



## Risk Assessment

Prepared by **Shyne Adcock**

For: **ShyneFest2022**

On: **7<sup>th</sup> November 2021**

Potential hazards	People at risk and how?	Actions already in place	Further action required	Action by	Action target date	Done
<b>Alcohol abuse</b>	People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others	<ul style="list-style-type: none"><li>• Customers that are deemed to have trouble with coordination, balancing conversing or walking will not be served.</li><li>• Challenge 25 signs on display around gazebo area</li></ul>				
<b>Alcohol serving</b>	People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so	<ul style="list-style-type: none"><li>• Bar to be supplied and staffed by an approved operator</li></ul>				

	become a danger to themselves and others	<ul style="list-style-type: none"> <li>• Customers under the influence of alcohol are not to be served</li> <li>• Customers must provide proof of age before been served if asked</li> <li>• Challenge 25 signs on display around bar areas</li> <li>• Cups collection to be carried out at regular intervals</li> <li>• Glass bottles will not be sold</li> </ul>				
<b>Covid-19</b>	<p>Spread of COVID-19 Coronavirus</p> <p>All attendees of the festival including all staff, contractors, delivery persons are at risk</p>	<ul style="list-style-type: none"> <li>• Notice on social media, to request to all attendees arriving on the day to buy tickets, to do LFT less than 48 hours before arriving at the festival and report on the NHS app</li> <li>• All staff, contractors and workers on site to do LFT less than 48 hours before arriving at the market, report on the NHS app and send email confirmation from NHS to <a href="mailto:shynefest@email.com">shynefest@email.com</a></li> </ul>				


		<ul style="list-style-type: none"> <li>• Social media notices to inform attendees that all staff will have taken a LFT before arriving on site to increase consumer confidence</li> <li>• QR codes for Track and Trace to be displayed around our gazebo</li> <li>• Hand sanitiser available for customer use</li> <li>• Notice to encourage mask wearing in high footfall areas</li> <li>• Items such as point of sale card payment machines to be wiped down with antibacterial wipes at regular intervals</li> </ul>				
<b>Gazebos</b>	Staff and event attendees could suffer crushing injuries, heat exhaustion and slips, trips and falls	<ul style="list-style-type: none"> <li>• Gazebo to be erected with weights, to secure it down</li> <li>• Door flaps and sides of gazebo to be rolled up as required to provide adequate ventilation</li> </ul>				
<b>Noise</b>	Staff and attendees in the vicinity may suffer temporary or permanent hearing loss from exposure to noise	<ul style="list-style-type: none"> <li>• Consideration of noise output for live and recorded music.</li> <li>•</li> </ul>	Noise management plan			

<b>Refuse</b>	Staff and event attendees could suffer cuts and slips, trips and falls	<ul style="list-style-type: none"> <li>• Adequate bins provided and labelled for waste segregation</li> </ul>				
<b>Slips, trips and falls</b>	Sprains, fractures and tissue damage could be suffered by someone from slipping, tripping or falling over obstacles, furniture, guy ropes or poor floor coverings	<ul style="list-style-type: none"> <li>• Housekeeping to be maintained at all times with no boxes, folders, chairs or bags left in walkways</li> <li>• Report any trip or slip hazard as soon as you see it</li> <li>• Ensure designated walkways are kept clear</li> </ul>				
<b>Violence</b>	Staff and event attendees may suffer verbal or physical abuse	<ul style="list-style-type: none"> <li>• Staff always polite to guests and trained in non-confrontational practices</li> <li>• Staff not to serve abusive or intoxicated customers alcohol</li> <li>•</li> </ul>				
<b>Welfare facilities</b>	Event attendees may suffer disease, infection and dehydration	<ul style="list-style-type: none"> <li>• Hand sanitiser to be provided</li> <li>• Free drinking water and toilets provided</li> </ul>				

**Document author:**

**Shyne Adcock**

**Signed:**

A handwritten signature in black ink on a light yellow rectangular background. The signature appears to be 'S Adcock' written in a cursive style.

