

0212

Event Management Plan

Vans in the Valley

Fremington, Richmond DL11 6AW

5 - 7 July 2024

Bruce Emmett

29-11-2023

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Event description

Vans in the Valley is a family pop up camping event.

With 2 catering units and a small mobile bar.

Small area will be marked out for an acoustic setup. Only weekend campers with advance tickets will have access to the music area.

Event management organisation

Management team exists of:

Bruce Emmett	Even manager Site management Event plan, risk assessments, H&S, facilities. Signing off	k	Echo 1
Helen Emmett	Onsite admin	k	Echo 7
Jacob Taylor-Neale	Trade Management		Echo 4
Katy Emmett	Gate management		Echo 2
Andy Emmett	Tickets		Echo 3
Mighty Events Ltd	Production		
Marie Johnson	Head of staffing. Welfare of all staff over the weekend		
1 x first aiders	Medical		Medical
Mighty Events Ltd	Security company		Response
Mighty Events Ltd	Gate and static		
Mighty Events Ltd	Waste management		

Risk assessments

A dynamic risk assessment will be carried out and ongoing during the setting up of event, during its operations and de-rigging and site clearance. Bruce Emmett conducting and collecting all risk assessments.

Attached is a full risk assessment.

Major flooding alert, fire marshal will carry a whistle at all times this will be used to sound the alarm that the river swale is raising and a full evacuation is needed. All staff at this point will help to clear the campsite from the river towards the road. The Reeth show field will be used as safe ground.

Temporary structures

Outdoor stage is a gazebo 6.5 x 5 m.	

Traffic management

No traffic management will be required, only a sign from the road to indicate event entrance.

Facilities and utilities

Portable toilets: 12 portable toilets, 4 bay shower
Serviced twice per day

Crowd management

3 SIA on site at all times

First Aid

2 qualified first aiders on site

Contractors

TESS toilets

Missing and found children

No children under the age of 13 will be allowed access to the event unless they are accompanied by a parent/adult over 21.

There will be a central point for lost children or vulnerable persons; they will be kept safe in a crash tent until next of kin can be found. On entry to the festival parents contact numbers to be written on child's wristband.

2 dedicated persons will have the responsibility for lost children and vulnerable people.

- Children should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children in case of Allergies.
- The person claiming a child should complete a form to include their name and address and show relevant form of identification
- A dedicated radio channel for lost children will be accessible.
- Radio code for lost child is "Disney", allow control room to take over all radio communication from that point.

Preventing young people under the age of 18 access to alcohol.

All bar staff will ID anyone that looks under 25. Notices will be visible around the event publishing ID must be provided at the bar and it is illegal to supply an under 18 with alcohol

Any young person under the influence of alcohol will be dealt with by staff one female one male and taking to a safe place where parents/ guardians can be located.

No children under the age of 13 will be allowed access to the event unless they are accompanied by a parent/adult over 21.

Provision for those with special needs

Disabled camping will be in the event field. Stewarts will be on hand to assist in anyway with any type of disability. Accessible toilets will be throughout the site.

Catering

2 small catering units

Performers

Performers will be met on arrival and briefed with information relating to their performance whether it be on stage or outside on the grass.

Preventing nuisance

The positioning of the stage directs the music in a direction away from the any houses.

The surrounding area is mainly farmland and pasture so there are few people to be affected.

The location of the field ensures that the event is enclosed and away from public view.

The local community are aware through advertising of the event and many supports it in person.

We do strictly adhere to the set timetable and all amplified music ceases at 23:00 hrs

Staff organisers will ensure the noise levels from the camping area are kept to a minimum between the hours of 00:00 and 08:00 hrs.

A large scale clear up operation begins on the Sunday and includes checking for litter alongside the exit roads from the event.

Our risk assessment has identified that although there is increased traffic in the area, but queuing of traffic is not an issue as the rate patrons arrive is staggered due to the time span of the event.

Owners of vehicles will not be permitted to sit in vehicles and play music loudly within the camping area.

Sound levels

Between the hours of 14.00hrs and 23.00hrs on Friday 05 July 2024, 10.00hrs and 23:00hrs Saturday 07 July 2023 and 10.00hrs and 23.00hrs of the event the Music Noise Level (MNL) from within the festival shall not exceed 65 dB(A) Leq 15 min and in the 63Hz and the 125Hz octave frequency bands the MNL shall not exceed 70 dB Leq 15 min at the nearest noise sensitive properties – Fremington.

