7.5 EMERGENCY ANNOUNCEMENTS	68
7.6 SUSPECT PACKAGE GUIDELINES	68
7.7 EVACUATION	68
7.7.1 Partial Evacuation.....	69
7.7.2 Full Evacuation	69
7.8 EMERGENCY VEHICLES.....	70
7.9 COMMUNICATIONS	70
7.10 ROLES AND RESPONSIBILITIES	70
7.10.1 Event Management.....	70
7.10.2 Hampshire Constabulary.....	70
7.10.3 Hampshire Fire and Rescue Service (HFRS).....	71
7.10.4 South Central Ambulance Services (SCAS)	71
7.10.5 Portsmouth City Council - Civil Contingencies Unit (CCU).....	72

Preface to Document

This document is intended to set out the operating procedures behind the build, management of public site and break periods of the 2017 Mutiny Festival Summer Carnival.

The document will be split into 4 main chapters covering an introduction to the event and the three distinct operational environments of the event. CDM15 (Construction Design and Management 2015 Regulations) build site, normal operating conditions and extraordinary operating conditions covered by an Amber or Red condition in the Major Incident Plan.

In addition to the above this document will contain detailed risk assessments for the event and will make brief reference to planned fire precautions on site including a basic fire risk assessment and FFE distribution Plan

This is the final document and as such should be viewed as a complete and published document.

This document will be held in the event control room and will be used to direct all safety related resources on the event site especially when operating in extraordinary conditions under the major incident plan.

Relevant legislation includes:

- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Work At Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Health and Safety at Work 1974
- The Management of Health & Safety at Work Regulations (1999)
- The Health and Safety (First-Aid) Regulations 1981
- Civil Contingencies Act 2004
- Licensing Act 2003 (With amendments 2010)
- Private Security Industry Act 2001
- Fire Safety Legislation (various- available on request)
- Equalities Act 2010
- HSE publication: The Event Safety Guide (Purple Guide)
- The Control of Noise at Work Regulations 2005

1 Introduction

1.1 Event Details

Build Dates: Monday 22nd to Friday 26th May 2017

Live Dates: Saturday 27th and Sunday 28th May 2017

Strike Dates: Monday 29th to Wednesday 31st May 2017

Times: Gates open to the public 12.00. Music ends at 23.00 and all other activities finish midnight

Location: King George V Playing Fields, Cosham, Portsmouth

Capacity: 15,000 per day, including staff & crew

Event Type: Primarily a music festival with food & trade stalls and multiple Fairground rides and ancillary activities

Audience: Typically 18-35 Audience with limited provision for 16-17 YO

History: This is the second iteration of this event taking place at this location.

1.2 Key Staff

1.2.1 Event Director– Luke Betts, Director, Mutiny in the Park Ltd. (MitP)
Promoter of the event and responsible for the overall management and budget. *Mutiny in the Parks Limited* shall be the named holder of the premises license for the event.

1.2.2 Operations Manager,–Neil Roberts, NRCO Ltd.
Responsible for the site design and overall operation, co-ordinating all the event plans, budget setting and co-ordinating the license application. Also, responsible for sourcing and contracting suppliers and contractors for the event.

1.2.3 Crowd Safety & Security Manager- Oliver Gardiner, Vespasian Security.
Responsible for managing the deployment of appropriate stewards and SIA badged personnel to monitor the event site including crowd density and flow, maintain the integrity of the event boundaries, ensure clear access and egress, deter criminal or anti-social behaviours

1.2.4 Health and Safety Advisor – Ian Baird, Whiskey Bravo Productions Ltd.
Responsible for creating and revising the event safety documentation, overseeing the health & safety elements of the event planning including emergency planning. To be responsible for ensuring the safe practice of contractors during site build/construction, monitoring site safety during the live event, ensuring that conditions with the event safety plan are acted on and for incident reporting.

1.2.5 Event Designated Premises Supervisor(DPS) – David Kenny- SFC Ltd
Paul will be the DPS for the event and will ensure that the legal and license conditions pertaining to alcohol sales are met.

1.2.6 Site Manager – Vernon Luff, AAA.

Responsible for measuring and marking out the site for the site build and managing the site build and crew, liaising with the market manager, bar operator and others.

1.2.7 Production Manager – Paul Kemp, Eskimo 11 Ltd.

Responsible for co-ordinating all activities around the artists and musicians performing at the event. He will manage the Stage Managers who are responsible for coordinating all movement on and off the stage of performers and acts. Stage Managers responsible for making safety announcements and Show Stops in emergency situations.

1.2.8 Event Control – Whiskey Bravo Productions Ltd.

Responsible for managing the event radio calls and log during live event days. Responsible for communicating announcements and information during any on-site incidents or emergencies and co-ordinating when and where the Emergency Liaison Teams will meet.

1.3 Key Contractors

1.3.1 Big Tops

Carlinden

Carl Dock [REDACTED]

1.3.2 Plant & Buggies

Winner

Lee Austin [REDACTED]

1.3.3 Cabins

Wernicks

Nicola Foster [REDACTED]

1.3.4 ATMs

Cash on the Move

Josh Bentley [REDACTED]

1.3.5 Fencing & Barrier

Wight Fencing

Anthony Burke [REDACTED]

1.3.6 Marquees

Emerald Marquees

Stacey Harper [REDACTED]

1.3.7 Loos

Loos 4 Dos

Abi Sweetman [REDACTED]

1.3.8 Waste & Traffic Management

DC Site Services

Ed Hawker [REDACTED]

1.3.9 Water & Plumbing

Wicked Water

Kev Fisher [REDACTED]

1.3.10 Fire Safety Eqpt.

Event Fire solutions

Tony Whiting [REDACTED]

1.3.11 Wi-Fi

Broadband Junction

Ceri Whitelegg [REDACTED]

1.3.12 Power

Powerline

Ali Gregson [REDACTED]

1.3.13 Radios

Fore Solutions

Nathan Williams [REDACTED]

1.3.14 Site Crew & Plant Drivers

AAA

Vern Luff [REDACTED]

1.3.15 Noise Management

Joynes Nash

Simon Joynes [REDACTED]

1.3.16 Security

Vespasian

Oli Gardiner [REDACTED]

1.3.17 Medics

Festival Medical Services

Dave Parry [REDACTED]

2 Construction Phase Plan (Build and Strike Periods)

2.0 Construction Design Management (CDM) Regulations 2015

CDM 2015 now applies to all construction projects, including those undertaken in the events and entertainment industry. CDM governs all phases of the project, including the planning, design and management of the construction work.

CDM 2015 aims to make the general duties of the Health and Safety at Work Act etc 1974 more specific and complement the general Management of the Health and Safety at Work Regulations 1999, thus integrating health and safety into the management of construction projects. The main objective is to reduce the risk of harm to those that must build, fit out, use maintain and dismantle structures.

This is achieved through proper planning and co-ordination of project, to make sure competent people are in the correct roles and there is a rigid communication system to make sure a safe system of work is implemented and maintained at all times throughout the project.

2.0.1 Interpretation

The construction phase is the period during the build and the de-rig period of the event.

The construction site includes any place where construction work is being carried out or to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction work.

2.0.2 Application

These Regulations apply in Great Britain; and to premises and activities outside Great Britain to the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 2013(b).

2.0.3 Notification

A project is notifiable in the following circumstances:

- Last longer than 30 working days and have more than 20 workers (contractors) working simultaneously at any point in the project, or
- Exceed 500 person days
- Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins

The notice must contain the following:

- Contain the particulars specified in Pre-construction information
- Be clearly displayed in the site office where it can be read by any worker engaged in the construction work; and

- If required periodically updated as a live document on site during the construction phase

In line with the above the event is not notifiable to the HSE.

2.1 CDM Roles and Responsibilities

Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below.

2.1.1 CDM Client – Mutiny in the Park Ltd

A client is defined as anyone for whom a production / live event that includes 'construction' work is carried out. They hold the overall responsibility of the project.

Proportionate to the scale of the construction and the risks involved, a client's main duties (functions) include:

- Make suitable arrangements to ensure that, so far as reasonably practicable, work is carried out safely
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work
- Holds the overall responsibility for planning the project / event.
- Appointing a Principal Designer (PD) and Principal Contractor (PC), and ensure they carry out their duties.
- Ensure suitable documentation is drawn up in the planning phase – the Construction Phase Plan.
- All relevant information is prepared and provided to all duty holders – Pre-construction information.
- Ensure suitable welfare facilities are available throughout.
- Notified to HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500 person days.

2.1.2 Principal Designer (PD) – Neil Roberts

A PD is defined as someone who arranges for or instructs persons under their control to prepare or modify designs relevant to the construction, maintenance and use of a structure. A PD's main duties include:

- Liaise directly with the Client and other CDM duty holders throughout all phases
- Coordinate the pre-construction phase.
- Involvement in the design of the structure and the risk associated with the design.
- Passing relevant information onto duty holders during planning.
- Ensure accidents are reported to enforcing authorities and brought to the attention of the onsite Safety Advisor.

2.1.3 Principal Contractor (PC) – Neil Roberts supported by Ian Baird

A PC is defined as the organisation (or person) who plans, manages and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that, so far as reasonably practical, the work is carried out without risk to health and safety. Ian Baird will lead in all communications with Buildings control and Planning departments.

A PC's main duties include:

- Produce and update as required a suitable and sufficient Construction Phase Plan for the project, or make arrangements to do so.
- Responsible for the planning, managing, monitoring and coordinating at all phases of the build / de-rig of structures on site.
- Apply the general principles of risk prevention to the build and breakdown of the event by eliminating or controlling risks so far as is reasonably practicable.
- Ensure everyone working onsite receives appropriate site specific health and safety information via a suitable site induction – including site rules, medical, fire and emergency procedures.
- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety.
- Suitable welfare facilities are in place.

2.1.4 Designers

- Where preparing or modifying temporary structure designs, eliminate, reduce or control foreseeable risks that may arise during all phases of the event.
- Responsible for helping with the design of the event and risk associated with design.
- Liaise with all CDM duty holders on design matters.
- Prepare structural drawings and agree all weight loadings of proposed temporary demountable structures.
- Comply with any direction given by the Client / Principal Contractor / Principal Designer.
- Provide relevant information to other members of the project team to help them fulfil their duties.

2.1.5 Health and Safety Consultants

- Production of a Construction Phase Plan for the purposes of identifying, eliminating or controlling foreseeable risks during the installation phase.
- Produce a site specific risk assessment.
- Indemnify all contractors' health and safety documentation during the assessment phase.

- Liaise with Neil Roberts in their role as Principal Contractor to assist in the planning, monitoring and coordination of the installation.
- Assist Neil Roberts in providing competent health and safety advice and produce suitable and relevant documentation to ensure MitP can fulfil their CDM duties for this project.
- Provide an onsite Safety Advisor for the duration of the build and de-rig.

2.1.6 Contractors

- Responsible for planning, managing and monitoring the installation and works under their control, so that it is carried out without risks to health and safety.
- Liaise directly with the Principal Contractor to co-ordinate with other contractor's onsite.
- All work activities must be undertaken as per contractor's risk assessment and carried out as per method statements.
- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work.
- The provision and maintenance of safe plant.
- The provision of safe systems of work.
- The safe use, handling and storage of hazardous materials / equipment.
- The provision of information, instruction, training and supervision.
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits.
- The preparation of a written statement of policy on health and safety.
- The provision of information to any person supplied by or too contractors by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely.
- This information must also be given to any agency who must pass this information to its employees who will work for MitP or employer.
- To ensure they make reference to and apply any relevant information given to them by the CDM Client or Principal Contractor concerning any hazards associated with the work and premises.
- To ensure they comply with any instructions given the CDM Client or Principal Contractor on health and safety matters onsite.

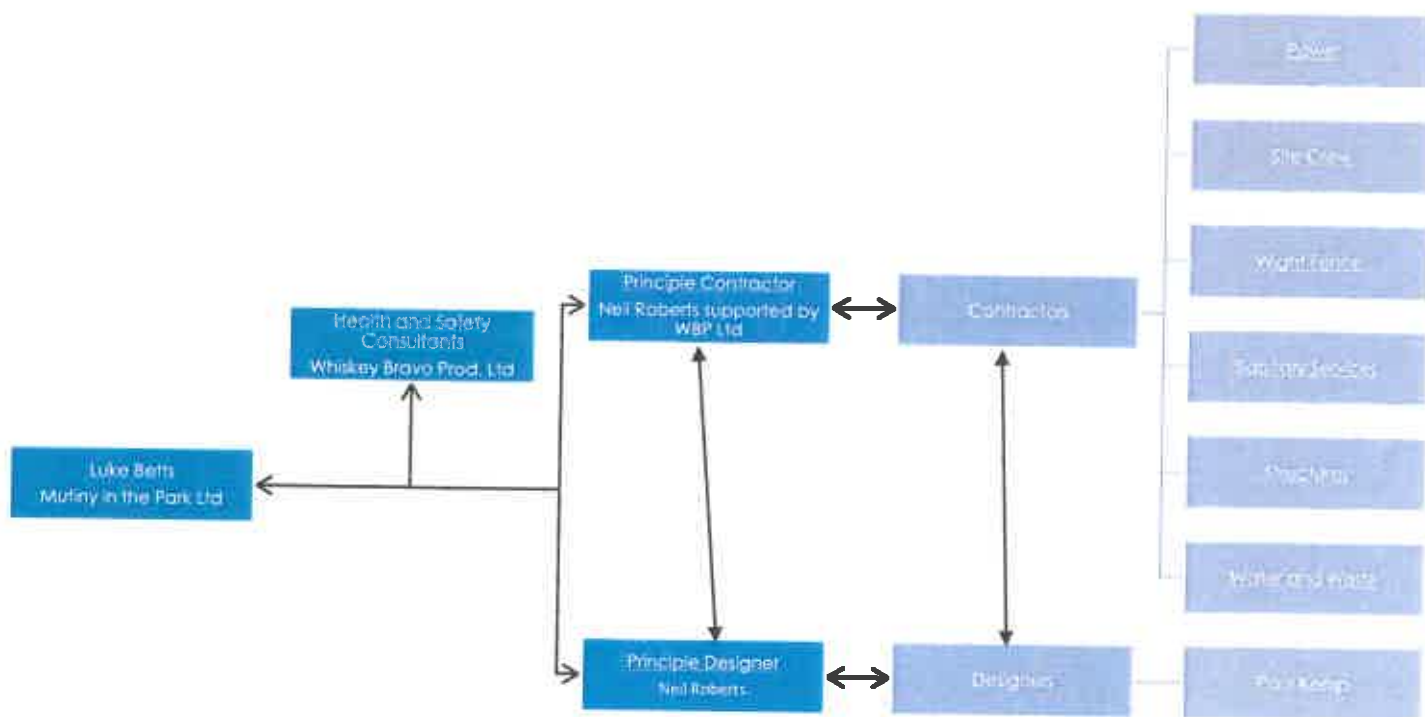
2.2 Health and Safety Goals

Mutiny in the Park Ltd will proactively manage health and safety on this site as they do on all other sites. Consequently accident rates are generally below the industry norm.

Mutiny in the Park Ltd has set the following health and safety goals for the project:

- The project will aim for a 'Zero' accident rate whilst this project is on-going and all contractors shall be encouraged to aim for this
- All accidents, incidents and near misses will be reported and properly investigated by the Principal Contractor/ Safety Advisor and remedial actions taken where appropriate.
- All accidents, however minor, will be recorded in the 'on site' accident book and be reported to the Principal Contractor/ Safety Advisor applicable within 24 hours.
- Any serious accidents or incidents, or those reportable under RIDDOR, will be reported to the Principal Contractor/ Safety Advisor applicable immediately. All work will stop until the investigation is complete and the corrective action in place to prevent reoccurrence.
- All near misses will be investigated and recorded by the Principal Contractor/ on a daily basis
- WBP will amend the Construction Phase Plan as necessary to take account of the findings of any accident or near miss investigations.

2.3 CDM Structure



2.4 Selection and Control of Contractors

2.4.1 General

Only approved contractors will be permitted to work on the park. Approval shall be for a pre-determined period as determined by the Principal Contractor/ Safety Advisor on an individual basis; this may be for a single day, a pre-determined number of days or the whole construction period.

2.4.2 Assessment

To secure approval, the contractor should demonstrate to the Safety Advisor, by way of a health and safety policy statement, their competence to undertake the type of work proposed and that adequate resources shall be allocated.

All contractors will be required to submit, amongst others, the following information:

- Company health and safety policy.
- Site specific risk assessment and method statement.
- Evidence of competency/electrical testing.
- Public/products and employees liability insurance.
- Fire retardancy certificates.

Other relevant documentation may include:

- Plant and equipment certification.
- Staff competency certification.
- Structural plans and calculations –including weight loadings or internal hanging points, SWL of equipment to be suspended at height.
- Wind loading calculations.
- COSHH assessments for substances being brought / used onsite.
- Lifting plans.
- Electrical power / distribution plans.

2.4.3 Review

All contractors shall continually review their safety policy documentation during the Construction. Contractors must notify the Principal Contractor of any material alterations to the documentation originally approved, as those alterations occur.

2.5 Compliance

All contractors shall comply with any health and safety and other accompanying documentation or instruction issued by the Principal Contractor and / or Safety Advisor, together with their own written procedures. Failure to do so may result in the Principal Contractor and / or Safety Advisor issuing a notice of non-compliance and/or requiring the immediate removal of the company or individual involved at no cost to Mutiny in the Park Ltd.

The Principal Contractor and / or Safety Advisor may issue a notice of non-compliance to any contractor in the following instances;

- Any incident which in the opinion of the Principal Contractor and / or Safety Advisor leads to, or could lead to, an unsafe method of work.
- Any accident, incident, near miss associated with that may be of serious consequence.
- Failure to comply with any health and safety procedures and accompanying documentation issued to the contractor.
- Failure to comply with the contractor's own written procedures.
- Failure to comply with statutory legislation and regulations.
- Failure to maintain, on site, current documentation required for accreditation.
- Failure to co-operate with any audit undertaken by the Principal Contractor and / or Safety Advisor.