**Date:**

**7<sup>th</sup> November 2021**



## ShyneFest Fire risk assessment

Date: 30<sup>th</sup> November 2021

### Summary

ShyneFest is a small, family friendly, live music festival held at Merrist Wood College, which holds outdoor events throughout the year, from animal encounters to weddings and other corporate events.

ShyneFest is organized by Shyne Adcock, Kevin Adcock and Ciaron Sykes and they hire an area of the land from Merrist Wood.

### Sources of ignition

- Cooking and catering appliances and equipment
- Cigarettes, matches and lighters
- Electrical, gas or oil-fired heaters
- Faulty or misused electrical equipment
- Lighting, music and stage equipment
- Hot surfaces and obstruction of equipment ventilation, e.g. generators
- Naked flames i.e. gas stoves
- Vehicles within the car parks

### Sources of Fuel

- Flammable liquids i.e. cleaning products, cooking oil, fuel for generators, etc.
- Gas bottles and other flammable gases
- Stands, displays, bunting and banners
- Marquees and gazebos
- Plastic furniture
- Packaging i.e. empty boxes
- Promotional material i.e. paper, leaflets, brochures, etc.
- Rubbish/litter
- Vehicles within the car parks
- Trees, bushes, grass and shrubs

## Risk

At ShyneFest there could be any of the following people present in different locations around the event;

- Members of the public; including children, the elderly, the disabled and non-English speaking people. Members of the public will be in two main places throughout the event grounds; which is the car park/camping field and the main event arena.
- ShyneFest staff (ShyneFest organisers and anyone who is reportable to them). Event organisers and staff will be at the event control point or contactable from there.
- Merrist Wood Staff (management and employees of Merrist Wood).
- All staff will be issued their individual jobs for the event in advance and told what their responsibilities are. All staff will be aware of where other staff members will be located during an event.
- Contractors (employed by ShyneFest and Merrist Wood). Contractors could be in different locations dependent on the job that has been contracted in. All staff will be aware of contractors and where they are to be located.
- Security personnel; officers will make regular patrols around the whole event, including the perimeter.
- Stage crews and performers. Stage crews and performers will be situated in and around the stage area.
- Attraction operatives. Attraction operatives will be in the designated areas supervising the attractions at all times.

All these people are at risk should a fire break out during the event. Members of the public are at a greater risk than employees as they are unfamiliar with the area and fire safety procedures.

ShyneFest is a small event and therefore the risk is lowered as there are less people in danger if a fire broke out. Out of those, children, the elderly, the disabled and non-English speaking people are at a greater risk.

Litter pickers and security guards are at a higher risk if a fire broke out as they are lone workers patrolling the whole event area.

Staff that are working in the car park area are also at a higher risk if a fire broke out in a car as the source of fuel there is greater.

Stage crews and acts, as well as the stand operators and caterers, are at a lower risk due to having their own individual fire risk assessments and fire safety procedures in place. This is essential for every caterer, stage crew and stand operator to have before the event can go ahead, which ShyneFest management obtain before allowing on site.

At any event there is a high risk that a fire could break out; this could be caused by many reasons and pose different levels of risk to staff and members of the public depending on what type of fire it is and where it breaks out;

