

Event Management Plan

Taverham

Nearly Festival

31st May – 1st June 2025

Project Name	The Nearly Festival 2025
Company	Esl Productions Ltd
Document Title	Event Management Plan
Version Date	21 st April 2025
Prepared By	Andy Collins
	Signed _____ Date: _____
Authorised By	Signed: _____ Date _____



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1 Introduction

This Event Management Plan has been compiled to provide an operating plan for Nearly Festival staff responsibilities for their role in the Taverham Nearly Festival 2025.

There will be 100 Staff/ vendors/ Acts working and 1500 event goers expected inside the event site. In addition there will still be public using and accessing the rest of the site.

1.1 Nearly Festival Event Management & Health and Safety Plan

Please also note, this document is designed to be read in conjunction with the full 2025 Nearly Festival event management documentation created and supplied by ESL Productions Ltd and broken into 3 parts

The Nearly Festival Event Management Plan 1 – Event Management and Delivery

The Nearly Festival Event Management Plan 2 – Customer Safety

The Nearly Festival Event Management Plan 3 – Site Safety Management

References to these documents will be made where appropriate throughout this document e.g. *EMP1.2* signifying the EMP number and the section that provides the information

1.2 Overall Event Organisers

ESL Productions Ltd is the company organising the Nearly Festival. The company was set up by Andy Collins, Adam Coultan and Danny Banthorpe. Adam and Danny have been involved organising and promoting small scale events with 20 years' experience. Andy has been involved with supplying sound and staging to many of the countries music and cultural festivals for over 14 years. Between the three the concept of the Nearly Festival was development, they saw a gap in the market for a family affordable festival. They each bring different skills that overall complement and ensure they can deliver a safe event.

ESL Productions LTD
Unit 1, Altitude Business Park
The Drift
Nacton Road
Ipswich
IP3 9QR

T:01473 527527

1.3 Venue Specific Event Organiser

The event will be delivered by ESL Productions Ltd. The plan is to ensure, as far as is reasonably practicable, the safety of the customers and those involved in the event in their enjoyment of the events and to promote a unified, co-ordinated response to any emergency arising from that event. It is based on the principles of health and safety management and risk assessment, recognising that, in all considerations, the safety of the general public is of paramount importance.

The Nearly Festival acknowledges the assistance of the numerous local agencies and the emergency services in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that the local residents and visitors to the nearly festival enjoy a safe time at the event.

This document is intended solely for the use of the organisations involved in the above event and not for public distribution, as some information contained within is considered confidential.

2 Volunteers

On arrival at the site volunteers will be directed to Event Control. The volunteer role at the Nearly Festival is to provide information about what is going on at the event.

2.1 Volunteer Stewards Briefing

Nearly Festival Volunteer Information **given out before** the Festival.

Thank you for volunteering to act as a Volunteer steward for the Nearly Festival 2025. For many people you will be the public face of the event and should act accordingly.

On the Day

Parking

- No vehicles are to be moved on site Saturday or Sunday after 10.30am.
- Cars can be parked on site, entrance via Sandy Lane
- Please lift share or walk if possible

Where should I go?

- Access via Sandy Lane Entrance
- Taverham Hall NR8 6HU
- Sign in at event control on site

What should I wear?

- Please wear suitable clothing and comfortable, closed toe shoes e.g. trainers, but not flip flops. Jewellery and other valuables should be kept to a minimum for your own protection.
- We will supply you with a lovely lime green Nearly Festival T-shirt on arrival for you to wear whilst on duty to represent our brand.

What happens at the meeting point?

- Please arrive for 10.45am, report to event control.
- At 11.30am you will be briefed on your duty and location for the day.
- You will be issued with a lime green t-shirt which is to be worn at all times.
- You will be required to sign a form stating that you have read this information and understood your roles and responsibilities.

Food

- Food will be available on a food voucher system, you will be relieved from your position for your lunch break by event control.
- Drinks, hot or cold will be available throughout the day on a voucher system.

Once in Position

- You must not leave your position without informing a member of The Nearly Festival team.
- You should comply with any reasonable requests made by The Nearly Festival team.

What do I do if I see a suspicious package or person?