Any contractor, who receives a notice of non-compliance will be required to attend an interview with the Principal Contractor and Safety Advisor to review health and safety management and practice.

At this time Mutiny in the Park reserves the right, at their discretion, to exclude the contractor from the project or impose conditions on their working as deemed appropriate, without any cost or claims being incurred by the contractor for loss of work or any other consequential affect.

2.6 Onsite Communication Arrangements

2.6.1 Daily Site Meetings

A daily site meeting will be held by the Principle Contractor, along with all relevant Head of Departments involved in the installation of the project. The daily site meeting will give the Principal Contractor the opportunity to provide Heads of Departments with any relevant site information, for example changes in the design of the installation and will give Heads of Department the opportunity to raise any issues they are experiencing onsite. All Heads of Department shall pass on any relevant health and safety information to their staff.

2.6.2 Consultation with the Workforce

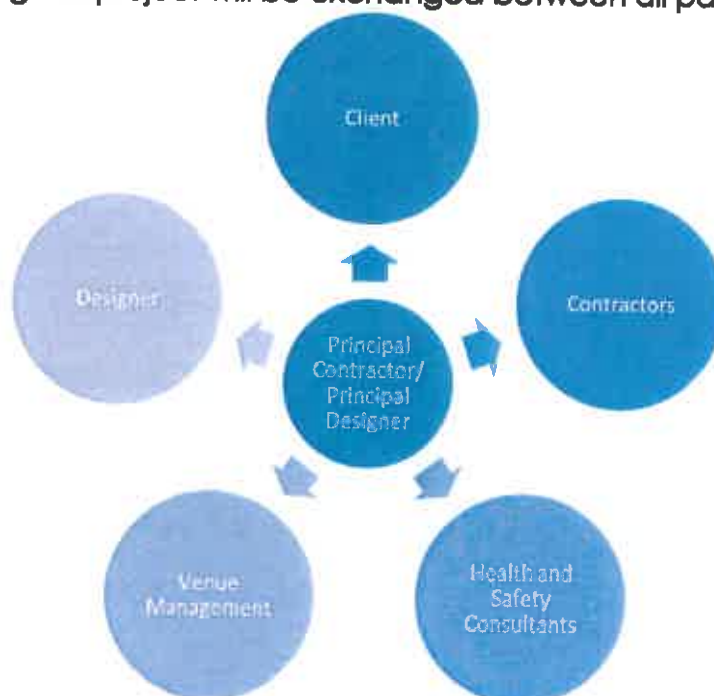
All members of the workforce responsible for the delivery of the project will be actively encouraged to consult with the Whiskey Bravo Productions representative on all Health & Safety related issues.

In all instances a member of the workforce should raise the issue with his Head of Department who will then bring the issue up at the daily site meeting. The Principal Contractor will keep all Heads of Departments updated with the progress of the issue and will inform them when a solution has been found. Heads of Departments should relay all health & safety related information discussed in the daily site meeting back to their workforce.

If any member of the work force feels that any health & safety related issue reported to their Head of Department has not been dealt with sufficiently or has the potential to cause serious harm they should report the issue immediately to the Safety Advisor.

2.6.3 Design Changes during the Project

All design changes during the project must be brought to the attention of the Senior Project Manager, whom in turn will then ensure all relevant parties are informed of the design changes and that all relevant information is passed over to the Heads of Department. The flow chart below depicts how design changes during the project will be exchanged between all parties involved:



2.6.4 The Exchange of Health & Safety Information between Contractors

All contractors will be encouraged to participate in the practice of exchanging Health and Safety information between each other and their Heads of Department. Heads of Department shall pass on any relevant health and safety information to all other parties involved in the project at the daily site meeting.

2.6.5 Pre-Construction – Exchange of Information

All contractor supervisors shall engage in exchanging construction information prior to work being carried out onsite. Information shall be exchanged between contractors at site meetings, email communication and verbal correspondence. The Onsite safety advisor shall ensure that all health and safety information including this CPP is kept readily available onsite as a point of reference at all times.

2.6.6 Method Statement Briefings – Tool Box Talks

All heads of department are responsible for ensuring that all staff under their supervision are appropriately briefed on the method for the works they are undertaking for each individual task. Heads of department must also ensure

that the information provided in the briefing is fully understood by all staff under their supervision.

2.7 Site Arrangements

2.7 Site Rules

2.7.1 Onsite Safety Advisor

MitP will have an onsite safety advisor onsite for the majority of the duration of the build and de-rig at King George V Park. The H&S advisor will also be responsible for monitoring all works taking place onsite as well as co-ordinating tasks undertaken by multiple contractors at the same time. Inductions will be performed by the onsite safety advisor and records kept onsite for inspection if required.

2.7.2 Site Induction

All personnel must attend a Site Induction prior to all works commencing which will be conducted by the onsite safety advisor.

It is the responsibility of the contractor receiving this order to:

- Relay these rules to all staff/sub-contractors employed for the works.
- Notify the Principal Contractor prior to arrival on site.
- Retain appropriate method statements and risk assessments with them on site.
- Ensure that all operatives carry identification and can demonstrate their competency to undertake the task allocated.

The Site Induction will include, amongst others:

- Site rules
- Permit to Work system
- General working arrangements and requirements
- Fire / Emergency procedures.

Upon completion of the induction all contractors shall be requested to sign a declaration form confirm they have attended and understood the induction.

2.7.3 Safe System of Work

It is the responsibility of the contractor to ensure that a safe system of work is used at all times and that the proposed system takes into account the safety of anyone affected by their operation. The proposed system should be provided to the Safety Advisor during the assessment phase. All work activities must be undertaken as per contractors risk assessments and carried out as per method statements and supervised by the onsite safety advisor.

2.7.4 Permit to Work

A Permit to Work (PTW) procedure is a specialised type of safe system of work under which certain high risk activities may only be carried out with the specific permission of the Principle Contractor / onsite safety advisor. This permission, in the form of the Permit to Work, will only be issued if the appropriate control measures, identified by Risk Assessments and Method Statements, are put in place.

A Permit to Work is required for any work that involves the following:

- Working at height
- Hot Works

All Permit to Work applications are to be managed by the Principal Contractor, whom shall in turn inform the contractor(s) completing / undertaking the work of the permit process to be followed for the duration of the task and the measures to make sure the site is left safe. Permit to Work will only be issued once Risk Assessments and Method Statements have been authorised.

2.7.5 Site Security

To be added at a later stage

2.7.6 Vehicle Deliveries / Access

Drivers will be instructed to observe normal Highway Code requirements, the site's mandatory speed limit of **5mph**, to take additional precautions when in the vicinity of pedestrians and in the areas that remain in common use. Banksman shall be utilised at all times when vehicles are reversing, whom in turn shall wear suitable high visibility clothing.

Due to the exceptional public nature of the park site all vehicle movements must be permitted by senior management and movement plans agreed before entering the site.

A site delivery schedule will be created to ensure that MitP as well as all contractors operating onsite are aware of the deliveries scheduled for the specific day of the project.

2.7.6.1 Loading Area Arrangements

TBC

There will be a banksman available at all times when vehicles are moving on site and the onsite safety advisor will be available to manage this area when movements are taking place. The secure loading area will only be moved/alterd once both the site manager as well as the onsite safety advisor are satisfied that there are no more deliveries for the day.

Visual 1 – Offload area

TBC

Visual 2 – Offload area (Google Maps)

TBC

2.7.6.2 Movement of materials between loading area and site
 At certain points within the build it will be necessary to move materials between the loading area and the rest of the site this will be done with a fork lift truck (FLT), equipment will be moved on designated routes only, loads will only be moved when this path is clear of pedestrians and only when there is a minimum of two operatives to act as banksman and move with the FLT, one behind and one in front of the FLT.

The above visuals show the area where the FLT will move equipment at certain stages of the build.

2.7.7 Welfare

Welfare facilities for all contractors working onsite will be provided by MitP. Contractors will have access to the toilet facilities as well as a small covered refreshments area.

2.7.8 Accident Reporting & Investigation

All accidents, incidents and near misses must be reported without delay to the Principle Contractor, Client and / or Safety Advisor as identified in the Site Induction.

The Contractor is responsible for reporting incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

2.7.9 PPE – Personal Protective Equipment

All staff, contractors and volunteers will maintain and ensure the use of Personal Protective Equipment (PPE) relevant to their task(s). All contractors will maintain and ensure the use of PPE relevant to their task as identified in their site specific method statement and risk assessment. Non-compliance could result in the removal from site.

The mandatory onsite PPE requirements while working on the site:

- Hard Hats – (Where working at height or below high works)
- High Visibility Vest
- Protective Safety Footwear

After the sign off of all structures, contractors working onsite will still be expected to risk assess their activities, and where the assessment shows the need, suitable and adequate task specific PPE will need to be worn. High Vis and Safety Footwear shall be worn as a minimum and hard hats where applicable.

2.7.10 Smoking / Alcohol / Drugs

During the installation, and at all times, smoking is only permitted within the designated areas.

Contractors are not permitted to consume alcohol during the project. Any person who is believed by the Principal Contractor to be intoxicated will be considered to be unable to carry out their duties safely and will be required to leave the premises and the Police may be called.

2.7.11 Waste

All waste must be collected and removed to a designated point to be advised. It is the responsibility of the Contractor to ensure that any waste generated by their operations is removed from site promptly following the conclusion of the installation.

The Contractor is also responsible for ensuring that controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990.

2.7.12 Fatigue

An increased risk of accidents can occur if persons are allowed to work for extended periods of time without adequate rest periods. This cause's mental and physical fatigue which result in errors of judgement which lead to accidents. The risk assessments carried out by Contractors will require to take account of the possible effects of fatigue.

2.7.13 Segregation

All contractors will ensure that their equipment and material is segregated from others, not left unattended and that clear access is maintained at all times. Where necessary, exclusion zones may be formed with the use of barriers or traffic cones and hazard tape to exclude other contractors. Additional signage may be implemented where appropriate.

2.7.14 Signage

All signs and notices displayed shall be obeyed. This also applies to parking. The Principle Contractor shall co-operate with contractors by providing such temporary signs, barriers etc. as may be necessary to create a safe place of work. All safety signs used must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

2.7.15 Structural Stability

On no account must the structural fabric of any marquee be used to support, brace, or anchor any equipment, fixings or apparatus except to approved anchorage and fixing points which have been identified by a safe system of work for the purpose intended. Similarly, on no account must any part of the fabric be used to assist hauling or lifting.

2.7.16 Fabric Damage

On no account must the fabric of any existing structure be spoiled, damaged or affected by any operations. Contractors must exercise due care and attention at all times and implement appropriate methods of work.

2.8 Site Safety Hazards and Working Arrangements

2.8.1 Lifting Operations

All lifting equipment used must be suitable for the task and of adequate strength. All equipment must be marked with safe working loads and must be inspected daily when in use.

Lifting equipment must be operated by a competent person and therefore all operators must have received adequate training on the equipment to be used. A Plant Register will be implemented and will be required to be filled out by the competent person prior to the equipment being used.

Contractors may only operate mechanical handling equipment if they have been fully trained in the operation of such equipment and hold a valid requisite license and have been granted permission to do so.

All equipment must be in safe working order and operators will, prior to use, carry out a walk-around check. All operators will be aware of ground / floor stability. Where necessary a means of segregation shall be utilised to delineate the lifting area. Services are not to be affected and all height All such lifting equipment shall be properly maintained, tested and inspected by the Contractor's Competent Person. Contractor's attention is drawn to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

2.8.2 Electrical Work

Only authorised or "Competent Persons" as defined in the Electricity at Work Regulations 1989 shall carry out work of an electrical nature where technical knowledge or experience is required to avoid danger.

All electrical 'systems' must at all times be of such construction as to prevent danger. All electrical installation work will be undertaken by competent persons.

As with all other relevant legislation, risk assessments will be carried out and recorded. As electricity carries a significant risk on each job, job specific risk assessments will record the element of risk.

The following are general rules for all electrical work on site at King George V Park:

- Never work on electrical or conductors unless trained and authorised to do so. You must be thoroughly familiar with the work you are about to do, and if in doubt check with the person in charge.
- Always de-energise equipment or conductors before attempting to work on or close to them. Where this is impracticable, precautionary

measures such as the use of shrouded tools or insulating guards must be used in order to prevent accidental contact.

- Regard all electrical conductors and equipment as being live unless you are certain they have been isolated and cannot be re-energised by another person without your knowledge.

Except for authorised electrical maintenance personnel, all other contractors are forbidden to carry out any electrical repair work, modify any electrical equipment or improvise any electrical repair work, modify any electrical equipment or improvise any electrical extensions, lighting etc. All contractors working on electrical installations must follow the rules below.

- All portable tools, appliances and equipment will be earthed or will be double insulated.
- Rubber insulating gloves and rubber soled shoes or boots will be worn when working on live electrical equipment. No work on live equipment will take place unless it is not possible to work otherwise.
- In wet or damp conditions, earthed electrical tools and equipment will be used, and where practicable further protection will be provided, such as earth leakage circuit breakers (RCDs) and insulating protective clothing.
- Metal ladders are prohibited for use in areas where contact may be made with live equipment or conductors.
- Sufficient access and working space and suitable and adequate lighting will be maintained around all work areas where electrical work is taking place.

2.8.3 Plant and Equipment

All plant and equipment used shall be of sound construction, in good working order and be adequately maintained.

In accordance with the Provision and Use of Work Equipment Regulations 1998, all moving parts of any machinery shall be correctly and adequately guarded and at no time will a machine be used without a guard being in place.

Mobile plant, when stationary, will be secured by the use of either wheel brakes or chocks. Environmental contamination caused by oil and fuel leakage is to be prevented by the use of drip trays or similar measures and any such instances reported to the Safety Advisor / Production Manager.

2.8.4 Working at Height

- The working at height hierarchy must be followed at all times avoiding any work at height wherever possible.
- When it is necessary to work at heights precautions must be taken to prevent a fall.
- Where working platforms are provided, handrails and toe boards must be provided, scaffolding must be provided, and erected by a competent, trained contractor and must comply with all regulations.
- Care must be taken to ensure that nothing can fall onto persons below.
- Ladders must be of sound construction and of adequate length.
- Whilst working at height, full body harnesses (where a risk assessment has identified the need for) attached to correct fall arresters/lanyards, must be worn. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark. A rescue plan must be in place.
- All tools should be attached to person by lanyard.

2.8.4.1 Safety harnesses - TBC

Wearing a harness with a lanyard attached to the platform / anchor point will provide extra protection against falls; especially whilst the platform is in motion or where work is conducted near the leading edge.

When using a harness or line, remember:

- A harness will not prevent a fall – it can only minimise the risk of injury if there is a fall. A shock absorber fitted to the harness can reduce the risk of injury from shock loads.
- Allow for free-fall distance of no more than 2 metres, or as per risk assessment.
- Consider how to recover anyone who falls.
- Anyone who needs to attach themselves should be able to do so from a safe position. They need to be able to attach themselves before they move into a position where they are relying on the protection by the harness.
- Any attachment point must be capable of withstanding the shock load in the event of a fall – expert advice may be needed.
- The harness lanyard should be attached above the wearer where possible (on a machine harness points are normally low down so you cannot fall flat). Extra free movement can be provided by using running lines or inertia reels;
- Installation of equipment to which harnesses will be fixed must be supervised by a suitable qualified person; and
- Make sure everyone who uses a harness knows how to check, wear and adjust before use and how to connect themselves to the structure/machine or safety line as appropriate.

It is the duty of all supervisory personnel in charge of persons using fall arrest systems or harnesses to ensure that the operator has safely checked the

equipment and that he physically check the equipment himself to ensure it is fit for purpose.

2.8.4.2 Safe Use of Mobile Elevating Work Platforms (MEWP's) - TBC
 Mobile Elevating Work Platforms will provide safe access to high level work including seamed rooves and cable containment. When using a MEWP make sure that:

- Contractors operating it are fully trained and competent.
- The work platform is provided with guard rails and toe boards or other suitable barriers.
- It is used on firm and level ground. The ground may have to be prepared in advance.
- Its tyres are properly inflated.
- Any outriggers are extended and chocked as necessary before raising the platform.
- A plan is in place ensuring it is known what to do if the machine fails when the platform is in the raised position.
- Safety harnesses with a restraint lanyard should be used for all boom lift or cherry picker MEWPs.

Do not

- Operate Mobile Elevating Work Platforms close to overhead cables or other dangerous machinery.
- Allow limbs to protrude into traffic route when working near vehicles.
- Move the equipment in the raised position unless the equipment is designed to allow this to be done safely (check the manufacturer's instructions).
- Some Mobile Elevating Work Platforms are described as suitable for 'rough terrain'. This usually means they are safe to use on some uneven or undulating ground but check their limitations in the manufacturer's handbook before taking them onto unprepared sloping ground.

Safe working loads SWL

- Each manufacturer states the maximum SWL and is usually stated in kg or by a silhouette or number of persons i.e. one person and equipment 120kg. The average person being approximately 90kg.
- The instruction manual which should be on the machine protected from the elements will state SWL and the conditions under which these loads are to be used.

Machines are intended to access personnel and their equipment to the work area in an elevated position and not for use as a crane goods lift or hoist.

2.8.4.3 Ladders

If the work to be carried out identifies ladders as the most suitable means of access, then the ladders should be:

- In good condition.
- Positioned at the correct angle to allow a 1:4 ratio.

- Secure, to prevent slipping sideways or outwards.
- Raised a sufficient height above the landing place or work platform.
- Correctly positioned to prevent over-stretching.