- Cigarettes not being properly extinguished; if a cigarette is not properly extinguished and put in a rubbish bin or left in long grass then a fire can start and spread quickly over open ground. ShyneFest is an open air event and grass fires can be of high risk to people as they can greatly restrict access and escape routes
- Electrical equipment or wiring overheating due to being poorly ventilated; if electrical equipment overheats and cause a fire this would spread especially quickly if near or in a concession or catering stand due to the large amount of flammable substances available for fuel such as cooking oil, gas, grass, etc. and also due to the close proximity of the stands. Both the quick spread of the fire and toxic fumes that may be given off and inhaled pose a high risk to members of the public and staff
- Faulty equipment or wiring; if a fire broke out due to faulty equipment or wiring this could spread very quickly due to the flammable substances available such as cleaning fluids, banners, signs etc. and due to the close proximity of the stands. Again the quick spread of the fire and any toxic fumes that may be inhaled will be of great risk to anyone nearby
- Faulty wiring in cars; if a fire broke out in the car park it would spread easily from car to car. If it occurred while the event was taking place there would be a minimal numbers of the general public in the car park and so the risk would be greater for the staff that are working there. If a fire occurred at the end of an event or whilst people were still parking their cars then there would be a high risk to the public as well
- Misuse of or faulty catering equipment; equipment such as gas stoves need to be used appropriately as they can be a fire hazard, again a fire would spread quickly due to the availability of surrounding fuel and due to the close proximity of the stands. Both staff and members of the public would be at risk from a fire like this as cooking takes place while the public are waiting
- Deliberate arson; rubbish, cigarettes and lighters, trees and bushes could all be used in a case of arson and if set alight near catering stands or other areas with flammable items fires can spread quickly. Grass fires also spread quickly and can limit access in an outdoor event. Members of the public and staff would be at risk depending on where the fire broke out
- Disposable BBQ's not being used appropriately or extinguished properly after use; this can cause grass fires if the BBQ is not used properly or cause fires within rubbish areas if not disposed of appropriately. If a fire broke out within a rubbish area this could spread quickly and be of great risk to members of the public as rubbish areas are usually in a central place so they are easily accessed. If a fire was purposely



caused within a grass area this could cause restricted access and exit routes and would pose a high risk to the public and staff

#### Measures taken to remove sources of ignition

The following steps have been taken to remove sources of ignition

- No fireworks by ShyneFest or to be brought in by members of the public
- Fire pits, BBQ's, candles etc. are prohibited from Merrist Wood
- All cars will be parked in designated areas only
- All catering units will carry out safety checks on their equipment before use
- Security patrols will take place in and around the perimeter of the event to prevent an act of arson taking place

#### Measure taken to remove sources of fuel

The following steps have been taken to remove sources of fuel

- Flammable substances such as cooking oil, gas cylinders and cleaning products will be kept in a separate storage area away from the public. Only what is needed for immediate use will be kept in public areas.
- All marquees will conform to the British Standards for flame retardancy
- Stands, banners, promotional material etc. will have been given, wherever possible, some form of fire retardancy
- Diesel generators are to be used in place of petrol generators
- Rubbish areas are regularly cleared to prevent a large build up and the rubbish is stored in the refuse truck.
- Litter pickers remove dropped rubbish constantly from around the whole event site
- All stored rubbish is disposed of at the end of the event at the local Council refuse site
- All stands, marquees and gazebos are to be located an adequate distance apart
- All grass is cut prior to an event taking place

#### Measures taken to remove the risks to people

- All staff hold a radio and a mobile phone and so should a fire break out the relevant people can be contacted immediately
- All staff wear a high visibility vest so they are easily identifiable by the public
- ShyneFest management will inform and train all of their staff on their findings of their fire risk assessment, their safety plan and emergency procedures.
- Maps of the site and Merrist Wood own policy are provided to assist with the ShyneFest organisers fire safety planning.

- Discussions take place between the ShyneFest and Merrist Wood management to ensure that a safe, robust plan is formed between the two parties. Merrist Wood management team will inform the relevant Merrist Wood staff of the ShyneFest fire safety plan and emergency procedures that are in place and how they correlate with their own internal procedures
- Fire extinguishers, capable of fighting various types of fires, are located around the event site and all staff are trained in the use of them. The appropriate extinguishers are always placed in the corresponding area so that the correct extinguisher is used on a fire.
- All fire extinguishers are hired in by ShyneFest and are checked and serviced by the appropriate company after an event before being stored and they are checked again before being used in another event.
- All catering units must have their own fire safety plan and risk assessment as well as their own firefighting equipment in their unit or stand. ShyneFest management to check and keep record of these prior to the event. Contractors denied entry to the event, if these documents are not produced in advance
- All internal roads at Merrist Wood are built of reclaimed road surface and are of a good width to accommodate most sized vehicles. They are well maintained on a monthly basis, and always checked just prior to an event taking place to ensure that they are safe and that easy access is available to emergency vehicles if necessary. The internal road travels around the whole of the site and there is no area that is not accessible. Any event that takes place does so away from the road within the field, the event should never infringe on to the internal roads. Therefore, it is unlikely that there would ever be a barrier in the way of vehicles needing access
- The entrance to the event site is restricted by a security gate which is automated. All staff are aware of how to open the gate in an emergency, either remotely from the office or manually in person
- Public address systems are checked prior and used throughout the event.
- Missing children. Regarding missing children and parents not wanting to evacuate in the case of a fire breaking out, the manager and all marshals will be contacted by radio and informed, the PA system will be used to make people aware of the situation. Staff will help perform a search but without putting themselves or anyone else in danger. The parent/s will be asked to evacuate to a safe place
- ShyneFest management receive fire safety training annually and know the fire procedure and what their responsibility is if a fire breaks out. All staff employed by Merrist Wood receive fire safety training annually and know the fire procedure and what their responsibility is if a fire breaks out.
- Both ShyneFest and Merrist Wood staff and temporary contracted event staff will receive fire safety training immediately prior to the event itself. Training records for ShyneFest are kept at their Head Office in Woking and for Merrist Wood are kept in their reception office on site.