- Report to a member of nearly festival staff or nearest radio holder anything or anyone that you see that looks suspicious. Do not attempt under any circumstances to approach the object or person.
- Report to a member of nearly festival staff or nearest radio holder anything that you see that is potentially dangerous. Do not attempt to deal with the situation unless trained to do so.

What so I do in the event of an emergency?

- In the event of any type of emergency you will be required to report to a member of nearly festival staff or nearest radio holder. Then respond to the instructions of the supervisor.
- Do not under any circumstances put yourself at risk.
- If the area is to be evacuated or cleared, you will be required to leave the area along with the general public.

Am I there to control crowds?

- No. You have been engaged in order to provide assistance to the general public attending the event. It is understood that at no time will any volunteer have a direct responsibility or role in terms of crowd management.

Dos and Don'ts

Do

- Treat all members of the public as you would expect to be treated yourself. Always show respect to everyone who you come across by remaining totally professional at all times.
- Ensure you are familiar with the facilities in the event site.
- Ensure you are familiar with the main event timings and locations.

Don'ts

- Please do not smoke whilst on duty.
- Please do not use your mobile phone or listen to audio equipment other than for the purpose of the event.
- Do not under any circumstances consume alcohol during your duty or within 12 hours of commencement of your duty.
- Do not accept any responsibility for looking after any personal belongings of members of the public.

End of the day

- Volunteers should report back to event control at the end of the day. This is particularly important for Health and Safety reasons in order that you can be accounted for.

Contact before the event

- If you have any questions please contact Adam Coulton on 07534 282899
- Danny Banthorpe will be acting as the Volunteer coordinator throughout the event and either he or a member of the nearly festival team will greet you at event control. He will be your point of contact during your time as a volunteer on the event.

You will be dealing with members of the public and acting as a point of information. Below is a list of likely questions and answers. If you have any doubt, refer to a member of The Nearly Festival Staff.

Q. Where is the toilet?

A. You should familiarise yourself with the location of the facilities when you arrive at your allocated position.

Q. Where is the first aid station?

A. A nearly festival member of staff will inform you of this when you arrive on site.

Q. I have lost my children, where can I find them?

A. Direct them to a nearly festival member of staff.

Q. I have found a child what should I do?

A. Direct them to a nearly festival member of staff.

Event Information

Please refer to The Nearly Festival website www.nearlyfestival.com for all timings for the event.

Health and Safety

For your own safety and for the safety of members of the public it is extremely important that you read and familiarise yourself with the information below. If you have any questions please contact a member of Nearly Festival team or your supervisor.

- Only use equipment that you have received training and instruction to do so.
- Please point out to your section supervisor or nearest radio anything that you feel may be dangerous to yourself or others.
- Flat, protective, robust footwear should be worn at all times.
- Do not attempt to touch any form of electrical equipment.
- Do not attempt to lift any heavy loads (including people) without instruction.
- Do not attempt to perform any task that may have the potential to cause you or others harm.
- Always wear the hi-visibility clothing issued to you so that you are easily visible in the crowd.
- If the weather is hot you must ensure you wear suitable head protection and sun lotion with a high protective factor. You must also ensure that you consume plenty of water or soft fluids during the course of your shift.
- If the weather is cold you must ensure that you wear a suitably protective and warm outer garment.
- Please remove any jewellery that could be hazardous.
- Do not attempt to tackle any outbreak of fire. Please bring it to the attention of your nearest radio holder.
- Do not attempt to give any form of first aid.
- Always obey any warning or mandatory signs.
- If you witness any type of accident or injury please provide your section supervisor with full details.

At all times you must be alert to what is happening around you, if there is any crowd build up or heavy movement you must at all times stand out the way of the crowd to prevent yourself being crushed.

3 Security

Crowd Management personnel will be provided by Ideal Security under the supervision and deployment of Danny Banthorpe. All personnel are SIA accredited.

The role of Danny is to ensure the stewards are conducting themselves in the correct manner and to guide and give help where required. Danny will keep open chains of communication between all stewards and Event Control and to record and report incidents as they occur. He will also help with the management of the festival goers and ensure the integrity of the site is maintained at all times and give aid where required to the organisers.

The role of the **Safety Steward** is to look after the external perimeter of the festival site, the internal site, back stage and children's area. They will keep pathways clear when required and to help stop congestion or festival goer build up in specific areas. They are to liaise with Danny and give aid to the organisers if called upon to do so.