Rested against a solid surface, or be a 'footed' A frame ZARGE (or similar).

2.8.5 Storage of Materials and Work Equipment

All materials will be stored in agreed areas on site and that all loading / off-loading of all materials will be kept strictly within the designated areas of the site.

All contractors will also ensure that all equipment and surplus (hazardous) materials are returned to designated storage facilities at the end of each working shift. No tools must be left unattended at any time.

2.8.6 Flammable Materials

All floor coverings, furniture and furnishings, scenery, props, curtains, drapes and hangings brought onto site to be used for the duration of all functions must comply with relevant standards and should be maintained flame retarded. If any doubt exists about the flame retardancy of a material, then a test certificate to show compliance with the appropriate standard must be forwarded to the Safety Advisor.

2.8.7 Control of Substances Hazardous to Health

If such substances are to be used, ensure that you use any substances (such as cleaning materials) in accordance with the manufacturer's recommendations.

Manufacturer and/or suppliers have a duty under the regulations to provide Hazard Data Sheets (HDS's or MSDS), which contain vital health and safety information.

Always read the packaging with any product and refer to the HDS / MSDS if necessary.

Where a risk assessment has identified the need for greater control measures, the Safety Advisor must be made aware prior to the substance going onto site

2.8.8 Deliveries

A Delivery and Removal schedule shall be implemented to assist with traffic management. All deliveries / removals shall receive a dedicated time slot and shall be instructed to access site at the allocated time. Traffic management shall be monitored by the Site Manager. Once unloaded

vehicles will be encouraged to leave site to avoid any congestion, unless prior permission has been authorised.

2.8.9 Accommodating Adjacent Land

Any issues RE other use of the area in close proximity?

2.8.10 Temporary Structure / Infrastructure

The structures are going to be provided by a competent supplier, and will be constructed using manufacturers designed components.

All Structures shall be sufficiently secured and stabilised in accordance with supplied loading calculations and plans. If any contractor requires to anchor to the existing structure on site they must first seek the permission of the Principle Contractor / Venue Management, who will identify any potential risk of making contact or exposing any services in the attended area. A suitable means of identifying weak points and hidden services shall be utilised.

Full technical drawings, supporting calculations and any relevant test results will be made available before construction commences. All design loads shall be in accordance with the appropriate British Standards having regard to their location and use. The structure company shall submit safety risk assessments and method of working to the Safety Advisor in respect of their onsite activity; these will include details of employee / subcontractors competencies and training in respect of their ability to operate equipment.

The Mutiny in the Park Ltd Safety Advisor will ensure that contractors and site personnel follow safe working practices and erect the temporary structures as detailed in the specification and monitor all activities at the event site relating to the erection and construction of the structures. The structure will be checked by a competent person and certified as being safe before they are used. Structures erected and certificated for this event must provide completion certificates to the MitP safety advisor along with wind loading calculations.

2.8.11 Generators

Electricity supply and generators for the event will be provided by competent supplier.

They will be installed in strict adherence with all current legislation and the companies own risk assessment and method statements.

Appropriate firefighting equipment shall be paced in the direct vicinity and generators shall be segregated with the use of fencing.

2.9 Site Health Hazards

2.9.1 Manual Handling

Like all of the other legislation enacted in 1992, the Manual Handling Regulations are risk assessment based.

Always try to move things mechanically whenever possible, if a trolley or other such device is not available, seek help. To this end, the Principal Contractor shall:-

- Identify any manual handling operation where there is a risk of injury to staff. The person in charge of the work location will do this as part of general risk assessment.
- Identify and implement any reasonable practicable means of avoiding the operation.
- Where the operation cannot be avoided, Principal Contractor will identify any measures that can be taken to control the risks.
- A specific Risk Assessment will be carried out.
- The assessment will be recorded and will be kept under review and revised as necessary.
- Measures required to control any risks will be taken as far as reasonable practicable. The person responsible for the work involving manual handling will carry out any such control measures
- It is the duty of all Contractors to make full and proper use of safe systems of work and any equipment provided for safety in any handling operation, and all freelance personnel have similar duties to protect themselves and others from risk.

2.9.2 Exposure to Noise

Due to the installation sites being located in a fairly well populated area, perceptible noise may be heard by the local population and amenities. To manage and reduce this the following measures shall be put in place:

- Installation activities will take place within a controlled environment.
- Perceptible vibration will cause no ill effects to the surrounding buildings.
- A vehicle loading / unloading operating schedule will be produced and all contractors using vehicles shall be required to adhere to these guidelines.
- Noise levels shall be continually monitored throughout the project.
- Generators will be 'silent' and encased.
- Generators shall have a noise assessment from the manufacturer.

2.9.3 Exposure to Adverse Weather Conditions

Due to the outdoor nature of the project there is the potential that activities will be carried out in extremes weather. Suitable PPE shall be utilised; sufficient breaks shall be taken and access to drinking water shall be made readily available.

2.9.4 Exposure to Hazardous Materials

If such substances are to be used, ensure that you use any substances (such as cleaning materials) in accordance with the manufacturer's recommendations.

Manufacturer and/or suppliers have a duty under the regulations to provide Hazard Data Sheets (HDS's or MSDS), which contain vital health and safety information.

Always read the packaging with any product and refer to the HDS / MSDS if necessary.

Where a risk assessment has identified the need for greater control measures, Principle Contractor / Safety Advisor must be made aware prior to the substance going onto site.

2.10 Fire and Emergency Arrangements

2.10.1 Fire Procedures

On discovering a fire, all personnel should take the following action:

- Raise the alarm over the radio system or via the nearest designated Fire Points
- Evacuate from immediate danger
- Only tackle fire if trained and if safe to do so
- Do not take any risks
- Do not delay to collect personal items
- Do not return to site unless instructed to do so
- Assemble at Assembly Point (described below)

2.10.2 Evacuation Procedure

This evacuation procedure plan shall be communicated to all staff and contractors during the site induction that will take place prior to any person entering the site.

This will include the site specific induction that all personnel must attend prior to commencing works.

All incidents, during the build and breakdown, shall be brought to the attention of the Principle Contractor. The Principle Contractor shall liaise with the Safety Advisor and shall be responsible for dealing with most emergencies that could occur within the immediate vicinity of the site and infrastructure and for taking appropriate decisions.

All fires of any size should be notified immediately to the fire service via the 999 system.

2.10.3 Assembly Point

The assembly point locations will be communicated to all contractors during the site induction.

2.10.4 Means of Escape

TBC once assemble point known

2.10.5 Emergency Access

TBC once assemble point finalised

2.10.6 Fire Provision

Push-button, battery operated Fire Points will be located at strategic positions through the site. All equipment will be tested on a weekly basis by the safety advisor / Project Manager and recorded appropriately.

2.10.7 Smoking Policy

A strict NO SMOKING policy will be maintained in all enclosed areas. Appropriate signage will be implemented. A designated smoking area with appropriate extinguishing mediums will be made available and suitably maintained at the event control.

2.10.8 Adverse Weather

Should extremes of weather occur, the Principal Contractor will take appropriate remedial action.

Lightning flashes will cause the Safety Advisor to instruct the Production Management team to cease the erection of the site infrastructure. During the course of the build, the Principal Contractor will monitor weather conditions and decide if adverse weather could become an issue. In the event of a site closure due to extreme weather, the MitP team will evacuate the site by following the emergency procedures highlighted above.

The following link is a useful tool for checking local weather forecasts including wind speeds: http://xcweather.co.uk/forecast/YO21_2DQ

2.10.9 First Aid and Nearest Hospital

A sufficiently stocked and well maintained first aid box will be kept onsite always and its location shall be highlighted in the site induction. MitP personnel shall provide first aid cover for the duration of the installation.

All first aid incidents shall be reported to the Event Director / Safety Advisor via the radio and the relevant course of action taken. If required, the ambulance service will be called using 999.

The nearest accident and emergency hospital is Queen Alexandra Hospital which is approximately 1.6 miles away. The address of the hospital is:

Queen Alexandra Hospital
Southwick Hill Rd,
Portsmouth
PO6 3LY

3 Event Operation Safety Plan

3.0 Overview

This chapter is intended to lay out the basic safety procedures related to several specific areas of event management during the live operation of the event site.

It will pay specific attention to at risk groups (e.g. young and vulnerable persons) and specific high risk activities and areas of the site. The procedures outlined here are intended for normal operating conditions only and are subject to change under extraordinary operational conditions outlined within the major incident plan.

3.1 Safety Management Structure

The key to successful safety management on any event is the creation of a robust and top down safety management structure with clear roles and responsibilities. Safety is everyone's responsibility but a good safety culture must be created by the management team.

Final responsibility for the event lies with the Licensee, MitP, who's representative on the day will be Neil Roberts. Neil will be supported and advised at all times by the designated Event Safety Advisor, Ian Baird. All standard operating safety decisions will be decided by Neil with consultation with the Safety Advisor.

All major safety decisions will be made in consultation with the ELT (Event Liaison Team). It is the responsibility of the event safety advisor to convene the ELT group for both scheduled meetings and in case of any incident on site.

3.2 Event Liaison Team

The event liaison team shall meet no less than twice on the day of the event. The purpose of this group is to establish good cross agency communication and to ensure all key stakeholders have a good understanding of the situation on the ground. Additional ELT meeting may be called in case of any incident where a trigger of the Major Incident Plan may be required.

Membership of the ELT will include (But is not limited to):

Ian Baird:	Safety Advisor (ELT Chair)
Neil Roberts:	Event Manager
Oiver Gardener:	Security Manager
Paul Kemp:	Production Manager
TBC	DPS
Dave Parry:	Festival Medical Services

Lucy Jenner: Welfare Manager

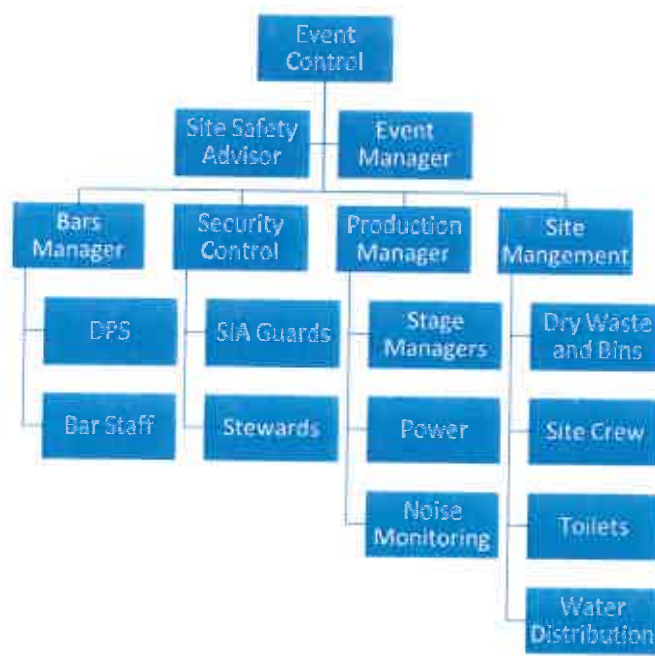
It is the responsibility of each member of the ELT to disseminate to their teams across the event site any key safety decisions taken within the ELT meeting.

3.3 Communications

The main means of communication on the event site will be with two-way radios. All radio systems will be licensed to Home Office/DTI standards by the company supplying the equipment. As a backup, mobile telephones can be used. A radio communications contact list will be distributed to all event staff and on-site contractors. This will detail radio channels and call signs.

A mobile telephone contact list will also be distributed. All radios will be issued with earpieces/noise cancelling head sets if required, thus minimising the possibility of public overhearing sensitive radio traffic.

All Site communications will follow the following structure both during normal operation and in an emergency situation.



3.3.1 Event Control

This will be manned by an Event Controller, *Matt Wilkinson* and support team. Radio messages on the production channel will be monitored and logged by the Event Controller who will also log all important information and decisions.

The event control log shall be made available to Festival Management/ELT as required and made available to the responsible authorities if required.

The Event Control Room and Production Office will have access to internet on site via Wi-Fi installed by *Broadband Junction* in order to ensure access to electronic files and necessary information and communication during all stages of the event.

The Event Control Room will be in contact with Security Control office so that all messages that deal with emergencies may be quickly communicated and dealt with. The Event Control will be manned throughout the event day between 08.00 and 01.00.

3.3.2 Event Radio System

All Event staff will be in radio communication and will use handheld radios. Channels are yet to be decided but the following is an EXAMPLE ONLY:

- Channel 1 – Event Control and Production
- Channel 2 - Security
- Channel 3 - Medical & Welfare
- Channel 4 - Site Electricians, Sound and Light
- Channel 5- Stage Managers & Crew
- Channel 6 - spare for extended chat (those needing to have a longer conversation on radio and do not want to tie up the channel)

Security on site will have their own dedicated radio channel for communications so as not to interfere with the routine event production and for ease of contact in emergency situations. The Security channel controller will be based in the Security HQ and will liaise closely with the Event Controller, during emergency calls.

3.3.3 Pre-attendance Communication

Pre-event information will be made available to the public via the website and social media sites dedicated to the event. This information to include event site rules and terms & conditions.

Pre-event information sources will emphasise the fact that those under the age of 18 must be accompanied by a responsible adult to gain entry.

3.3.4 Onsite communication with public

On site, information to the public will be made available in a number of forms including signs, stewards, site personnel and via stage or PA announcements. Emergency communication with the public will be via the stage sound systems under the control of the Stage Managers or via loud hailer used by security personnel.

Signs will be in place around the site to indicate public welfare: entry points, emergency exit points, first aid, welfare, lost property and toilets. There will also be directional signs to help the public locate stages.

3.4 Ingress/Egress

3.4.1 Transport

As much as possible, the event will encourage the public to use green methods of travel in order to reduce the carbon footprint and minimise traffic. Every effort will be made to encourage event goers to use the public transport system, foot or bicycle or to lift share. Information of rail links and bus routes will be made available.

All directional signs to the site will be supplied and erected as agreed by the Police and/or Highways Authorities. Signage on highways will be erected by *DC Site Services*, a company qualified under Chapter 8 of the *New Roads and Street Works Act 1991*. See *Traffic Management Plan* for a schedule of signs.

Before entry to the site all contractor non-public vehicles will be required to report to security at the Gate Control, Gate B (grid Ref I6 – see site map).

They will be issued with appropriate instructions: event staff, traders, contractors etc. will be reminded to drive at less than 5mph. They will also be reminded that public may be in the park vicinity and of what routes they are allowed to use with their vehicles.

Event Management do not see vehicle movement within site as a major problem. Access for all site vehicles will via a vehicle window pass system.

Non-Public Vehicles will be in the following categories:

- Necessary Production Vehicles - These will be on the site before the event should not need to be moved during the live days of event. When not in use, these vehicles will park in an on-site Staff car park (grid Ref H6)
- Artist Vehicles – During the live event days, Artists will access and leave the site via Gate B (grid Ref I6) and park or drop off in a dedicated artist car park (grid Ref. I6). Buggies may be deployed to transport some artists to the smaller secondary stages.
- Traders Vehicles - During the live event, traders with support vehicles such as chiller trucks will not be allowed to move vehicles. Their personal vehicles will go into the public car park
- Site Service Vehicles (Waste Disposal, Electricians, etc.) - These will be on site before the event and remain on site until after the event is over. They may need to access areas where public are present to effect repairs or service in which case, they will follow procedure for moving slow along the perimeters and using a banksman when necessary.

3.4.2 Parking

There is ample parking for the public arriving by car located at the 'Lakeside' office complex off Western Road. Event attendees will be informed that those arriving by car will have to pay for festival parking.

The car park will be monitored by a member of the security team to help deter any crime or disorder that may take place in the parking area. Those leaving the car park will safely access the event site via the tunnel/underpass beneath Western Road / A27.

Those with a blue badge will be able to park in a section of the HMRC car park (grid Ref. H6 site map) on a first-come, first served basis.

It is anticipated that public will leave site at staggered times as the various stages or facilities close.

3.4.3 Pick Up/Drop Off point

The HMRC car park (grid Ref H7) will be used as a dedicated drop-off point for taxis and private cars using a one-way system with vehicles entering via Northern Road and exiting via Western Road.

3.4.3 Contractor Vehicles

All contractor vehicles entering the park will be instructed to drive at 10 mph or less. This speed limit will be indicated on all vehicle window passes and by signs on site. Hazard warning lights must *only* be used on stationary vehicles so that it can be clearly determined when a vehicle is indicating to turn. This is in line with current event industry guidance, following the campaign, HazOff: <http://www.hazardsoff.org.uk/>

In the interests of site safety, all front of house vehicle movements must end by 11:00hrs on showdays prior to midday opening and there is to be no vehicle movement after the show ends until 01:00hrs. The only exceptions to this are site buggies and any special arrangements made in advance with festival management.

3.4.4 Access Control

The area to be used for the event will be enclosed within fencing supplied by *Wight Fencing*. This allows control of entry so that ticket/pass holders only are allowed within the perimeter fence. Some areas within the site will be accessible only to specific persons such as backstage or the control office areas and fencing will be used to keep public away from these areas.

3.4.5 Conditions of Entry

R.O.A.R (Rights of Admission Reserved) and Terms & Conditions will be clearly displayed on the website. Promoters will encourage tickets be purchased before the event on a first come first served basis.

On the event website there will be a detailed list of prohibitive items which will include alcohol, glass bottles, weapons, drugs etc with a warning that such items found on a person at the entry gate search will be confiscated, entry to site may be refused and action may be taken against the individual.

As part of access control, security personnel will undertake bag searches for prohibited items and if required carry out the necessary reporting procedures to the police. Drug sniffer dogs as supplied by a company either accredited by the home office or approved by Hampshire Constabulary will be present at the entry gates.