The contents of ShyneFest fire safety training are summarised below;

- The findings of the risk assessment
- The duties and responsibilities of individual staff members should a fire occur
- What each person's responsibility is upon finding a fire
- How to raise the alarm
- Procedures for alerting the public and directing them to safety
- The arrangements for calling the emergency services and opening the security gate
- The emergency plans, including the assembly points and safe access to these
- The location of firefighting equipment in an event situation
- Training on how to use a fire extinguisher and which fire extinguisher is appropriate for which fire
- The importance of general fire safety and good housekeeping

#### Fire emergency procedures

Please see corresponding map for locations referred to below.

Emergency procedures have been put in place and are appropriate for the up to 4999 attendees of ShyneFest. There is one direct escape routes and assembly point, able to take large numbers of people. Access to the assembly point is very straight forward and so anyone attending the event will have no trouble reaching. All access routes and assembly points are well maintained and checked prior to an event and they are completely safe and free from anything else that may put people in danger.

Upon the need for evacuation to the assembly points the management team for the event will coordinate a marshal who will stay in the assembly point area to be a point of contact on the radio system and to show and direct the public to the safe place. If complete evacuation is necessary, the manager and the marshals within the assembly areas will communicate via the radio system to ensure a steady flow of people moving to their cars. This will help diffuse panic and stop people rushing to their cars causing a mass exit which may in turn cause further accidents.

Pedestrians will be guided down the pavement, along the internal road to the main exit.

All staff have been trained in the following emergency plans and in the use of all firefighting equipment available and records of this are kept in the reception office. All staff are aware of their responsibilities if a fire should break out. Marshals will help evacuate anyone that needs it whilst not putting themselves or anyone else in danger.

## Car park

If a fire breaks out in the car park which is marked as “car park”, then the marshal that finds the fire will immediately sound the alarm, he will SHOUT, to alert people nearby.

He will then phone the emergency services on 999.

He will radio the management team to inform them of the situation.

A marshal will be instructed to unlock the security gate, meet the fire brigade on their arrival and direct them to the location of the fire.

The car park marshals will cordon off the area from members of the general public, at a large a distance as possible.

The marshal or manager, if at the location of the fire, will then assess whether it is safe to fight the fire or not and locate the nearest firefighting equipment if it is safe to do so.

The car park marshals and manager will ensure the cordon is maintained.

If necessary they will ask people to evacuate to the nearest assembly point; either at the orange wind sock, or at the business centre car park, this will depend on a person’s current location and the location of the fire.

There are two vehicle escape routes from the car park, these are shown as Gate 1 and 2 on the map.

In the event of all cars needing to be evacuated all the cars parked within the lower half of campsite C (car park) area will leave from Gate 1 and will only be able to turn left. There is a very simple ring road that leads round in a westerly direction if needed.

The cars parked in the upper half will leave from Gate 2 and will only be able to turn right.

Again the ring road can be used if vehicles need to travel in an easterly direction.

The flow of traffic should be steady from both exits due to the two lanes of vehicles leaving the farm not crossing over each other on Hurst Road and thus restricting the two exits.