The operator shall take steps to minimise the intrusion of low frequency noise and will adjust the low frequency levels accordingly on receipt of public complaint or as a result of off-site noise monitoring. However, where the specified 63Hz and 125Hz octave frequency band limits are exceeded this will not be considered to breach the noise limiting conditions provided that the overall A-weighted limit is not exceeded.

Music from the event is permitted only between the hours of 10.00hrs to 23.00hrs and no live or recorded music shall be provided after 23.00hrs on any night of the event.

The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be made of those assessments in a log book kept for the purpose and shall include the time and date of checks, the person making them and the results including any remedial action.

The Event Organiser must ensure that amplification equipment is not brought onto site unless;

- (1) It is for the use as part of the licensed/regulated entertainment, or
- (2) It is for the use of authorised traders for the sole purpose of providing background music to their own concession.

The Licence Holder shall advertise and operate an attended complaint telephone number during all periods of regulated entertainment and sound checks, through which noise complaints can be channelled. This will enable an immediate response to the complaints to be given and provide information to judge whether or not any adjustment to the music noise level is needed.

A noise propagation test shall be undertaken not more than 2 hours prior to the start of the event in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced during the event.

All external lighting provided for the purpose of customer and staff safety and for the security of the premises shall be so positioned to not cause public nuisance to neighbouring or adjoining properties.

All refuse emanating from the premises shall be placed in appropriate receptacles with close-fitting lids and appropriate measures shall be taken to ensure that all glass and other sharp or hazardous waste is secured against public access.

The licence holder shall provide clear and legible notices to be displayed at prominent positions adjacent to exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors and the sounding of car horns. The design and appearance of such notices to be approved by the Licensing Authority.

Contingency arrangements

The field is well drained and mainly flat but in the case of heavy rain where needed temporary road ways will be in place where the most traffic will be. A tractor will be on standby in case of emergency.

Emergency plan including evacuation

All staff members, stewards, security will be fully briefed on evacuation routes. Bruce Emmett will be responsible for raising any alarm in the first instance and contacting the emergency services.

Head steward, will be responsible for opening of emergency exits as well as direct contact with the control centre. Security will be responsible for no return access to the area. Event organiser to be informed via radio then cascade to his team. Each member of staff will be pre designated a zone to clear

Code Green – all safe

Code amber – pre evac make sure all exits are clear, check all staff are aware.

Code red – full evacuation, check all marquees and toilets. Clear site as quickly and safely as possible.

Muster point will be located at the hard standing next to the Dales bike centre.

Waste management

Providing bins in all areas and a 12 yd skips will be use for the whole site.

Water Safety

Mains water at several points throughout the site.

Scale grid = 10m2

Running times

Friday 30 June

Briefing from 11:30

Camper gate 2

Gate opens 12:00

Family Camping no noise after 22:00

No noise after 23:00

No vehicle movement after 22:00

Saturday 01 July

All music must end at 23:00

Sunday 02 July

Campers must be off site by 17:00

Rules

On the gate:

Tickets must be scanned before being wristbanded. Customers to put own bands on. Make sure all wrist bands are put on correctly.

Only camping wrist bands allowed into the music area.

All BBQ's must be raised off the ground.

Radio call signs

Control	Control
Security	Bruce Echo 1
First Aid	Frontline medical
IRT – response	Incident Response Team
Bruce Echo 1	Organiser
Katy Echo 2	Gate + Organiser 07848983449
Jacob Echo 4	Trade + Organiser
Helen Echo 7	Admin
Andy, A team	Technical

Radio codes

Evacuation codes

Code Green	Safe
Code Amber	Pre evac all staff to evac stations.
Code Red	Full evac

Lost Child/vulnerable person

Code Papa	Child found with no parents or guardian. Take to event office and have 2 staff stay.
Code Disney	Parents/Guardian have lost a child. Shut down all gates do not let anyone leave. Get as much detail as possible, but never say child's name over the radio. Maintain radio silence and only communicate with control.
Pink	Girl
Blue	Boy

Code phoenix	Fire
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Mighty Events Ltd

01748 470047

Raise the alarm straight away with control. Always make sure control responds. Without putting yourself in any danger, clear the immediate area of people. Listen to commands from control to initiate evacuation procedures.

Code Elvis

Suspicious package

If you believe a package is suspicious, do not take a chance. Immediately contact control room, don't use radios near to the package. Ask if the package or bag belongs to anyone that's in the area.
Do not move, alter, open, examine or disturb the package.
Wait for directions for the control room.