Amnesty bins will be present at the gate, before entrance to site and those who have illegal substances or contraband will be advised to drop anything they may hold into the bin before they are searched or they pass by the sniffer dog.

Those who obviously appear to be under the influence of drugs will be refused admittance.

In the event of tickets selling out before the event date, a small amount will be held back for sales on the day to deter ticket touts, but the message that the event is sold out will be made to the public.

Tickets will be exchanged for a festival wristband for all attendees aged 18+. Those aged 16 or 17 will not be issued with a wristband which immediately identifies them as an under-aged person on site.

A wristband or lanyard pass system will be put into place to control access to stages and immediate back stage areas. These areas will be restricted to critical personnel only.

Separate pass systems will exist for the following:

- Production & Site staff and crew
- Market Traders
- Performers
- Contractors and Services
- Local Authority and Emergency Service personnel (if not obviously identifiable)

There will also be a wristband/pass for those who purchase a VIP ticket, allowing them to enter a Hospitality area aside for VIP tickets only.

Conditions of entry i.e. Terms & Conditions will be advertised on the website. An example of some of the conditions are as follows:

- This is an outdoor site, please be aware of ground and weather conditions and bring appropriate clothing for chilly evenings and appropriate footwear.
- This is a 16 plus event and all 16 and 17 year olds must be accompanied by a responsible adult aged 18 years plus. This is at the discretion of security.
- A valid photo ID is required to prove age. A "Challenge 25" system is in operation at the admissions gate and at all bars. Under 18s must be with a responsible adult age (18+). No ID may mean no entry.
- Prolonged exposure to amplified sound may cause permanent hearing damage.
- Strobe lighting and smoke effects may be used at the Event.
- No smoking is permitted in enclosed public areas such as marquees, tents or buildings.
- No food or drink can be brought into the event site. There is food and drink available for purchase on site.*
- No refunds
- No dogs or pets of any kind. Guide dogs by permission only
- Strictly no illegal substances or "legal" highs. No NOS canisters or paraphernalia.
- Search is a condition of entry and presence at the Event.
- Wristbands (where applicable) are in operation which must be worn at all times for the duration of the Event

* note, security may allowed one sealed bottle of water per person as a matter of personal welfare

3.4.6 Last Entry

Last entry for ticket holders will be 20:00 though there may be exceptional circumstances as decided by the Festival Manager. Exceptions will be logged by Event Control. There will be no re-admittance of people with wristbands who have left and try to re-enter after 22:00. This information will be made clear on the webpage and on various social media sites.

3.4.7 Youth Attendance

In relation to youth on site, a section of the event webpage will be devoted to age restrictions and identification:

- Mutiny Festival is a strictly for those 16 and older. Anyone under the age of 18 must be accompanied by a responsible adult, parent or guardian at least age 18+.
- A maximum of two 16-17 year olds per adult age 18+ of will be required at point of buying tickets and at point of entry.
- Visitors are to cooperate with and obey instructions or directions given by the event stewards.

- If you can't provide valid identification when asked, you may not be able to gain entry. Refunds are not automatically issued as you have been informed to bring identification. Any refunds are at the Management's discretion.
- All young persons over the age of 18 and appearing to be under 25 must bring photo ID as a condition of entry. This includes:
 - An in-date photographic driver's license or provisional license
 - A valid passport (not a photocopy). Out of date passports will NOT be accepted
- Anybody found to be using identification that is not their own will result in both the identification and their event ticket being confiscated. This may also result in prosecution for both the owner of the identification and the individual fraudulently attempting to use it.
- On the spot checks will be in operation across the site at all times. Please ensure you keep your identification on you at all times.

3.4.8 Entry Gate System

All ticketholders will surrender their ticket at the Box Office at Gate A (grid Ref.D-E6 - site map). All ID will be checked for anyone looking to be young, i.e. 25 years old or younger. Both security and the youth welfare team will be active in this process.

Anyone unable to prove that they are 18+ and looking young, i.e. under 25 will be treated as a youth and will be required to be accompanied by an adult 18+. This adult must have ID showing their age and accept responsibility for the underage person.

This method of ID checks and identifying responsible adults at the point of ticket exchange will help ensure that no one under the age of 18 is allowed on site without an adult.

Despite stating age restrictions within the website and via emailed newsletters etc, youth under 18 may still show up at the gate with no ID or ID showing they are under 18 but with no responsible adult with them. They will be turned away. Their ticket fee may potentially be refunded at the discretion of the Event Manager depending on the circumstances.

In the event that a person at the gate is clearly over 30 years old and has no photo ID with them, then they will be permitted entry to the event as an exception. It is suggested that the total number of people admitted in this way will not exceed 20 per day, and a record must be kept of the people admitted in this way that includes their name and address. This condition will not apply to performers and staff.

The Police, Fire & Rescue Officers, PCC representative from Events Team, Director of Culture & City Development, Cabinet Member and Licensing

Authority Officers will be given free access to the site upon production of suitable identification.

Those who break site rules or terms & conditions or are unfit due to alcohol and/or drug consumption may be refused entry or ejected from site with their wristband taken away to prevent re-entry. The security firm have a full and comprehensive ejections policy in place so that any ejection is fully documented and carried out in a safe manner.

3.5 Site Operation Considerations

3.5.1 Toilets, Refuse and Waste Management

3.5.1.1 Toilets

Portable toilets provided by *Loos for Dos* will be available on site available for public, staff, crew and performers.

- Number of units will be adequate for the number of persons on site. Site plans will ensure that they are evenly placed around the site for public, staff and traders.
- All units will have hand cleansing facilities
- Accessible toilet units for those with mobility issues will be available
- Toilets will be set aside for use by food traders to help avoid potential cross contamination

Toilets shall be positioned to be within easy access to patrons as well as easy access of service vehicles.

A representative of the mobile toilet facilities contractor will be on duty during the event hours should any blockage or emergency occur. The toilets will be inspected regularly and kept clean during the duration of the event.

A professional company will be hired to provide waste water containers and carry waste water off site to be properly disposed of. This shall include waste water known as "grey water" accumulated by the catering units.

Waste water from the catering sites will be collected and disposed of safely at the end of the event.

3.5.1.2 Dry Waste

Waste receptacles in the form of 240 litre plastic barrels/bags and 1100 litre skips will be provided by DC Site Services, a professional waste management company. This contractor will also dispose of the collected waste.

- The receptacles will encourage recycling of waste.
- The bar will use recommended recyclable plastics. No glass bottles will be handed out across the bar.
- Litter pickers will be on hand to ensure the site is kept clean and is cleansed once the public have left. They will be briefed on safe, hygienic ways to collect litter – i.e. use of gloves, picking sticks etc.

- Skips will be available for the disposal of catering, bar and trade waste. Again, they will be encouraged to recycle.
- All collected waste will be removed from site by the waste management company.
- There will be no dogs allowed on site other than pre-arranged guide dogs, therefore we do not envision having to clear dog waste other than waste left on site prior to site build

The collection, transfer and disposal of waste from the site will be carried out by a reputable firm. They will be Authorised and Licensed as waste disposal contractors.

All operations and documentation will comply with the *Environmental Protection Act 1990*, the *Environmental Protection (Duty of Care) Regulations 1991* and the *Waste Management Licensing Regulations 1994*.

3.5.2 Power Supply and Site Lighting

There will be a need for power on site to run the stage equipment, offices, lighting, catering units and other places needing electric feeds.

3.5.2.1 Electrical safety controls

- Use of competent and qualified electrical engineers
- Earth bonding and earth systems
- Fuses of the correct rating being fitted to equipment
- R.C.D. or M.C.D.s units being fitted (where appropriate)
- P.A.T. tested equipment
- Control systems to prevent unauthorised persons gaining access to electrical systems
- All electrical cables will be dug in, positioned away from footfall or flown overhead to prevent trip hazards and will be kept clear of exit routes.

Site power will be supplied by *The Powerline*, a qualified outdoor event power contractor

- Power on site will be supplied by generators hired from a reliable, professional power company. They will supply safety documentation for all their crew and equipment: generators, cabling, etc.
- All electrical installations and equipment will comply with the general requirements of the *Electricity at Work Regs. 1989*, *BS 7909:2011 A Code of practice for temporary electrical systems for entertainment and related purposes* and *BS7671: 2008, the 17th Edition of the IEE Wiring Regulations*.
- Electrical installation carried out by the NIC-EIC registered company will be signed -off by their electrician on site. This sign-off sheet will be kept in the event safety file.

- All generators will be earthed and will be accompanied by an appropriate CO2 fire extinguisher.
 - The power company will use 'silent' diesel generators where possible.
- All generators will be isolated from public access and shall only be fuelled and serviced by competent persons with training on fuelling and spillage cleaning. All cables shall be flown, placed in cable-ramp, dug in or positioned out of areas of footfall in order to avoid trip hazards.

No power generating equipment will be allowed on site other than that installed by the Event Management's electrical contractor.

All electrical equipment and appliances supplied will be PAT certified or safety tested. Electrical engineers will remain on site throughout the event to keep the generator and electrical system in good working condition. Any appliances that are not certified as PAT tested will be tested by the power supply company at the expense of the appliance owner. Otherwise, they will not be able to use it.

3.5.2.2 Site Lighting

Sun set is at approximately 21:03 and dusk at 21:45 on the weekend of the event and as activities will be taking place during hours of darkness, lighting will be necessary to guide people across site and help avoid trip hazards. Normal lighting within the park and ambient lighting from the urban environment will assist in maintaining some light.

- Toilet areas will be lit
- All exits and emergency exits will be lit
- Tower lights in the RVP/assembly area
- Lighting along the route between the event site and car park

3.5.3 Stages, Barriers and Structures

3.5.3.1 External Fence

As a ticketed event, the event site will be enclosed to allow regulated and controlled entry. This will require the use of some temporary fencing structures. Event Management will use solid steel shield fencing on the perimeter to ensure the integrity of controlled entry.

3.5.3.2 Internal Separation

There will be areas within the site enclosure where the public are not allowed; behind the trade stalls, catering units, bars, stages or near any generators or facilities that could be harmful if tampered with or within sensitive areas within the park.

- These areas will be isolated by use of heras panels, pedestrian barriers, hazards tape and/or accompanied signage depending on the level of security needed.
- The main stage and second stage will be isolated behind crowd control, mojo-type barriers
- Event stewards, staff and security shall patrol the site to ensure that public do not tamper with the fencing or no-go areas.

3.5.4 Site Structures

3.5.4.1 Marquees

There will be marquees and tents from *Carlenden Events* hired by the event to house particular activities such as smaller music stages or bars.

The company providing the marquees or tents will provide complete safety documentation including fire retardant certification for any textiles used conforming to the *British Standard Fire Regulations BS5438*. (Further guidance can be found in BS 7837), structural reports and wind load factors.

- Structures must conform to guidance given in the Institution of Structural Engineers' *Temporary demountable structures: Guidance on procurement, design and use. (Third Edition) (2007)* as well as in the MUTAmarq document, *Guidance for the Design, Procurement & Use of Temporary Structures*.
- Detailed plans and TDS evidence including wind management plans to be submitted to Buildings Control 28 days before the event and the management must facilitate a Building Control site visit during the build period.
- All marquees/tents erected must be signed off by the construction crew supervisor to indicate that they have completed the construction safely and according to regulations and manufacturers specifications. This should include ensuring that marquee pegs wires are made visible and pegs padded to prevent injury from trips or falls.
- The Site Safety Officer shall use an anemometer at regular times daily to monitor wind speed on site and will alert Event Management if the gusts are approaching a speed of concern.

Any small marquees brought onto site by a market trader, stall holder or activity provider must have fire safety information and the structure erected in safe secure manner with the use of pegs, guy ropes and ballast. These structures will be inspected by the Site Safety Officer and any structure that is felt to be unsafe, unstable or presents a hazard shall be removed from use.

3.5.4.2 Staging

The main stage will be erected by a reliable contractor, *Acorn Stages*, with smaller stage decking within the other music marquees.

- The contractor must provide complete safety documentation, be insured, conform to guidance & LOLER, carry insurance and be signed off.
- Any fabrics and drapes etc that are used must be certificated fire retardant.
- Any rigging that needs to be done must be done by a certified, trained, insured rigger able to complete a Rigging Sign-Off form on completion.
- The stage erected must be signed off by the construction crew supervisor to indicate that they have completed the construction safely and according to regulations

3.5.5 Water Supply

There is limited mains water connections available for event use within the park. Therefore, all water required by food and drink stalls, and bars must be brought onto site for the event date. This includes wholesome water for making teas & coffees as well as clean water for hand washing and utensils cleaning.

There will be water provide by the professional company, *Wicked Water* to supplement what the caterers and others need

Bottles water will be available for sale at catering and bar units. Event Management will request that the price for bottled water be held at a reasonable fee to encourage people to buy and drink plenty of water and keep hydrated.

The medical tent and welfare tent will have a supply of water for those in distress.

A water supply will be available in the close to the main stage and second stage pit area to help refresh any crowds that may be close against the barrier.

Staff, crew, contractors and artists will have bottled water available to them to keep hydrated during work.

As per legal requirements, the bar will have a supply of free tap water available for those who request it.

3.5.6 Medical and Welfare Provision

3.5.6.1 Medical Centre

Managed by *Festival Medical Services*, this post will provide adequate trained personnel required for an event of this size and type, with at least one or more person of a paramedic level. They are a CQC registered company. Ambulances will be fully equipped to NHS Standards with the full range of

equipment and drugs, both ambulances and all crews will be available for the entire period the public are on site.

The number and level of each medical person will be determined by the medical risk assessment of the event. See the document *Medical Plan 2017*. This level of crew will be available able to treat/advise any injury or illness on site and transport as necessary.

A full medical plan will be provided within 28 days of the event. PIN numbers for the paramedics will be provide as well as a copy of their Drugs Protocol and their Patient Group Direction (PGD) for drugs.

- The medical personnel will have radios and will be able to communicate with Event Control or Security as necessary and likewise, they can be contacted by Event Control should they be needed to attend an incident.
- The medical post will be positioned in the area close to the entrance point. It will be easily identified by public and close enough to a service / access road so that any ambulance or blue light services entering/exiting the site have little interaction with public.
- There will be medic foot patrols throughout the event to provide rapid response to any situation that may occur.
- First aid will be available during open hours for all on site. The medical post is positioned in an area that is open to public for when public are on site.
- Drinking water will be freely available at the medical post for those who need it.
- Any accidents or injuries that require a report under RIDDOR shall be reported to Site Safety Advisor and it is the responsibility of the Medical Manager with support from the Site Safety Manager to make the RIDDOR report.

3.5.7 Public Welfare

TTK Welfare will be providing welfare services to the public. Event welfare provides support to event attendees who find themselves in trouble or distress and need a safe, secure place to turn to. In some situations, it may mean supporting someone who has found themselves overcome by a drink or drug experience and in need of a "safe place" to feel protected and non-judged while recovering.

Welfare will carry supplies to help/support attendees; sunblock, foam earplugs, emergency mobile phone chargers and so on
A portion of the Welfare team will be devoted to youth safety and welfare, looking after the needs of anyone under the age of 18. They will support security at the gates when looking at IDs to identify those under 18 and their guardian Youth workers on the welfare team will be supervised by a DBS checked person to ensure the safeguarding of any youth.

3.5.8 Information & Merchandise Point

An Information Point (grid Ref. H4) will be available to the public. This point will offer guidance to all on site. The Info Point will deal with the following:

- Programme schedule information on the event activities and stage times
- Travel information for those needing public transportation including taxis, trains, busses and coach services.
- General information about facilities on site (closest cash point, location of first aid, toilet etc)
- Lost and Found property – a system will be in place to hold found items and take details of lost items

3.5.9 Youth Safety

The event advertises itself as available to persons aged 16+. Therefore, the event management must assume a duty of care for these young persons as per licensing objectives. For the purposes of this event we will refer to all attendees aged 16 – 17 as "youths" as opposed to adults who are age 18+. All pre-event information sources, social media and event T&Cs will state that those under the age of 18 must be accompanied by a parent/guardian/responsible adult age 18+. No adult will be allowed to bring in more than two people aged 16 or 17, as per the Event Management's discretion.

A dedicated "youth entrance gate" will be designated; anyone entering the site with a youth as the responsible adult must pass through this gate to show their ID and take responsibility for the youth they are with. Signage and leaflets will remind the responsible adults that proxy sales will not be tolerated. The Youth Welfare personnel will be active at the entry gate, helping to check IDs, identifying youth and ensuring that those under 18 are accompanied by someone over 18. There will be blank white wristbands available for any youth who wishes to write mobile number of their responsible adult on the band and wear this.

Every effort will be made to stop and discourage underage drinking amongst youths. All bar staff will be instructed to operate a "Challenge 25" scheme and will ask for proof of age ID from anyone who looks under 25 years of age, with those members of staff working on the busier Volume Bars being instructed to ask for the ID of everyone, every time.

In addition, security personnel will monitor drinking on site and be alert for underage drinking. They will also be alert for proxy sales.

Should security, medics or any event staff become aware of a situation where the adult in charge of a youth is drunk or incapable of being responsible for that youth to the point where the youth may come to harm,

then the ELT personnel will meet to discuss the safe keeping of this youth. This may mean the youth being minded by the Welfare Youth Specialist until the adult is capable.

The Welfare Tent will be the base for bringing youth found in distress, whether through drink/drugs or due to a personal crisis. Welfare will be manned at all times the public are on site by a vetted staff member whose job it is to look after youth. All youth work will be undertaken in teams of two welfare personnel. Welfare staff will be contactable via radio and will keep a careful log of any situation involving the youth and who claims them. The adult claiming them will be given support information on responsibilities for youth on a festival site. Youth will be kept separate from any adults who may be visiting the welfare tent.