The manager of the event will coordinate the marshals that have been designated to the car park via radio communication. There will be two marshals in both the green and the pink hatched area shown on the map and there will be two marshals on both Gate 1 and 2 ensuring the steady flow of traffic and that vehicles are exiting in the right direction.

## Main Event Area

ShyneFest main event area is marked as “Event campsite A” and below as A.

If a fire breaks out in event arena the staff member that finds the fire should immediately sound the alarm, he will SHOUT to alert people nearby.

He will then cordon off the area to a large a distance as possible.

He will then call the emergency services on 999 and radio the management team.

A marshal will be instructed to unlock the security gate, wait at the entrance to Apps Court Farm for the fire brigade and to direct them to where the fire is located.

The marshal that found the fire, or the manager, if at the location of the fire, will assess whether it is safe to fight the fire or not and locate the nearest firefighting equipment if it is safe to do so.

The management team will coordinate the marshals designated to the event field to help maintain the cordon and they will help evacuate the members of the public if this is necessary.

They will instruct someone to use the public address system, to help direct people to the assembly points.

From this field the assembly points are in the field labelled as car boot field. If it is necessary for a full evacuation the procedure is as above in the 'car park' plan.

### Evening events

Some of ShyneFest will take place in the evening and all staff will carry an appropriate flash light with them.

The car park is lit by flood lights at regular intervals throughout the car park. The event site is lit from the stage and these lights will be turned to face the crowd in the event of an emergency, to assist with visibility.

In the event of a fire breaking out the procedure is the same as with 'campsite a' stated above and all the marshals assist in the cordoning off of the fire and evacuation if necessary using their torches as guidance for people.

The marshal that is coordinated to stand in the assembly point area will use their torch to make themselves known and to guide people to the safe area.

If it is necessary for a full evacuation the procedure is as above in the 'car park' plan.

### Measures taken

Measure	Date Completed
Annual fire safety training for staff	July 2021
Annual fire extinguisher training for staff	July 2021

# **Event Management and Safety Plan June 2022**

**ShyneFest  
Merrist Wood College  
Holly Lane  
Worplesdon  
Guildford  
Surrey  
GU3 3PE**

Owned by: ShyneFest Ltd

Version: 1

Date Submitted: November 2021

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## 1. Event Overview

### EVENT DESCRIPTION

Family friendly, live music festival with entertainment and activities, silent disco, camping, food and drink stalls and non-food and drink stalls.

### LOCATION

Merrist Wood College, Holly Lane, Worplesdon, Guildford, Surrey, GU3 3PE

### SITE DESCRIPTION AND SOME OF THE SURROUNDING AREA

Merrist Wood is an agricultural college with over 400 acres for outdoor learning and events.

ShyneFest will have the use of 2 fields at Merrist Wood, for up to 4999 attendees.

See Site Maps

### DATES AND DURATION

3<sup>rd</sup> & 4<sup>th</sup> June 2022

Setup will take place on 1<sup>st</sup> & 2<sup>nd</sup> June. Take down will take place 5<sup>th</sup> & 6<sup>th</sup> June 2022.

Campers will start arriving from 12pm on 3<sup>rd</sup> June.

In the first year that this premises licence has effect, the licence holder shall only be authorised to provide licensable activities on 3<sup>rd</sup> and 4<sup>th</sup> June 2022.

In subsequent years, the licence holder shall give written notification to the licensing authority at least six calendar months before the first day on which the licensable activities will be provided in that year. The written notification shall give the date on which the licence holder intends to provide the licensable activities authorised by this premises licence, and the date shall not exceed two calendar days.

### ENTRANCE/EXIT POINTS

Public to enter the site through main Merrist Wood gates on Holly Lane and to follow signage and marshalls instructions to the car park.

Pedestrian entrance to the main arena is marked on the site map as Main Entrance.

See site map

### ATTENDANCE

Attendance is capped at a maximum of 4999 and no further tickets will be sold once this figure is reached. This includes all staff, traders and contractors.