Procedures for reporting missing youth or vulnerable persons and initiating searches for missing youth or vulnerable persons can be found in the *Event Welfare & Youth Safety Policy*

3.5.9.1 Underage Drinking or Inappropriate Behaviours

Every effort will be made to protect youth from harmful situations they are likely to encounter

- Youth under 18 who present at the gate as being drunk or under the influence of drugs prior to entry will not be admitted, even if they hold a ticket and have a responsible adult with them. If they contest the fact that they have been drinking alcohol they may be offered to take a "breath test" under the supervision of their responsible adult and a member of the Youth Welfare team.
- The festival operates under a Challenge 25 scheme. All bar staff will be trained to ask for ID and challenge anyone looking under age before selling them alcohol.
- Security discovering any obvious youth with alcohol will challenge and ask for their ID. If underage, the alcohol will be confiscated and the responsible adult sought-out in order to hand the youth over. A qualified youth worker from the Welfare Tent will be called in to oversee the youth's welfare if necessary.
- Anyone under the age of 18 brought into the medical compound with drink or drug related injury or illness to be held safe until the responsible adult can be found. If immediate life threatening conditions apply, Medics with experience of similar situations will treat the conditions while getting assistance to find the responsible adult. A qualified youth worker from the Welfare Tent will be called in to oversee the youth's welfare
- Anyone under the age of 18 found to be causing a social disorder or undertaking inappropriate behaviours will be held until a responsible adult is found. If no responsible adult can be found on site, the Event Management shall consider consulting the police if this is deemed

necessary. A qualified youth worker from the Welfare Tent will be called in to oversee the youth's welfare

3.5.10 Special Needs

The Event Management recognises their moral duty as well as legal obligation to provide a site that will be as accessible as possible to those with special needs. We recognise that these needs go beyond wheelchair access but to all mobility issues, visual and hearing requirements, and hidden disabilities or illnesses that may need to be catered for on site.

For those with wheelchairs or access needs, accessible toilets will be available in four locations.

There will be a disabled parking area close to the event site, (grid Ref H6-site map) Parking is allocated on a first-come, first-served basis. Those with disability needing a power supply (mobility scooters), refrigerated medicines or similar unique special support will be reviewed on an individual basis and their needs met as best as possible.

Stewards, marshals and all event staff will be briefed on helping those with disabilities should there be a site evacuation.

3.5.11 Onsite Activities

3.5.11.1 Music

There will be three stages on site. Music will very largely be DJs, MCs, mixing both live and recorded music. All music, incidental and otherwise, will cease by times agreed with the council.

Music areas are listed below:

- Main Stage – This will feature top acts, major performances. This stage will be an open air structure (grid Ref H3 – Site Map) and will end at 23:00 hrs.
- Stage Two– This shall be in a covered structure/big-top tent with some walls taken down for the circulation of air and of people (grid Ref C-D3 – Site Map)
- Stage 3 – Another covered structure/big-top tent. (grid Ref F5-6 – Site Map)
- Other sources of background music which will be incidental in nature from traders, bars, fun fair, VIP lounge DJ's etc.

The Stage Managers are responsible for all activities taking place on the stage and will monitor all movement and activities.

- Music will primarily be popular DJs known by the audience, with little or no "band" equipment.

- The marquee, stage and sound system speakers will be positioned to direct any sound into the audience footprint or be kept contained within the marquees as much as possible. The Noise Management Consultant shall advise on this.

3.5.11.2 Non-Music Activities

In addition to the music stages, there will be areas on site dedicated to stalls and entertaining activities. Activities within this zone may include, but not limited to:

- Fun fair rides; big wheel, dodgems etc.
- Air brush tattoos, glitter tattoos, face painting, costume stalls etc– all with proper safety documentation and all aimed at young persons.
- Others to be confirmed

These activities are in the process of being finalised and a complete list will be handed over to the PESAG group prior to the event date. All activities will be selected as appropriate for the age group and they must present safety documentation appropriate to the activity include ADiP documentation from the fun fair rides.

There are no fireworks planned for the event. Stage pyrotechnics and lasers will be used.

Use of Stage Pyro on the main stage a big top/second stage is still under consultation. If any effects are deployed during the vent then full details of effects to be used with full safety data sheets will be supplied to the PCC PESAG group for authorisation no less than 28 days before the event. Full safety documentation will be provided and reviewed by the Safety Team and stage managers to ensure all parties are aware and knowledgeable about what will be taking place.

Likewise, there will be lasers in use within the big top/second stage supplied by VIVID Lasers. As with the stage pyro, the laser display documentation will be reviewed by the Safety Officers and stage managers to ensure they are being safely used, ensuring compliance within guidance such as HSG95. At this point, there are no plans for laser scanning. Again all details of equipment to be used will be supplied to the PCC PESAG for review no less than 28 days before the event start date.

All activities in this section will be managed and monitored on the day. Safety will be a priority in all plans.

3.5.11.3 Market and Food Stalls

The booking of all market and food stalls will be selected by the Market Manager. The Market Manager will ensure that all concessions are strictly controlled and provide the correct documented proof of their certifications regarding safety compliance.

There will be a number of trade stalls at the event.

- All commercial stall holders will be vetted for appropriate sales items. Sales items will meet safety standards and trade description standards.
- Stall holders will be issued with guidelines on what items are not permitted. Example: fireworks, weapons, legal highs or drug related paraphernalia are not permitted.
- Stall holders will be expected to return to the Market Manager all safety certification for any textiles or electrics used within their stall. All stall holders shall carry public liability insurance.
- No tattooing, skin or body piercing will be permitted.

There will be catering stalls on site selling hot and cold foods and drinks. In addition, there will be bar marquees for the sale of alcoholic beverages. Alcohol will not be sold through any outlet other than the bars.

- All catering units will be reviewed by the Market Manager to ensure they are practicing safe methods of food handling and preparation at standards that meet all legal requirements.
- All catering units must present proof of being registered with a local authority
- There will be small light refreshments stalls selling non-alcoholic beverages and snacks to offer an alternative to the bars and alcoholic drinks.
- Late night refreshments will cease after the final stage act has finished so to aide a gradual egress from the event.
- Contact details of all food concessions will be provided to the Licensing Authority at least 14 days prior to the event. Should there be any drop-outs or replacements, the details of the replacements shall be provided as soon as possible.

3.5.11.4 Bar Operations

There will be four general bars accessible to the public: two volume bars (grid Ref.D-E2 & I4) and two themed bars (grid Ref F-G5 and E4) The bars supplier is CCS. In addition, there is a VIP Hospitality bar accessible to those holding a VIP ticket (grid Ref G2), this area is only open to those aged 18+. There is a Guest bar (grid Ref. I3) accessible to a very small selection of the promoter's guests and this will be a free bar, not open to members of the public. There will be no other bars or outlets selling or giving away alcohol other than those listed here.

Each bar shall display a document with the following details: the name of the bar manager, their Personal Licence number and the hours the bar is open. Each bar shall have a copy of the Licensing Conditions and bar managers be made aware of these conditions, particularly with regards to the sale of alcohol. This will include (but is not limited to):

- Any shots or shooters or spirits shall be sold with a mixer. There shall be no shots, shooters or spirits served in containers with a total capacity of less than 100ml
- There will be no sales of spirits where the total measure of spirit in the drink exceeds 50ml
- No alcoholic drink shall be priced below £2.50
- The DPS will be the main point of liaison regarding the bars and will ensure that all legal guidelines for sale of alcohol are adhered to as well as being the point of contact for the local authorities who may have queries on site about alcohol sales. The DPS will be responsible for ensuring that that all members of staff are informed of the objectives of the *Licensing Act 2003* and the statutory requirements in order to ensure compliance with all relevant provisions of the Act. They will be the point of contact to liaise with the Police and Licensing Authority over any issues arising as a result of Licensing checks performed at the event.
- Personal License Holders will supply their license numbers and this will be available to members of the PESAG upon request. There will be a personal license holder supervising at each of the bars on site.
- The DPS will ensure that the bar supplier provides the *training* of all bar personnel, particularly around issues of sales to minors. This training will be centrally done and a record of the training shall be kept. No bar sales are to be made until this training is completed. This training will include:
 - The licensing objectives.
 - Recognising signs of drunkenness and recognising intoxication through drugs.
 - Challenge 25 and appropriate forms of Identification.
 - Refusals logs including when and how to use them.
 - Sale of alcohol to persons under the age of 18.
- The bar areas will be monitored by SIA Licensed stewards who will ensure that the bar areas remain free of social disorder. The bar managers shall be in radio contact with Security and Event Control should they need support in any fashion.
- The bar will operate a "Challenge 25" system of checking ID and stopping underage drinking. A valid ID will be asked for such as passport with hologram, UK photo card driving licence, PASS approved ID or military ID bearing a date of birth.
- Signage within all bars will clearly state the "Challenge 25" position and reminding people to drink responsibly.
- A system is in place to record anyone refused a drink because of age or because they aren't in a fit state.
-

Alcohol will only be sold between the hours of to be decided by the license on the event day. This information will be passed along to all bar staff.

3.5.12 Noise management and PA Systems

The Event Management will make every effort possible to reduce the impact of noise and nuisance on the neighbouring public as per Licensing Objective 2 "Prevention of Public Nuisance". As such they have hired the services of an Acoustic Consultant from *Joynes Nash*, an internationally recognised provider of noise management systems and one of the top providers working with the events industry.

Management will adhere to noise levels suggested by the Consultant and agreed by the licensing authority. In brief, they will abide by the agreed Music Noise Level (MNL), will hire a competent person to monitor and assess and to take readings and ensure compliance at the locations suggested. There will have a *Noise Management Plan* as an appendix to this document submitted to the council before the event commences.

As much as possible, the site will be designed so that speakers face away closest neighbouring properties. Prevailing winds will be taken into account as will land contour. All loudspeakers will be arranged and directed as agreed with the Licensing Authority at least 28 days prior to the event. Noise levels from the stage will be monitored by the sound desk engineers and checked by the *Noise Management Consultant*. Event Management will review these levels regularly and keep a record of the levels found. The sound engineers will respond to the Event Management's request to reduce the noise level if it is deemed necessary.

Unrestricted access to the sound mixing positions and backstage areas will be allowed at all times to the Licensing Authority for the purposes of sound level measurement and communication with the sound engineer(s). The Event Management will take advice from the local authority on the monitoring of noise levels off site and taking readings if and where this is deemed necessary. In conjunction with the Licensing Authority, Event Management will agree that music noise levels will be reduced if necessary following information received from the Licensing Authority's agreed monitoring points.

Prior to the event, levels will be set during the sound tests. If necessary, these levels will be altered to ensure compliance with any license conditions. All testing of amplified equipment before the event will be by prior agreement with the Licensing Authority.

Within the stages and in front of the stages it is certain that noise levels will exceed 85 dB (A), the second action value under the *Noise at Work Regulations 2006*. These areas will be designated "Ear Protection Zones"; warning signs will be erected, staff in the area will be rotated as much as possible and provided with disposable ear protectors. Foam ear plugs will be

made freely available to all staff. The medics or welfare on site will offer foam ear protectors to any public who ask or complain of loud noise.

Over the duration of the event the persons attending will not be exposed to an equivalent continuous sound pressure level (LAeq) of more than 110dB(A) in any public area on the day of the event. Care will be taken when positioning speakers so that amplified sound is not directly adjacent to persons on site, other than pit crew workers with proper ear protection.

The performances will be programmed to finish shortly before any set curfew; this together with careful programming and the use of experienced Stage Managers will prevent any possible overrun and potential breach of license conditions.

Event Management will affect full control over the public, organisations and traders on the site where there is amplified music being played. On request from the Licensing Authority, the organisers will arrange for the volume to be reduced or the playing to cease if in the opinion of the Licensing Authority a license breach is likely to be caused.

4 Extraordinary Operation and Major Incident Plans

4.1 Fire Arrangements

4.1.1 Fire Safety Policy

It is the policy of Mutiny In the Park (MitP) to ensure so far as is reasonably practicable, the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all personnel and to provide resources, information, training and supervision as is needed for these purposes. MitP also accepts its responsibilities for the health and safety of others who may be affected by its activity.

To this end the organisation will comply fully with the requirements of the requirements of the Health and Safety at Work etc. Act 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant statutory provisions and recognised codes of practice. One Inch Badge expects all employees and contractors working on behalf of the organisation to co-operate fully in the achievement of this policy.

4.1.2 Fire Safety Briefing

All staff and contractors must attend the Safety Briefing prior to all works commencing which will be conducted by the Event Safety Advisor. The Safety Briefing will include all the fire and emergency procedures.

4.1.3 Emergency Lighting

Emergency lighting in any enclosed structure must comply with BS 5266, and will be sited at every fire exit, and must not be impeded at any time by temporary fixtures and fittings. All emergency lighting must have a backup power source in case of an emergency where there is loss of main power.

4.1.4 Exit signs

All exits shall have a sign with a green "running man" or marked 'FIRE EXIT' in plain block lettering not less than 125mm high, over the doors. Where an exit cannot be seen from a particular point due to event installations, directional signs to the nearest exit will be placed in obvious positions along the escape route. All signage will conform to BS 5499: Part 1 Fire Safety Signs, etc.

4.1.5 Fire Extinguishers

Each fire exit from an enclosed building or structure will have a designated fire point, equipped with a minimum of 1 x 9ltr water gas or 1x foam extinguisher. All electrical installations, sound equipment and main electrical dimming / distribution points will have a minimum of one CO₂ gas extinguisher.

4.1.6 Escape Routes and Fire Exits

4.1.6.1 Travel distance

As the event is an open field site the likelihood of a full site evacuation being required is minimal. Due to the semi-urban nature of the site, however, and the severity of outcomes if an incident were to occur detailed attention must be given to ensuring sufficient planning in evacuation procedure.

The event will ensure that at all times there is exit capacity sufficient to affect a full evacuation within 8 minutes.

4.1.6.2 Escape routes and final exits

All evacuations will be pushed to the West where security measures will be in place to temporarily signal danger to oncoming traffic and encourage the event crowd to stay away from the highway.

Full details of evacuation procedures are detailed in the Major Incident Plan.

4.1.7 No Smoking Policy

In keeping with current legislation, a strict NO SMOKING policy inside enclosed structures will be maintained throughout the event. Staff or guests who fail to comply with this directive may be asked to leave the event.

A pre-appointed smoking facility for staff working within each structure shall be determined and its location will be clearly visible with signage.

4.1.8 Means of Escape for Disabled People

The Event Director will identify, during the pre-event induction, a reasonable number of competent staff members who will provide specific assistance to

disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge (e.g. protected location) and thereafter moved to final assembly points.

4.1.9 Catering Areas

All catering areas will be Risk Assessed and fire-fighting provision will be determined and suitable appliances provided.

Any onsite caterer must present the correct safety documentation for food hygiene, gas safety and electrical safety before being allowed to trade.

4.1.10 Fire Alarm

Due to the outdoor open nature of the site sufficient stewarding staff have been deployed to give a full coverage of the site with radio communication. As such the alarm will most likely be raised via radio to event control.

5 Fire, Emergency and Medical Procedures

5.1 Fire Procedure

On discovering a fire, all personnel should take the following action:

- Raise the alarm via radio to event control
- Evacuate from immediate danger
- Only tackle fire if trained and if safe to do so
- Do NOT take any risks
- Do NOT delay to collect personal items
- Do not return to the area unless instructed to do so by the emergency services
- Assemble at Assembly Point located to the west of the site.
-

5.1.1 EVENT CONTROL – FIRE

Upon hearing the fire alarm, the Event Safety Advisor shall inform the ELT team of the need to convene due to the discovery of a fire. Condition Amber will be declared in line with the Major Incident Plan

5.2 Emergency Procedure

5.2.1 INVESTIGATION

In the event of an emergency within the site, the following action will be taken:

A message, spoken in clear English to prevent the possibility of confusion will be relayed over the radio network:

FIRE, FIRE, FIRE IN THE MARQUEE AT 'location of Incident'

On hearing this alert the Head of Security, Event Safety Advisor and Event Director will meet and convene the ELT and dispatch staff to the affected area to report back. Condition Amber will be initiated and all staff will prepare for evacuation in line with the Major Incident Plan.

5.2.2 EVENT CONTROL - INVESTIGATION

During the investigation stage, the Event Safety Advisor or Event Director, shall liaise with Event Control and inform them of an incident with the potential to require evacuation of the site.

5.2.3 EVACUATION

The ELT will have sufficient time to assess the situation and decide on whether an evacuation is necessary. If deemed necessary, condition RED will be declared and the Event Director will make the call over the radio network to evacuate. This will be in the form of the following coded message:

'CODE RED, I REPEAT CODE RED. PREPARE FOR EVACUATION'

On hearing this message, fire marshals shall sound the alarm and initiate an evacuation. The following message will be relayed over the PA system / loudhailers:

**'LADIES AND GENTLEMAN IT HAS BECOME NECESSARY TO EVACUATE THE AREA, PLEASE MAKE YOUR WAY TO THE NEAREST AVAILABLE EXIT'
THE FOLLOWING EXCEPTIONS APPLY:**

- 1. IF THE DECISION TO EVACUATE HAS NOT BEEN MADE WITHIN 10 MINUTES OF THE INITIAL RADIO CALL, EVACUATION WILL BE ACTIONED BY THE EVENT DIRECTOR.**
- 2. IF THE SITUATION IS AN OBVIOUS FIRE, AN EVACUATION WILL BE CALLED.**
- 3. IF THERE IS NO POWER, LOUD HAILERS WILL BE USED, SECURITY WILL STILL TAKE LOUDHAILERS OUT OF THE SITE TO HELP STEWARD STAFF AND GUESTS AT THE MUSTER POINT.**

The nominated Fire Marshals will do a final sweep of the site to ensure all back of house and toilets are clear of public and staff. All other staff will assist in moving guests to the muster point.

The fire plan (attached) will show the muster point and all Fire Marshals will be aware of these areas at an event briefing to all staff.

Production staff will ensure all electrical systems are isolated.

5.2.4 EVENT CONTROL – EVACUATION

If it becomes necessary to evacuate the site, the Event Safety Advisor shall inform Event Control of the need to evacuate due to the discovery of a fire. The evacuation procedures will be followed and await further instruction from the emergency services, event control.

5.2.5 IF NO EVACUATION IS ACTIONED

If an evacuation is not necessary, the following radio message will be relayed over the radio network:

'CODE GREEN. STAND DOWN. CODE GREEN'

5.2.6 EVENT CONTROL – FALSE ALARM

The Event Safety Advisor will inform the Event Control of the false alarm.

5.3 Medical Procedure

In the event of a medical incident within the site, the code word 'White' will be used, the message will be broadcast to all radio users as the code word and the location of incident.

The medical supervisor shall be contacted via event control if medical assistance is required.

Full and detailed medical plans are available in a separate document:

6 Adverse Weather Planning

If inclement weather (especially high winds or near-by lightening) forces closure of the site infrastructure, it is vital to escort the public and all crew out of the marquee or stage areas as quickly as possible. Security staff and stewards will be expected to do this. It is important in any such incident to keep the public informed, explaining clearly the reasons for any decisions taken, and to persuade them to leave the site as quickly and quietly as possible.

If the Met Office issues an AMBER or RED weather alert for the time of the event, event organisers are to contact the council to discuss the potential impact and relevant contingency planning. For events on council land or buildings, the council reserves the right to cancel the event if the contingency plan is considered to be inadequate to mitigate the risk to the public from the weather conditions.

6.1 Ground Conditions

During extended periods of wet weather leading up to the event, ground conditions are a primary concern particularly as large, heavy vehicles and plant will be in use. To that end the Event Organisers have put the following in place:

- There are paved roadways that circle the perimeters of the event site, and contractors will be making use of the existing paved road as much as possible.
- Trackway may be in use in some areas near the "back stage" of the main stages so that the heavy use by vehicles arriving with bands and band equipment will be adequately supported. It may also be positioned behind the main bar where heavy delivery vehicles are expected
- Service vehicles such as toilet cleansing trucks or electricians will use the paved road as much as possible to avoid churning grass.
- Trackway may also be used at the main entrance / exit point for the area used for public parking as this point will taking the heaviest use by traffic.

Both staff/crew and public will have received information reminding them that weather conditions could be wet and muddy and that they need to wear appropriate clothing and footwear and take precautions when moving on site.

The Event Organisers will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. This will be regularly monitored by Event Control and the Event Safety Advisor will be informed if a rough weather front is predicted.

6.2 Wind

The Event Organisers will gather information on the wind load factor for all hired structures and will monitor readings from these structures regularly. The following will be used as a guideline for wind speeds, referring both to the Beaufort Scale and miles per hour

- Force 1-6 Up to a strong breeze (<30mph) - No action required. Monitor all wind effected structures
- Force 7 Gusts (30mph+) - Review smaller structures for stability and break-down any unstable structures
- Force 7 constant 'near gale' (30mph+) - Review all structures and begin lacing up sides etc. on large structures. Monitor tents closely and close venues where necessary.
- If the high winds have caused damage to major marquees, tents or main stage then these structure will remain closed until (a) they are repaired by the competent crew on site or (b) the Event Organisers decide to close the stage or close the entire event
- Traders and Stage Managers can be warned if strong gusts are expected

6.3 Heavy Prolonged Rain

Though this may deter some people, most attendees come prepared for wet weather and may spend more of their time in the marquee/tents on site.

Stewards will be alerted to numbers within the venue marquee/tents and alert the Event Organisers should the venues begin reaching capacity, in which case a show stop may need to be called.

Stage announcements may be made to remind public to be careful on muddy ground.

Staff and crew will be advised to wear correct PPE for working in wet weather and shall refresh themselves regularly with welfare breaks under a shelter and with a warm drink.

Site vehicles will be instructed to stay on paved surfaces and not move across bare ground. Even 4 x 4 vehicles can cause ruts and damage to ground surface. Only emergency vehicles will be allowed on grassy sites.

Welfare will be prepared to assist those who may have difficulty with the prolonged rain with spare dry clothes, dry blankets

Traffic stewards in the public car park will monitor traffic movement and will alert Event Control should cars begin getting stuck or have difficulty reaching the trackway or hard standing road.

6.4 Cold Conditions

There is a possibility that the weather could reach low temperatures and remain cold throughout. Event attendees should be advised to wear appropriate clothing prior to the event and provisions made during the event to provide warm areas for the public to congregate.

6.5 Heat and Dry

There is a possibility that weather could reach a high temperature and remain very dry throughout. Bottled water will be available for sale through site traders. Attendees who feel overwhelmed by the heat will be taken to the medics and potentially, to welfare. Welfare will have sunblock available for those who feel they are in need.

6.6 Electrical Storms

If there is an electrical storm approaches, the event will have an Electrical Storm Action Plan that will be communicated to all stage managers as well as the Event Organisers.

The event will follow the "30/30" rule in reference to electrical storm risk management. If the Lightning/Thunder gap is less than 30 seconds then activities will cease until no less than 30 minutes after the last strike within the 30 second limit.

In case of an electrical storm causing a show stop event personnel will isolate all marquee poles, advise all public to avoid large metal structures and await advice from security that the danger has passed.

7 Major Incident Plan

7.1 Definitions

Emergencies can occur at any time and it is important that Event Organisers are prepared for such events. This plan outlines how the event will be

managed by the Event Organisers and Responder Agencies. It has been agreed with the Licensing Authority, emergency services and PCC Civil Contingencies Unit in advance of the event.

- A Minor Incident can be described as "day to day" non-life threatening situation where the event representatives may need to intervene to resolve.
- An **Emergency** may be life threatening and will need the attention of the police, fire and/or NHS medical services working within their normal sphere of operations.
- A **Major Incident** is defined as "an event or situation with a range of serious consequences which require special arrangements to be implemented by one or more emergency responder agency" - updated JESIP Doctrine 2016.

The emergency services attending an incident will make the assessment about whether to declare a major incident. Declaration of a major incident will result in a number of processes and plans being invoked including those of the emergency services and the City Council. The Event Organisers should recognise, however, that a range of activities or events could precipitate a Major Incident within the event site and take responsibility for ensuring safe procedures in dealing with such.

The Emergencies Services and other Responder Agencies operate within an Emergency Management Framework which is frequently trained and exercised:

- **Operational** - this is usually where Event Control will be and it will primarily deal with the functional management of the event. It is where staff should report incidents and where alerts are generated. For this event, Operational is located at the pavilion building at the East of the site
- **Tactical** - if appropriate, the Police will co-ordinate this level of response, including allocating appropriate resources and deciding if the incident should be declared a 'Major Incident'. All Responder Agencies, including a representative from the Event Organisers, are expected to participate at this level. It has been agreed that for this event, Tactical is located at the pavilion building to the East of the site
- **Strategic** - Strategic is only established in the case of a Major Incident, it will be co-ordinated by the Police and will be set up at Police Training HQ; Netley. All Responder Agencies, including a senior representative from the Event Organisers, are expected to participate at this level.

7.2 Transfer of Command

Should a major incident be declared by the ELT or the site alert state has reached **CONDITION RED** and there is no indication of an improving situation (see below), the ELT, if requested to do so by Police, Fire or Ambulance services, will hand over control of the event. Event Control will log this take over and a transfer of command form will be signed by both parties. Transfer of Command forms will be held on site by the Event Safety Advisor

7.3 Incident Response and Operation

Should a situation develop into an emergency or major incident, the response will be co-ordinated by the the ELT and other services including fire and ambulance and police as necessary. In the event of transfer of command the emergency service taking lead will depend on the nature of the incident. For example, in the event of a fire, this would likely be the Fire Brigade.

All incidents will be logged by event control.

7.4 Event Conditions: RED – AMBER – GREEN

The event will operate under a "traffic light" system of alert, as follows

Condition Green — This is considered the normal state of alert. The public are free flowing through the event site, no potential dangers have been highlighted and all departments are reporting normal conditions.

Condition Amber — The move to Condition Amber is called when crowd movement halts and crowd density builds. Only head and shoulders visible. Or when there is the threat of fire, crowd disorder, structural collapse or bomb threat, credible terror threat, expected extreme weather event or other incident identified in the EMP.

Condition Red -The move to Condition Red is called when the threats mentioned above manifest: fire, disorder, bomb, structure collapse, terrorism.

If Condition Red is called by the ELT, a full or partial evacuation may be required depending on the location and nature of the incident.

7.4.1 CONDITION AMBER

Should Condition Amber be declared by the ELT, the following will be put into action:

- ELT will advise the appropriate authorities.

- The appropriate response teams, as directed by the ELT, will immediately go to the location to co-ordinate the incident. Resources will be deployed as requested
- All radio users on site are to maintain radio silence, until contacted by event control, unless an urgent announcement is required.
- Event Production Team will be informed.
- All parties will be advised of the exact area of the threat by reference to grid reference on the site map.
- All teams will be advised to 'Stand by' and await further instructions.
- All manned Exit and Entry points are to prepare for evacuation of the site by arranging for all obstacles to be removed (including all road closure barriers, entry queue barriers, heras fence panels).
- Dependent on the circumstances, at this stage the public will not be informed of any preparations. If possible, event staff and security should attempt to restrict admission to the site.
- Any cars parked in any area on site wishing to exit should be carefully controlled by security/stewards. This includes all resident vehicles located around the event footprint.
- The emergency routes, as defined on the site plan are to be staffed and secured.

If the incident that alerted Condition Amber can be contained the ELT will alert all that they are to stand down back to Condition Green. However, if the incident looks to worsen then all will be alerted to stand by for Condition Red

7.4.2 CONDITION RED

In the case of a worsening incident that requires the cancellation and/or evacuation of all or part of the event site, the ELT will remain in primacy of the event.

If the incident resulting in a condition red is of significant risk to public safety or is the direct result of criminal action, then Hampshire Police may request to assume control of the site. Event Director Neil Roberts will direct all event staff to assist the emergency services requested in response to the situation. The ELT will ensure that:

- Where possible, Exit and Entry points to be cleared of any obstructions. (barriers, queues, refuse, fencing etc).
- Designated RVP (TBC) to be secured and suitable staff to be dispatched to receive Emergency Services and Emergency routes to be cleared.
- Cordon to be established around the affected area, cordon boundaries will be decided by ELT and or Hampshire Police, Fire Service or Ambulance Service.

- Decisions made on available exit routes - those not available will have divert set up at critical points. Pedestrians to be directed away from the threat and the incident area to be secured.
- Designated stewards and event staff to be positioned in assembly points to the West of the main site to inform and manage the general public.
- Designated person/s to halt event entertainment. A clear announcement will be made on site through the PA system.
- All staff to maintain radio silence until further notice, unless an urgent announcement is required.

7.5 Emergency Announcements

All radio users will be alerted via Event Control if the alert status to Condition Amber or Condition Red and will be alerted via the above codes as to the nature of the situation. Should there be a need to communicate an emergency situation or evacuation to the public this will be made via the public music systems. Should ELT or Police make the decision to evacuate or make an emergency announcement, they will command the controller of the music/sound systems to make the appropriate announcement.

7.6 Suspect Package Guidelines

In case of the identification of any suspicious package all staff will be advised to alert Event Control of its location. The staff member should then remain with the item. They should UNDER NO CIRCUMSTANCES TOUCH OR MOVE THE ITEM.

Upon receiving the call Event Control will declare an Amber alert and position staff to quickly and efficiently put in place a cordon around the item. The scope of this cordon should be established in line with the following:

- i Up to briefcase size device – 100m
- ii Suitcase, or small vehicle borne device – 200m
- iii Large Vehicle borne device (Transit type van) – 400m

Once the cordon has been established a 999 call will be placed detailing the particulars of the suspect package and staff despatched to the RVP to receive external assistance.

7.7 Evacuation

An evacuation can only be called by the Event Director Neil Roberts in consultation with ELT. Evacuations may be partial, i.e. a particular area within the event site, or full, i.e. the whole of the Event area. An evacuation is a last resort as it can often cause confusion, crowd surges or violent behaviour amongst the public.

Should a major incident occur then control of the site **may** be handed to local police, if requested to do so, led by the most senior police officer in attendance. This decision will be taken in consultation with the ELT and will only be actioned when all parties in attendance agree that there is significant danger to life if primacy is not relinquished to a third party. Otherwise the responsibility for the site remains with the ELT. Where external emergency services are needed, and must take primacy and are able to assume control of the site, then the on-site security team will come under the direction of the emergency services, as directed by the Event Director.

7.7.1 Partial Evacuation

In the event of a decision to evacuate a part of the event site, stewards and staff with loud hailers will make the announcement to the public to move towards the closest appropriate exit from the incident site. They will form cordon lines to move people along.

7.7.2 Full Evacuation

In the event of the need to evacuate the whole of the event site, an announcement shall be made on the PA system asking the public to move quickly towards the nearest exit from the site heading south.

Stewards and staff will reinforce this message and stewards will form cordon lines to assist in moving people along.

Security staff will be dispatched to surrounding highways to signal to traffic of the impending crowd movement.

Once the ELT have advised Control that a full evacuation is necessary further instructions will be given as follows:

- Decide on appropriate evacuation routes from pre-agreed options
- Place all radios and operators under the direction of the ELT
- Advise site medical staff
- Set-up information point to advise the public in the muster point
- Direct any enquiries for casualty information to Medical Control
- Direct any press or media to Event Management
- Arrange for emergency lighting (as required)
- Any staff not in the immediate danger will be instructed to remain within their operating area
- No vehicle movement, other than emergency services, will be permitted.
- Once the site has been evacuated, all entrance and exit points will be staffed by security.

7.8 Emergency Vehicles

Some incidents may require emergency response vehicles to enter the site. Any emergency services should be called via the ELT and their vehicles directed to the designated RVP.

7.9 Communications

Communication with the festival crowds that there is a need to evacuate or make way for emergency vehicles can best be done by the PA system and loudhailers.

The sound system controller's engineers will be given the code word "chocolate" to verify that the request to make an emergency announcement is genuine.

The stage managers will then make the announcement as decided by the ELT stating exactly what they crowd are to do (example: Move away from a specific area so that an ambulance can get through)

The Production Manager will ask for a contact name and mobile phone number of the secondary sound system controller so that they may be contacted in an emergency.

Should the mobile phone not respond, then the Production Manager for that area, may go directly to the controller and inform them of the emergency.

Once receiving the message, the controller will be asked to give the necessary emergency message as decided by the ELT

7.10 Roles and Responsibilities

7.10.1 Event Management

The Event management will undertake to adhere to the planning detailed within this document and keep all statutory bodies informed of any changes to the operational management of the event.

In case of any major incident being declared the Event Management will make all event resources available for direction from the authority taking primacy.

7.10.2 Hampshire Constabulary

- The Police are primarily concerned with the protection of life and property, the prevention and detection of crime, prevention of breaches of the peace, responding to any immediate threat to life and public safety and co-ordinating the response of the emergency services.

- The Police have no general duty to preserve public safety except where there are immediate or likely threats to life and cannot be used or expected to support any gaps in the arrangements for the Event
- The Event Organisers remain in operational command of the site and all personnel working on it (unless a transfer of authority has occurred)
- The Police will manage emergencies and major incidents, including the command and co-ordination of multi-agency resources. If a major incident is declared the Police will assume overall authority and notify the Event Organisers as soon as is practicable of that decision.
- A detailed Memorandum of Understanding (MOU) between Hampshire Police and the Event Organisers will be drawn up prior to the event.

7.10.3 Hampshire Fire and Rescue Service (HFRS)

- HFRS responsibilities are extinguishing fires in its area, protecting life and property, rescuing people in the event of road traffic accidents. HFRS will also protect people, animals and the environment from serious harm.
- HFRS will enforce all matters relating to fire safety in accordance with the provisions of the statutory legislation for which we have enforcement responsibility.
- Responsibility for complying with the Fire Safety Order 2005 (FSO) rests with employers in the workplace, but could also be on an owner, occupier or event organiser. If you are responsible for a building then you must ensure all necessary fire precautions are in place.
- HFRS will liaise with the event organisers where necessary and offer guidance to ensure compliance with the FSO.

7.10.4 South Central Ambulance Services (SCAS)

- The Ambulance service acts as the "Gateway" to the wider NHS and works with our health partners (Local and Regional Hospitals and NHS England Area teams) to Triage, Treat and co-ordinate the Transport to onward care for any unforeseen incident.
- In the event of a significant incident, or if a Major Incident is declared. South Central Ambulance will attend to work alongside the other Emergency Services and external multiagency partners. Ambulance Commanders will attend to act as a co-ordination point for all medical assets available.
- It is normal practice for the onsite medical provision to come under the Control of the Ambulance Commander but direct command will remain with the contracted organisation's management.
- These contingency arrangements should not be routinely relied upon and they do not take the place of sufficient medical planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during an event.

7.10.5 Portsmouth City Council - Civil Contingencies Unit (CCU)

- The City Contact Officer will assess the details of the incident and if necessary will activate the PCC Emergency Response Plan. The plan sets out how the council will respond to an emergency, including setting up an Emergency Response Centre to co-ordinate council activity.
- The Council will work with the emergencies services to identify suitable premises for evacuated people and will provide welfare support as part of its Rest Centre Plan. For large numbers of people this may be on a 'best endeavours' approach.
- Event Organisers and emergency services remain responsible for evacuating the festival site, and council may look to recover its costs from the Event Organisers.