## AUDIENCE PROFILE

Families with children, live music fans

## TEMPORARY STRUCTURES

Stages and marquees. See site map for positions.  
Safety of these structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling, by the stage and marquee companies.  
Competent persons/contractors to be used and their associated risk assessments will be obtained and held on file before the event. A competent person will sign off the stage structures as safe before they are put into use and documentation will be sent to GBC before commencement of the event/use of the stage.

## THE EVENT ORGANISERS

**Shyne Adcock** – Experienced festival event manager. Enhanced DBS. Woking Borough Council Personal Licence & Surrey Child Services Chaperone. Level 2 Award in Fire Safety. Designated Premises Supervisor.

**Ciaron Sykes** – Experienced festival event and stage manager. Level 2 Award in Fire Safety.

**Kevin Adcock** – Experienced site and event manager. Enhanced DBS. Commercial Heating & Plumbing business owner (works in many schools and NHS throughout Surrey). Certificates in manual lifting and working at heights.

## TREE OF RESPONSIBILITY

Stages and Bands – Ciaron Sykes  
Event setup and takedown – Kevin Adcock  
Safety, Security, Traders, Marshalls – Shyne Adcock  
Health and Safety Advisor – Clifford Hack  
Medical Team – Local Event Medics  
Head of Security/Head of Marshalls – Exclusive Protection Services Ltd

## CONTACTS

Shyne Adcock 07887 677679 shynefest@email.com  
Kevin Adcock 07940 882368 adcock@email.com  
Ciaron Sykes 07815 891117 ciaronsykes@hotmail.co.uk

## **CATERING AND HOSPITALITY**

Contractors to be used will be asked to provide relevant documentation as they are booked and confirmed.

Documented evidence will be kept by Shyne Adcock and available to GBC on request. This will include all relevant paperwork including insurance, allergy policy, food safety risk assesment, Hygiene Certificate and Rating.

A full Challenge 25 policy will be adopted including signage. All staff serving alcohol are trained in this before being allowed to make sales of alcohol. Food and drink stalls are marked on the site map.

No vehicle movement on site after the main arena is open to the public. In the unlikely event that a vehicle does need to be moved, it will observe 5mph maximum speed limit and will be marshalled by security.

A competent person will inspect all power supplies to catering units that are using power to ensure the installations are safe, including power connections.

Diesel generators only to be used and specified on the the traders T&C's.

Documented evidence will be kept of the inspections carried out and available to GBC on request.

## **WELFARE PROVISION**

Toilet facilities – permanent block behind the glamping area. Portable toilets for behind stage use. One portaloo situated by the first aid tent.  
Toilets – toilet trailers, portable toilets and accessible toilets in main arena and camping area.

Changing facilities – for babies and discreet breastfeeding area for parents.

Drinking water provision – free drinking water taps with recyclable cups available from glamping area.

Toilet facilities montitored, emptied & cleaned at regular intervals by toilet hire staff and ShyneFest staff.

Hand sanitisers available throught the site and free masks available from medical tent

Double tripod halogen/LED floodlights, with PTO, will be erected around the site. 500wats per light, 110v. There will be approximately 10 tripods, predominantly around the entrance/exit, toilets, behind the stage and first aid tent.

Dogs are not permitted at ShyneFest.

## **LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE**

ShyneFest providing bins and litter pickers to collect rubbish and change bins at regular intervals. Litter stored in enclosed skips, to be collected on first working day after the event.

## ENTERTAINMENT

Live music on 2 stages.

Entertainment, workshops, silent disco and kids zone.

Children's entertainment can range from balls and games activities, family yoga, arts & crafts, face painting, children's entertainers, stilt walkers, making music. All providers of these will have public liability insurance and recently (within 1 year) DBS checks for working with children, if applicable. Before any inflatable/rides are used, Health & Safety officer, Cliff Hack, will obtain PIPA/ADIPS certificate or other relevant examination documentation and will ensure that the ride operators on site at the event are competent.

## CAMPING

Using The Purple Guide, camping is restricted to 450 pre-booked pitches available for tents, campervans and caravans, in a fenced off area.