Michelle Steward

From: Clare Eames
Sent: 15 November 2017 14:10
To: 'matthew.moss@hampshire.pnn.police.uk'
Subject: Mutiny Festival - Review of Premises Licence

DOCID: 2146170924
SENTON: 15/11/2017 14:09:26

Dear Matt,

I write further to our meeting last week to discuss the Review application which has been submitted by Hampshire Police and is currently due to be determined by the Licensing Sub-Committee on Monday 27th November 2017.

It was helpful to discuss in full detail the relationship between Hampshire Police and my clients who have operated Mutiny Festival in Portsmouth in 2014/2016 and 2017. Overall, it is fair to say that there has been as positive working relationship between the Premise Licence Holder and the Police and it was helpful to discuss some of the positive aspects of the operation of Mutiny in terms of the promotion of the licensing objectives.

In essence though, you reiterated the position of Hampshire Constabulary that based on the information regarding the incidents at the 2017 festival, Hampshire Police at this stage would not be confident that 16 and 17 year olds should continue to be admitted to the event. As you are aware, my client's position is that the festival can operate with 16 and 17 year olds so as to promote the licensing objectives, in particular in relation to protection of children from harm. I have provided my client with comprehensive advice surrounding the Review process and the powers of the Licensing Sub-Committee and in addition, we have carefully considered the current operating schedule attached to the Premises Licence in consideration of the extensive discussions that we had last week.

As a result of the discussions that we had, and we did discuss some of the measures below, we have prepared below a list of conditions which we feel would enable Hampshire Police to be confident that 16 and 17 year olds could continue to be admitted to the event.

Proposed Conditions

Entrance:

1. A separate festival ticket will be sold for 16 and 17 year olds. Only 16 and 17 year olds who have purchased the correct ticket and meet the photocard identification procedures will be admitted to the festival
2. All 16 and 17 year olds attending the event will be required to have photocard identification and must provide this to the security for inspection, if photocard identification cannot be provided, entry will be refused
3. All 16 and 17 year olds admitted entrance to the festival will be provided with a different colour wristband to adults which clearly identifies them as under 18 years old
4. All 16 and 17 years old will be required to use a separate entrance to be admitted to the festival, and no 16 and 17 year olds are to be admitted through the main entrance gates. Accompanying adults will be able to use this entrance also with any 16 or 17 year old in their group
5. Entrance staff are required to complete an electronic database system, which will be completed upon entry to ensure details of all 16 and 17 year olds are maintained. This will contain basic personal information (name, dob, contact telephone number, address) which will be made available to the Police upon request throughout the festival

Policies:

6. During the festival a written Vulnerability Policy will be in place stating how staff and management will safeguard vulnerable persons who are on site during the festival
7. All staff will be given vulnerability awareness training to help identify vulnerable persons on site and to ensure appropriate action is taken.
8. There will be a designated Safeguarding Manager who will be put in place to deal specifically with 16 and 17 year olds throughout the duration of the festival

Bars:

9. At no time shall any under 18's be allowed to enter alcohol bar serving areas
10. At all times throughout the festival a dry bar selling only non-alcoholic drinks will be made available

We did discuss when we met whether or not a condition could be crafted so as to limit the number of festival tickets sold to 16 and 17 year olds. Our position is that the above conditions would bolster the operating schedule to a sufficient level however we would be more than happy to have further discussions if you feel this is appropriate.

In relation to 16 and 17 year olds being provided access to the event, the current licence conditions have a system whereby those under the age of 18 have to be accompanied by an adult. The above conditions remove that requirement as it is my client's submission that those persons aged 16 or 17 would be better managed without the requirement for an accompanying adult and that is something that is seen at festivals throughout the country. This would be further achieved by the removal of condition 1 and 2 from the current licence.

We note the Police application suggests that the decision as to whether or not 16 and 17 year olds are admitted to the festival is to be determined by the Licensing Sub-Committee. My wealth of experience would tell me that the best outcome to promote the licensing objectives is one where the Applicant for Review and the Licence Holder have worked together in partnership to agree a solution that best promotes the licensing objectives. In my submission, that means that the Review process has been successful. While of course this does not detract from the discretion of the Licensing Committee to make such determination as they see fit, of course section 182 guidance does make it clear that any determination needs to be made in consideration of the relevant evidence and therefore evidence of an agreed position between the applicant and Premises Licence Holder in our view would have significant weight.

My client accepts that there have been learnings from the 2017 festival but is confident that working with Hampshire Constabulary to make the event a safe environment for 16 and 17 year olds would be the better outcome given that you were able to assure us that the Police are not seeking revocation of the licence. Unfortunately, my client's position is that should the festival not be able to proceed with 16 and 17 year olds in attendance then the event would not be viable, as it is designed with a customer base in mind that includes 16 and 17 year olds.

Should you be minded to agree the conditions which are submitted we would suggest in the first instance, that the way forward would be for us to submit a minor variation to change the conditions of the licence, and for Hampshire Police to withdraw the Review application. This is a technique we have used previously when in similar circumstances.

If you are not minded to withdraw the Review and consider that the application should be determined by the Licensing Committee, I would still suggest that presenting an agreed position to the Committee would be the best interests of all parties and would ensure the promotion of the licensing objectives. As I explained when we met and just to reiterate, my client is committed to working in partnership with the Police and the Responsible Authorities to ensure the safety of all of its customers and the promotion of the licensing objectives.

I look forward to hearing from you soon once you have had an opportunity to further consider the above.

Kind regards

Clare

Michelle Steward

From: peter.rackham@hampshire.pnn.police.uk
Sent: 17 November 2017 17:37
To: Clare Eames
Cc: matthew.moss@hampshire.pnn.police.uk
Subject: FW: Mutiny Festival - Review of Premises Licence
Attachments: Mimecast Attachment Protection Instructions; Incidents linked to the event 2017 response to questions.doc

DOCID: 2146175665

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files

Hello Clare

I hope you are well?

Ive been asked by Matt to provide the information you have requested. I provide it in the Word document. The blue writing below each incident represents the answers to that particular incident.

With regards to the question - When were details of the incident communicated to the Premises Licence Holder? - The majority of incidents would have gone through either the ELT at the time of the incident (Police and Security who operated their own incident log in the same room together) or via the ELT meetings attended by all the Bronze/Silver elements of the event. Where I dont know it simply states Unknown.

I hope that this assists. Any questions then please do not hesitate to contact me.

Kind Regards

Pete

*PC 21945 Pete Rackham
 Licensing and Alcohol Harm Reduction Team
 Portsmouth Civic Offices Peter.rackham@hampshire.pnn.police.uk
 Ext: 02392 688314 Mobile: [REDACTED]
Licensing Home Page
<http://www.hampshire.police.uk/internet/advice-and-information/licensing/>*

From: Moss, Matthew
Sent: 17 November 2017 14:10
To: Rackham, Peter
Subject: FW: Mutiny Festival - Review of Premises Licence

A/PS 3554 Matt Moss

Hedge End South Neighbourhood Policing Team
 Hampshire Constabulary
 Hedge End Police Station
 St.John's Road, Hedge End, SO30 6AF.

Internal: 4732125

Work mobile: [REDACTED]

Twitter: @HedgeEndCops

From: Clare Eames [mailto:C.Eames@popall.co.uk]
Sent: 15 November 2017 14:10
To: Moss, Matthew <matthew.moss@hampshire.pnn.police.uk>
Subject: Mutiny Festival - Review of Premises Licence

Dear Matt,

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It was helpful to discuss in full detail the relationship between Hampshire Police and my clients who have operated Mutiny Festival in Portsmouth in 2014/2016 and 2017. Overall, it is fair to say that there has been as positive working relationship between the Premise Licence Holder and the Police and it was helpful to discuss some of the positive aspects of the operation of Mutiny in terms of the promotion of the licensing objectives.

In essence though, you reiterated the position of Hampshire Constabulary that based on the information regarding the incidents at the 2017 festival, Hampshire Police at this stage would not be confident that 16 and 17 year olds should continue to be admitted to the event. As you are aware, my client's position is that the festival can operate with 16 and 17 year olds so as to promote the licensing objectives, in particular in relation to protection of children from harm. I have provided my client with comprehensive advice surrounding the Review process and the powers of the Licensing Sub-Committee and in addition, we have carefully considered the current operating schedule attached to the Premises Licence in consideration of the extensive discussions that we had last week.

As a result of the discussions that we had, and we did discuss some of the measures below, we have prepared below a list of conditions which we feel would enable Hampshire Police to be confident that 16 and 17 year olds could continue to be admitted to the event.

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Policies:

Incidents linked to the event 2017

Saturday

44170200238 27/05/2017 17:54 – Section 35 – Main Site

Male causing issues at the site. Male issued a S35 dispersal and leaves the site.

Who reported incident? – Initiated by Police

Details as to who the alleged incident was reported to? – Initiated by Police

How was the incident reported? – Initiated by Police

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
17:54 hours on both counts

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Given as KGV playing fields

What actions have been taken since report made? What is the current situation? –
None matter dealt with at the time

44170200372 27/05/2017 19:58 – PWITS – Main Site

Males seen by Security Staff to act suspiciously in that they are handing items to each other. Males searched and found to have drugs in their possession.

Males released under investigation.

Who reported incident? – Premises Security

Details as to who the alleged incident was reported to? – Reported to Police by
Security

How was the incident reported? – Through ELT at the event

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
19:58 on both counts.

When were details of the incident communicated to the Premises Licence Holder? –
Would have been at the time through the ELT as matter began with security
identifying the issues.

What was the specific location of the alleged incident? – In the main stage arena

What actions have been taken since report made? What is the current situation? – 3
males arrested and released under investigation. The matter has been investigated and
currently the matter is before CPS for a charging decision

44170200697 27/05/2017 23:40 – Assault – Main Site

**Male stating that he has been punched in the face by door staff on being ejected
following a fight between him and another male.**

Investigation Ongoing

Who reported incident? – The victim

Details as to who the alleged incident was reported to? – To Police officers working
the event

How was the incident reported? – In person by the victim

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
23:40 hours report made – 23:20 incident occurred

When were details of the incident communicated to the Premises Licence Holder? –
Would have been at the time through the ELT as incident on site

What was the specific location of the alleged incident? – KGV playing fields
unknown exactly where but within the Mutiny site - Vespasian will have details in
their log

What actions have been taken since report made? What is the current situation? –
Officers took account from the victim who was in drink, looked at the Vespasian log
of the incident and attempted on numerous occasions to make contact with the victim
who did not respond. As a result it was deemed that the victim had been ejected
lawfully by security

44170200617 27/05/2017 23:46 – Sexual Assault – Main Site

**Female aged 14 enters the site with her 13 year old sister. They are signed in by the
father who then leaves. Whilst in the big top the aggrieved alleges that she has been
cornered by a group of males and one of the males digitally penetrates her.**

Victim then goes to the welfare tent and is seen by a doctor who she makes the allegation too.

Who reported incident? – The 14 year old Victim.

Details as to who the alleged incident was reported to? – Initially to the Doctor employed by the premises licence holder at the events medical facility

How was the incident reported? – Through the ELT at the premises

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? – 20:45 hours to the Doctor. Incident took place shortly before this

When were details of the incident communicated to the Premises Licence Holder? – Would have been at the time through the ELT as incident on site. This matter was also communicated to Luke Betts in person and through the ELT meetings

What was the specific location of the alleged incident? – Big Top dance tent

What actions have been taken since report made? What is the current situation? –

Officers made took details from the victim including description and potential witnesses including the doctor. Clothing seized from the victim. Victim returned to parents. Upon returning to gather further evidence from the victim they did not wish to engage with the Police at this time. As no information available to identify an offender and no further information forthcoming from the victim the matter was filed following Police providing details of the victim to Social Services for any follow up.

44170200720 28/05/2017 00:31 – ASB – Off Site

DPS reporting that they are closed but have around 40 people on the car park drinking. Believes they have come from Mutiny.

Who reported incident? – The DPS of a local licensed premises.

Details as to who the alleged incident was reported to? – The Police

How was the incident reported? – Via a phone call to the Police

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? – 00:31 for both

When were details of the incident communicated to the Premises Licence Holder? – Through the ELT meeting process

What was the specific location of the alleged incident? – London Road outside the Coach and Horses Licensed premises

What actions have been taken since report made? What is the current situation? –

Officers attended at 0043 some twelve minutes after the call. Only six persons were left and no issues were raised.

Sunday

44170201039 28/05/2017 10:15 – Common Assault – Main Site

Informant reporting that the day previously she was spat at by her ex partners nephew.

Investigation Ongoing.

Who reported incident? – The Victim

Details as to who the alleged incident was reported to? – The Police

How was the incident reported? – Via a phone call to the Police

Did the Police attend? – No as the call was made the next day

What was the exact time of the report being made and the time of the incident? – Report made at 10:15 on the 28/05/2017. The incident occurred between 17:25 and 17:35 hours

When were details of the incident communicated to the Premises Licence Holder? - Unknown

What was the specific location of the alleged incident? – The Big Top Tent

What actions have been taken since report made? What is the current situation? –

Officers investigated the matter. Statements taken from the victim and witness taken. Suspect interviewed under caution and summonsed to court where the suspect was found not guilty.

44170201162 28/05/2017 12:25 – Theft – Main Site

Informant reporting that the previous day he had passed out through drunkenness and when he awoke he had items stolen from him.

Investigation ongoing.

Who reported incident? – The Victim

Details as to who the alleged incident was reported to? – The Police

How was the incident reported? – Via a phone call to the Police

Did the Police attend? – No as the call was made the next day

What was the exact time of the report being made and the time of the incident? – Report made at 12:25 on the 28/05/2017. The incident occurred between 16:00 and 17:30 hours

When were details of the incident communicated to the Premises Licence Holder? - Unknown

What was the specific location of the alleged incident? – Mutiny Festival unknown where on site

What actions have been taken since report made? What is the current situation? –

Officers investigated the matter. However no information regarding exactly when and where the incident took place on site. No witnesses and no offender description. Matter filed and advice given to the victim around bank cards.

44170201319 28/05/2017 14:38 – ABH – Main Site

13 year old found by Police stating she has been assaulted by another person in the queue.

Investigation Ongoing.

Please note the victim was a male not a female in this case

Who reported incident? – The Victim

Details as to who the alleged incident was reported to? – The Police

How was the incident reported? – In person to the Police in Ashurst Road in Cosham

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? – Report made at 14:38 on the 28/05/2017. The incident occurred between 14:00 – 14:38

When were details of the incident communicated to the Premises Licence Holder? – Unknown – However the incident was reported to Police on site via radio who were working within the ELT so is likely this information would have been shared in the joint security/Police room

What was the specific location of the alleged incident? – Mutiny Festival queuing lane

What actions have been taken since report made? What is the current situation? –

Officers investigated the matter however the victim did not wish to make any complaint. Injuries to the victim were noted and the victim taken to hospital. Details of victim and incident sent to Social Services for there information.

44170201515 28/05/2017 18:15 – PWITS – Main Site

Drug dog indicate on a male. Search performed and find 10 bags of powder. Male arrested.

Investigation Ongoing.

Who reported incident? – Security

Details as to who the alleged incident was reported to? – The Police

How was the incident reported? – On site to Police working the event

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
18:15 for both

When were details of the incident communicated to the Premises Licence Holder? –
Would have been at the time due to the security finding the drugs as part of the search process.

What was the specific location of the alleged incident? – Mutiny Festival queuing lane

What actions have been taken since report made? What is the current situation? –

Officers investigated this matter. Arrested the male and searched his home finding cannabis and drugs paraphernalia. Male interviewed. Due to cost implications of drugs test and male being No Trace the male was instead given a cannabis warning

44170201654 28/05/2017 20:14 – ABH – Main Site

Female reporting that she has been punched in the face whilst on site. Suspect named.

Investigation Ongoing.

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – The Police

How was the incident reported? – Via phone call to Police working the event

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
20:14 reported, incident alleged at 18:15-18:45

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Outside the Big Top Tent

What actions have been taken since report made? What is the current situation? –

Officers continue to investigate this incident. Social Services have been advised re the
17 year old suspect

44170201711 28/05/2017 20:43 – Public Order – Main Site

**Male shouting racially abusive words to Police officers. Male arrested for Public
Order issues.**

Investigation Ongoing.

Who reported incident? – Police

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Police

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
20:43 for both

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Lynx House (Car park of
Mutiny)

What actions have been taken since report made? What is the current situation? –

Officers arrested the male at the time and interviewed him regarding racially
aggravated public order offences. The male following CPS advice was released with
no further action taken.

44170204126 28/05/2017 20:30 – Drugs – Main Site

Male produces a bag of white powder in front of a licensing officer. Male detained by licensing officers working and taken to Police compound where powder is tested and confirmed as cocaine.

Investigation Ongoing.

Who reported incident? – Police

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Police

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
20:30 for both

When were details of the incident communicated to the Premises Licence Holder? –
At the time of the incident

What was the specific location of the alleged incident? – The VIP area Mutiny
Festival

What actions have been taken since report made? What is the current situation? –

Male was initially detained after becoming aggressive. On calming the male was released. Interviewed at a later date and issued a Community Resolution.

44170201741 28/05/2017 21:11 – PWITS – Main Site

Group of persons seen by security to be involved in the supply of NOS. Persons subsequently arrested.

Investigation Ongoing

Who reported incident? – Security

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Via the ELT

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
19:00 – 22:00 incidents occurred times stated are when they were logged by Police on
the record management system

When were details of the incident communicated to the Premises Licence Holder? –
At the time of the incident

What was the specific location of the alleged incident? – Number of locations within Mutiny Festival

What actions have been taken since report made? What is the current situation? –

A large number of males were arrested on suspicion of the supply and later released under investigation. Following the investigation, Police were unable to link the actions of the males to dealing. Due to the law relating to Psychoactive substances not providing a simply possession offence in relation to NOS the males and following CPS advice the males had no further action taken against them.