Tent campers will be directed to the camping area by security and marshalls and shown which area is suitable to pitch. Signs and marshalls will state 3m gaps to be left between tents. Firepits, BBQ's and candles are prohibited.

Campervans and caravans will be directed to the designated area for parking within the camping area, which will be separate from the tents. A fire break lane will be kept clear throughout the event, wide enough for emergency vehicles.

Toilet and shower block kept open and lit throughout the event, 24/7.

Security to patrol campsite throughout the night.

Most campers will be families, so there will be a noise curfew in the campsite at midnight.

Entry in and out of the campsite will be security monitored. Food and drink will not be allowed into the main arena from the campsite (with the exception of baby milk/food)

## LICENSING

Previous premises licence (Elmbridge BC) LN/202100127

Shyne Adcock personal licence holder 19/00089/PERSON (Woking Borough Council)

## NOISE MANAGEMENT

The Premises Licence Holder shall submit a site-specific Noise Management Plan (NMP) which includes the requirements as set out in condition 3 below, to the satisfaction of the Pollution Control Authority no later than 45 days prior to the date of the event. The premises licence holder shall comply with the final approved NMP and no changes will be made to the NMP without the prior written consent of the Licensing Authority.

Noise monitoring shall be carried out by a suitably qualified noise consultant (a member of the Institute of Acoustics or Association of Noise Consultants) in accordance with the details as set out in the agreed site-specific NMP in condition 2 above. The written results of the noise monitoring will be submitted to the Licensing Authority along with details of any complaints received and the action taken to resolve them no later than 21 days from the date of the event.

Music noise level (MNL) - The Premises Licence Holder shall adhere to the Music Noise Level (MNL) as set out in The Noise Council - Code of Practice on Environmental Noise Control at Concerts for all music events, including Temporary Event Notices with amplified music. The MNL for the event shall be set according to number this event occurs within the calendar year.

The Premises Licence Holder shall ensure the Music Noise Level (MNL) does not exceed 65 dB(A) over a 15minute period during the event at any noise sensitive premises.

(a) The maximum level shall not exceed 80 dB(Lzeq) over a 15 minute period in 63Hz or 125Hz octave frequency bands at any noise sensitive premises.

## CCTV

Not applicable

## 2. CROWD MANAGEMENT

### SECURITY/STEWARDING ARRANGEMENTS

Exclusive Protection Services Ltd (SIA Registered and ACT Trained at Twickenham Stadium)  
Minimum of 6 SIA SIA security patrolling the site and entrances from 12pm to 1159pm on Friday  
Minimum of 3 SIA SIA security patrolling the site and entrances from 12am to 0759am on Saturday  
Minimum of 6 SIA SIA security patrolling the site and entrances from 8am to 1159pm Saturday  
Minimum of 3 SIA SIA security patrolling the site and entrances from 12am to 8am on Sunday  
Security to Exclusive Protection Services Ltd uniform.  
Marshalls to wear yellow high visibility vest.  
Security will be searching bags at entrances, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required and monitor fire equipment.  
Marshalls will check and scan tickets on entry, control and direct the public as required  
All security will communicate via radio/earpieces, including Event Management and head Marshall, Dave Hickey.  
Pre-event briefings will take place with Merrist Wood, Security, Stewards & Event Organisers the week before the event and the morning of the event with all emergency arrangements including Emergency Evacuation Plan.

### BARRIERS

Barriers marked on the site plan

### MANAGEMENT OF ATTENDEE NUMBERS

This will be a ticketed event with Marshalls scanning attendees tickets in with ticketing apps and with records kept during and after the event.  
All attendees to wear a wristband in the event they need to leave and gain re-entry.  
Security monitored entrances and exits.

## 3. COMMUNICATIONS

## **PA SYSTEM**

Communication to the public will be by an announcement over the PA system located as part of the stage area. Any music will be silenced and performances stopped in the event of an emergency. A coded announcement will be made via the radio system to staff so as not to cause panic to the public.

## **RADIO**

Used by Event Management, Security, Head Steward and First Aid

## **LOUD HAILERS**

Not applicable

## **TELEPHONE**

Mobile telephone communication is good on this site. All numbers for Event management team, Security and Head Marshall will be listed and distributed during the pre-event briefing, as a backup to the radios.

## **SIGNAGE AND PUBLIC INFORMATION**

Signs will direct attendees shortly before Merrist Wood along Holly Lane, into the site, with marshalls directing vehicles into parking. Please see site maps for details.

## **4. TRAFFIC MANAGEMENT**

ShyneFest is a relatively small event for Merrist Wood, with up to 4999 attendees. Attendees will be arriving from midday on Friday afternoon and from Saturday morning through to Saturday evening. Attendees will be leaving Saturday daytime and evening and Sunday morning. This will be very staggered and the traffic management staff have experience of this with large events & festivals. Vehicles coming onto the site will be directed straight to the car park. Camping vehicles such as campervans will be directed along the route, into their designated area of the campsite.

## 5. MEDICAL AND FIRST AID COVER

Medical cover will be provided by Local Event Medics. This will include no less than 3 first responders/medics, all of whom are safeguarding trained. RAMS and insurance from Local Event Medicas will be submitted to Shyne Adcock and kept on file before the event.

The first aid tent and vehicle are clearly signed, marked on the site map and identified on the site plan.

## 6. FIRE RISK ASSESSMENT

Fire Risk Assessment as separate document.

The local fire authority will have a copy of the event layout submitted to them 28 days before the event, to assist their arrival.

## FIRE EXTINGUISHERS

A minimum of 18 water, foam and powder units on high visibility stands will be distributed around key areas of the site.

## PYROTECHNICS AND SPECIAL EFFECTS

Not applicable

## 7. POLICE

Local police force will be notified of the event.

2022 – 3<sup>rd</sup> & 4<sup>th</sup> June

2023 onwards - One weekend (Friday/Saturday) in June each year with written notification of the exact dates to be submitted to the local police force a minimum of six calendar months ahead of licensable activities taking place.

## 8. RISK MANAGEMENT

### RISK ASSESSMENTS

Risk Assessments will be carried out and submitted by all contractors & traders at ShyneFest, before entry to site. These will be kept on file by Shyne Adcock.

### INCIDENT RECORDING

Event Management will maintain a record of any incidents that occur throughout the event in an incident log, which is held in a secure location on site.

RIDDOR guidance will be used in the event of an incident to be reported. Reports will be made by the Safety Officer and by phone or online form.

### HEALTH AND SAFETY ENFORCING AUTHORITY

Guildford Borough Council Environmental Health Service  
01483 505050  
Millmead House, Guildford, Surrey, GU2 4BB

### INSURANCE

Luker Rowe insurance for events  
Public liability £5,000,000  
Employers liability £10,000,000

Relevant certificates of insurance from all traders and contractors obtained and kept on file by event management.

### WEATHER

ShyneFest Management Team is responsible for monitoring weather forecasts in advance and during the event, from the Met Office [www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings](http://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings).

In the event of dangerous weather conditions the event will be cancelled.



## 9. Incident Management

### EXTREME WEATHER

ShyneFest Management Team is responsible for monitoring weather forecasts in advance and during the event, from the Met Office [www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings](http://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings).

In the event of extreme weather conditions the event will be cancelled.

### EMERGENCY VEHICLE ACCESS

See Event Evacuation Plan

### EVENT EVACUATION PLAN

See Event Evacuation Plan

### HAND-OVER PROCEDURES

See Event Evacuation Plan

## 10. LOST CHILDREN/VULNERABLE PERSONS

Lost children or other vulnerable persons are to be taken to the First Aid tent to be reunited with carers, parents or guardians.  
Blank wristbands provided upon entry, for parents/guardians to add contact details onto childrens arms.

## 11. DEBRIEF AND EVENT REVIEW ARRANGEMENTS

Debrief to take place the week following the event to review issues that took place including:

- Particular arrangements that worked well to ensure public safety
- Any identified weaknesses in the arrangements that require improvement
- A review of any incidents and remedial action required

## APPENDIX

**Site Maps**  
**Risk assessment**  
**Fire Risk Assessment**  
**Event Evacuation Plan**