44170201811 and 44170201814 and 44170201912 28/05/2017 21:56 – Sus Vehicle – PWITS

Vehicle recovered full of NOS following searching of males linked to vehicle who were found with NOS on their person

Investigation ongoing

As per the above

44170201797 28/05/2017 22:11 – PWITS

Male detained by security after leaving a restricted area with a large bag. Following a search a large amount of NOS was found. Male arrested.

Investigation ongoing

As per the above

44170201821 28/05/2017 22:34 – Sexual Assault – Main Site

Third Party report that a 17 year old female has been touched inappropriately by a male grabbing her thighs.

Investigation Ongoing

Who reported incident? – Victim/Site Welfare

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Via the ELT

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? – Report made at 22:34 hours. Incident occurred between 21:30 and 21:35 hours

When were details of the incident communicated to the Premises Licence Holder? –
At the time of the incident via ELT

What was the specific location of the alleged incident? – Main stage at Mutiny
Festival

What actions have been taken since report made? What is the current situation? –
Police investigated the matter but the victim did not wish to assist Police with the
investigation.

44170201843 28/05/2017 22:52 ASB Noise – Main Site

Person reporting of noise from the festival which previous night went on until the
early hours. Despite the fact that the music went off at 23:00 hours.

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Via Phone

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
Report made at 22:52 hours.

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Mutiny Festival – Victim
lives locally

What actions have been taken since report made? What is the current situation? –

None – Noise concerns a matter for EHO – Advice given to the victim to contact
EHO. However on looking at the complaint the music both nights appeared to have
stopped at 23:00 hours. No licensing offences.

44170201931 29/05/2017 00:11 – Assault – Off site

Report of a fight. Police attend and cannot find this.

Who reported incident? – Informant is member of the public

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Via Phone

Did the Police attend? – Yes

What was the exact time of the report being made and the time of the incident? –
Report made at 00:11 hours. Incident occurred at same time

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Northern Parade

What actions have been taken since report made? What is the current situation? –
None – Despite an area search conducted by Police. No one of the descriptions found
were located. As such no further action was taken.

44170201936 29/05/2017 00:27 – Assault – Main Site

Female reporting that she has been assaulted by a female who slapped her.

Investigation Ongoing

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Via Phone

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
Report made at 00:27 hours. Incident occurred at 22:55

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Mutiny Festival Site
unknown exactly where

What actions have been taken since report made? What is the current situation? –
None – When Police contacted the victim she withdrew the complaint stating that she
did not want to make one anymore.

44170202203 29/05/2017 09:37 – Theft – Main Site

Report that victims bag has been opened and phone “dipped”

Investigation Ongoing

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Via Phone

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
Reported 09:37 incident occurred day before between 11:30 and 12:00

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Queue to gain entry to the
premises

What actions have been taken since report made? What is the current situation? –
None – No witnesses, no description of offenders. Incident logged.

44170202747 29/05/2017 13:08 – Assault – Main Site

Male has thrown a drink at a female.

Investigation ongoing

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Attendance at a Police station

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
Reported 13:08 incident occurred day before between 20:00 – 22:00

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Unknown but within Mutiny
site

What actions have been taken since report made? What is the current situation? –

Victim and witness statements taken from friends of both parties, photos of injury taken, suspect interviewed who denied offence. CPS advice gained and as no independent witnesses the matter was NFA'd.

44170202446 29/05/2017 14:32 – Theft – Main Site

Report that a person has stolen her mobile phone from her bag.

Investigation Ongoing.

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Phone call to Police

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
Reported 14:32 incident occurred day before between 14:00 – 16:00

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – queuing for Mutiny

What actions have been taken since report made? What is the current situation? –

No witness to any suspects matter filed

44170202742 29/05/2017 18:32 – Theft – Main Site

Victim reporting that her phone has been stolen from her bag.

Who reported incident? – Victim

Details as to who the alleged incident was reported to? – Police

How was the incident reported? – Phone call to Police

Did the Police attend? – No

What was the exact time of the report being made and the time of the incident? –
Reported 18:32 incident occurred day before between 20:30 and 23:30

When were details of the incident communicated to the Premises Licence Holder? –
Unknown

What was the specific location of the alleged incident? – Somewhere within the
Mutiny Site

What actions have been taken since report made? What is the current situation? –

No witness to any suspects matter filed

Mutiny Festival 2018 Improvements to Working with 16 & 17 Year Olds

Mutiny Festival 2017 was a much busier event than 2016, with many areas of the event delivery operating well and all teams working hard to deliver an enjoyable and safe event. However, it is recognised that improvements can be made in key so to further promote the licensing objectives, and the improvements outlined below are aimed to address points raised by the local Safety Advisory Group and by the Senior Management Team of the festival in regards to those attendees aged 16 & 17 years old.

The current system of allowing 16 & 17-year-olds entry as long as they are escorted by someone over 18 has failings, even if it is excellently delivered. It relies on members of the public presenting an honest account of the situation presented without having to provide proof and this can be problematic. The completion of the forms at the gates declaring this is also troublesome, as it takes significant time to complete each form and this can lead to unnecessary queuing and pressure on those administering the system. This can lead to a 'tail wagging the dog' situation where completing the form is seen as more important than assessing the situation presented. Therefore, a robust, simple and straight forward system to regulate entry to the event for 16 & 17 year olds is needed.

The event is certainly suitable to those aged 16+ in regards to the entertainment on offer. The only activity on-site that is not open to this age group is the sale of alcohol and so we suggest that the nationally accepted system in place that restricts access to purchasing alcohol, namely approved ID, is adopted to regulate entry.

Therefore, the Mutiny SMT are suggesting the following changes:

Entrance:

1. A separate festival ticket will be sold for 16 and 17 year olds. Only 16 and 17 year olds who have purchased the correct ticket and meet the photocard identification procedures will be admitted into the festival.
2. All 16 and 17 year olds attending the event will be required to have approved photocard identification and must provide this to the security for inspection, if photocard identification cannot be provided, entry will be refused.
3. All 16 and 17 year olds admitted entrance to the festival will be provided with a different colour wristband to adults which clearly identifies them as under 18 years old.
4. All 16 and 17 years old will be required to use a separate entrance to be admitted to the festival, and no 16 and 17 year olds are to be admitted through the main entrance gates. Accompanying adults will be able to use this entrance also with any 16 or 17 year olds in their group.
5. Entrance staff are required to complete a searchable, electronic, recording system, which will be completed upon entry to ensure details of all 16 and 17 year olds are maintained. This will contain basic personal information (name, dob, contact telephone number, address etc.) which will be made available to the Police upon request throughout the festival.

Policies:

6. During the festival, a written Vulnerability Policy will be in place stating how staff and management will safeguard vulnerable persons who are on site during the festival.
7. All Front of House staff will be given vulnerability awareness training to help identify vulnerable persons on site and to ensure appropriate action is taken.
8. There will be a designated Vulnerability & Safeguarding Manager who will be put in place to deal specifically with 16 and 17 year olds throughout the duration of the festival

Bars:

9. At no time shall any under 18's be allowed to enter alcohol bar serving areas.
10. At all times throughout the festival, a 'dry bar' selling only non-alcoholic drinks will be made available.

Neil Roberts
November 2017

Mutiny Festival

Proposed conditions to be placed on the Premises Licence.

Please note that the below would be placed on the licence on condition 1 and 2 being removed from the Premises Licence under entrants.

Entrance:

1. A separate festival ticket will be sold for 16 and 17 year olds. Only 16 and 17 year olds who have purchased the correct ticket and meet the photocard identification procedures will be admitted to the festival
2. All 16 and 17 year olds attending the event will be required to have photocard identification and must provide this to the security for inspection, if photocard identification cannot be provided, entry will be refused
3. All 16 and 17 year olds admitted entrance to the festival will be provided with a different colour wristband to adults which clearly identifies them as under 18 years old
4. All 16 and 17 years old will be required to use a separate entrance to be admitted to the festival, and no 16 and 17 year olds are to be admitted through the main entrance gates. Accompanying adults will be able to use this entrance also with any 16 or 17 year old in their group
5. Entrance staff are required to complete an electronic database system, which will be completed upon entry to ensure details of all 16 and 17 year olds are maintained. This will contain basic personal information (name, dob, contact telephone number, address) which will be made available to the Police upon request throughout the festival

Policies:

6. During the festival a written Vulnerability Policy will be in place stating how staff and management will safeguard vulnerable persons who are on site during the festival
7. All staff will be given vulnerability awareness training to help identify vulnerable persons on site and to ensure appropriate action is taken.
8. There will be a designated Safeguarding Manager who will be put in place to deal specifically with 16 and 17 year olds throughout the duration of the festival

Bars:

9. At no time shall any under 18's be allowed to enter alcohol bar serving areas
10. At all times throughout the festival a dry bar selling only non-alcoholic drinks will be made available

Michelle Steward

From: Luke Betts [REDACTED]
Sent: 02 November 2017 16:01
To: Clare Eames; Hannah Price
Subject: Fwd: Mutiny Festival Partnership Project 2018
DOCID: 2146153348

Sent from my iPhone

Begin forwarded message:

From: "Anderson-Weaver, Robert" <Robert.Anderson-Weaver@portsmouthcc.gov.uk>
Date: 24 July 2017 at 09:02:15 BST
To: 'Luke Betts' <[REDACTED]>
Subject: RE: Mutiny Festival Partnership Project 2018

Hi Luke I hope you are well,

Quite a positive response really! Happy to assist.

Tuesday is good for me, 11am?

Rob

Robert Anderson-Weaver PCC
 Public Health Project Officer
 Public Health, Community Safety, Licensing
 Portsmouth City Council, Civic Offices
 Floor 2 Core ¾
 PO1 2AL
 Tel: [REDACTED]
Robert.anderson-weaver@portsmouthcc.gov.uk
www.Portsouth.gov.uk

-----Original Message-----

From: Luke Betts [REDACTED]
Sent: 20 July 2017 19:43
To: Anderson-Weaver, Robert
Subject: Re: Mutiny Festival Partnership Project 2018

Hi Rob,

Sorry for the slow reply just landed back into England.

That's bloody amazing news!

Thank you for breaking down that wall for us it genuinely could be vital to the festival's future.

Next week I'm free Tuesday am

And then weds / thurs / friday I don't have anything I can't move

Be great to meet as soon as you can

Thanks again honestly this is above and beyond (not the old trance act haha)

Luke

Sent from my iPhone

On 20 Jul 2017, at 15:06, Anderson-Weaver, Robert <Robert.Anderson-Weaver@portsmouthcc.gov.uk> wrote:

Hi Luke I hope you are well,

I have started speaking to Citizen Card on your behalf and have had the response below...

Let's meet up and talk it through... please suggest availability for next week

Warm

Rob

Robert Anderson-Weaver PCC
Public Health Project Officer
Public Health, Community Safety, Licensing Portsmouth City Council,
Civic Offices Floor 2 Core ¾
PO1 2AL
Tel: [REDACTED]
Robert.anderson-weaver@portsmouthcc.gov.uk<mailto:Robert.anderson-weaver@portsmouthcc.gov.uk>

[www.Portsmouth.gov.uk](http://www.portsmouth.gov.uk)<<http://www.portsmouth.gov.uk>>

[RTS Email]

From: Gemma Turrell [REDACTED]
Sent: 20 July 2017 14:49
To: Anderson-Weaver, Robert
Subject: RE: Mutiny Festival Partnership Project 2018

Dear Robert,

Thank you for your email.

We would be delighted to do a partnership with you I have attached posters which were issued by the Passport Office, - these posters are to encourage young people to get a PASS Card rather than take their Passport out, please see here -

[https://www.gov.uk/government/news/government-launches-new-crackdown-o](https://www.gov.uk/government/news/government-launches-new-crackdown-on-passport-fraud)

n-passport-fraud to read more about the scheme. (I have recently lost

my Passport and It is an absolute pain (and cost!) to get a new one.)

we can also offer a discount code to reduce the cost of a CitizenCard application, you can use Social Media and emails to promote the discount code and on the Mutiny Festival website provide a link with the discount code already embedded.

Our applications are usually £15 for a standard 21 working day application and £30 for an urgent 1-2 working day application (this is subject to verification.)

If you would please provide your postal address I can send you some 16-17 Sample Cards and 18+ Sample Cards too.

If you have any queries please do not hesitate to contact me.

Kind Regards,

Gemma Turrell
Communications Officer

[cid:image008.png@01D2B908.D02C0B30]

36 Bromells Rd

London SW4 0BG

Mail: gturrell@citizencard.com<<mailto:gturrell@citizencard.com>>

Phone: 020 7819 9224

Fax: 020 3468 8031

Website: www.citizencard.com<<https://www.citizencard.com/>>

[cid:image009.gif@01D2B908.D02C0B30]<<https://www.facebook.com/citizencards/>>

[cid:image010.gif@01D2B908.D02C0B30]<<https://twitter.com/CitizenCard>>

[cid:image011.jpg@01D2B908.D02C0B30]<<http://www.youtube.com/user/citizencard>>

[cid:image012.gif@01D2B908.D02C0B30]<<https://plus.google.com/+CitizenCardIDUK>>

[cid:image013.jpg@01D2B908.D02C0B30]<<http://instagram.com/citizencarduk>>

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CitizenCard

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Registered number: 366-99-49. Registered office: 36 Bromells Rd, London SW4 0BG

From: Anderson-Weaver, Robert

[<mailto:Robert.Anderson-Weaver@portsmouthcc.gov.uk>]

Sent: Thursday, July 20, 2017 10:24 AM

To: 'gturrell@citizencard.com'

<gturrell@citizencard.com<<mailto:gturrell@citizencard.com>>>

Cc: Rackham, Peter (Police)

<peter.rackham@hampshire.pnn.police.uk<<mailto:peter.rackham@hampshire.pnn.police.uk>>>; 'Russell Sharland (Community Alcohol Partnerships)'

<Russell@CommunityAlcoholPartnerships.co.uk<<mailto:Russell@CommunityAlcoholPartnerships.co.uk>>>

<Russell@CommunityAlcoholPartnerships.co.uk<<mailto:Russell@CommunityAlcoholPartnerships.co.uk>>>

<Russell@CommunityAlcoholPartnerships.co.uk<<mailto:Russell@CommunityAlcoholPartnerships.co.uk>>>

Subject: Mutiny Festival Partnership Project 2018

Hi Gemma I hope you are well,

I am working with a Festival organiser in Portsmouth who wants to work in partnership with Citizencard for his event next year.

The Mutiny festival is a modern dance and electronic music event for over 16s sponsored by MTV and held over two days on the late May bank holiday weekend.

In order to insure that young people can continue to attend the festival, event organisers are looking into ways to improve their process for age verification at entry. In previous years preventing under 16s from attending with 'responsible' adults has proven difficult and next year's event hopes to remedy this situation.

I wondered if Citizencard would be support a partnership with the event organisers whereby only Citizencard (or passport) would be accepted to prove over 16 status and gain entry. I would be incredibly keen to explore how this could be done at scale and what kind of incentive could be offered to young people in order to encourage ID adoption and use.

At last year's event there were several thousand under 18s and it is likely to attract similar numbers next year - this is a great opportunity to make obtaining and using ID stand out in the minds of young people, which in turn benefits the City of Portsmouth and those with a responsibility to prevent underage sales everywhere. I am aware that the event will be outside of a CAP area, but will most certainly be attended by young people from an area covered by our CAP (Fratton & Milton) that you have supported previously, and be close to our next planned CAP location in the north of Portsmouth.

Would you be able to discuss this further with me or sign post me to the correct person within your organisation? Happy to take a call on the number below.

I look forward to your response and potential future partnership work.

Warmest regards

Rob

Robert Anderson-Weaver PCC
Public Health Project Officer
Public Health, Community Safety, Licensing Portsmouth City Council,
Civic Offices Floor 2 Core ¼
PO1 2AL
Tel: [REDACTED]

Robert.anderson-weaver@portsmouthcc.gov.uk <mailto:Robert.anderson-weaver@portsmouthcc.gov.uk>
www.Portsouth.gov.uk <http://www.portsmouth.gov.uk/>
[RTS Email]

Play the Portsmouth Lottery, 60p from every £1 ticket goes to good causes and there's a £25k prize jackpot. It's a win win.

First draw 5 November

www.portsmouthlottery.co.uk <http://www.portsmouthlottery.co.uk>
>

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Play the Portsmouth Lottery, 60p from every £1 ticket goes to good causes and there's a £25k prize jackpot. It's a win win.

First draw 5 November www.portsmouthlottery.co.uk

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<HMPO Posters LS.1.pdf>

<HMPO Posters LS.3.pdf>

Rhian Todd

From: Neil Roberts [REDACTED]
Sent: 13 November 2017 10:52
To: Hannah Price; Clare Eames
Cc: Luke Betts
Subject: Fwd: Mutiny Festival Evaluation Meeting Agenda

Hi Both

Please find below an email from South Central Ambulance Service in regards to this year's Mutiny Wash-Up meeting (FYI - Lydia Mellor below works for the Events Team at the Council).

Best

Neil

Begin forwarded message:

Subject: FW: Mutiny Festival Evaluation Meeting Agenda

From: Tim Webster [<mailto:Tim.Webster@scas.nhs.uk>]
Sent: 03 July 2017 16:55
To: Mellor, Lydia
Subject: RE: Mutiny Festival Evaluation Meeting Agenda

Hi Lydia,

I'm afraid that I am unable to attend this meeting but I have nothing negative to remark about this years event. The onsite medical team appeared to perform well (as I've not heard anything to the contrary) so please extend my thanks and compliments to them. I will be happy moving forward to next years event if the medical cover remains the same.

Kind regards,

Tim Webster
Team Leader SE12
North Harbour Resource Centre
[REDACTED]