4 Key Event Timings

Friday 30th May

Time	Task	Key Personnel	Location
800hrs	Site Staff Arrive	Danny Banthorpe	Sandy Lane Road Entrance
	Barriers delivered	Danny Banthorpe	Sandy Lane Entrance
	Barriers Erected but with Access through site		Around perimeter of site
0830Hrs	Bar Structure Set Up	Andy Collins	See Plan
	Power run for Bar & Concessions	Andy Collins	See Plan
	Stage Delivered and erected	Andy Collins	Access via Gate on Sandy Lane Road, See plan for stage location
	Sound System installed	Andy Collins	Main Stage
	LED Screen installed	Andy Collins	Main Stage & Kids Stage
1300 Hrs	Bar Chilling Equipment Installed and tested	Andy Collins	Main Bar
	Caterers Arrive	Danny Banthorpe	Via Sandy Lane Road
	Signs For Festival installed	Danny Banthorpe	As per plan
1900 Hrs	Close Festival site fencing ready for the morning	Danny Banthorpe	As per plan,
1930 Hrs	Depart Site, except overnight staff		

Saturday 31st May

Time	Task	Key Personnel	Location
800hrs	Site Staff Arrive	Danny Banthorpe	Sandy Lane Road Entrance
0830Hrs	Site Signage installed		

900Hrs	Stage Crew Arrive and Set Up Stage for bands	Steve Bain	Sandy Lane Road, Main Stage
1000 Hrs	Event Control Staff arrive	Adam Coulton	Sandy Lane Road
	Caterers and Vendors Arrive		Sandy Lane Road
1045 Hrs	Volunteers Arrive, and sign in at event control		Sandy Lane Road
	Bar Staff Arrive		Sandy Lane Road
1100 Hrs	SIA Staff Arrive	Danny Banthorpe	Sandy Lane Road
1130 Hrs	Volunteer Briefing		Event Control
	Security Briefing	Danny Banthorpe	Event Control
	Bar Staff Briefing	Scott Berry	Main Bar
1200 Hrs	Site open to public	Event Control	Box Office
	Main Stage plays Background Music	Steve Bain	Main Stage
	Catering opens		
	Kids area opens		
1300 Hrs	Main Stage Bands Start	Steve Bain	Main Stage
1900 Hrs	Kids Area Closes		
2100 Hrs	Main Stage winds down	Steve Bain	Main Stage
2130Hrs	Main Stage finished	Steve Bain	Main Stage
2145hrs	Site Litter Pick	Volunteer Coordinator	
2215 Hrs	Site Cleared	Danny Banthorpe	
2220 Hrs	Depart Site, except overnight staff		

Sunday 1st June

Time	Task	Key Personnel	Location
800hrs	Site Staff Arrive	Danny Banthorpe	Sandy Lane Road Entrance
0830Hrs	Site Signage checked		Park Entrance.
900Hrs	Stage Crew Arrive and Set Up Stage for bands	Steve Bain	Sandy Lane Road, Main Stage
1000 Hrs	Event Control Staff arrive	Adam Coulton	Sandy Lane Road
	Caterers and Vendors Arrive		Sandy Lane Road
1045 Hrs	Volunteers Arrive, and sign in at event control		Sandy Lane Road
	Bar Staff Arrive		Sandy Lane Road
1100 Hrs	SIA Staff Arrive	Danny Banthorpe	Sandy Lane Road
1130 Hrs	Volunteer Briefing		Event Control
	Security Briefing	Danny Banthorpe	Event Control
	Bar Staff Briefing	Scott Berry	Main Bar
1200 Hrs	Site open to public	Event Control	Box Office
	Main Stage plays Background Music	Steve Bain	Main Stage
	Catering opens		
	Kids area opens		
1300 Hrs	Main Stage Bands Start	Steve Bain	Main Stage
1900 Hrs	Kids Area Closes		
2000 Hrs	Main Stage winds down	Steve Bain	Main Stage
2030Hrs	Main Stage finished	Steve Bain	Main Stage
2045hrs	Site Litter Pick	Volunteer Coordinator	

2115 Hrs	Site Cleared	Andy Collins	
2120 Hrs	Depart Site, except overnight staff		

Monday 2nd June

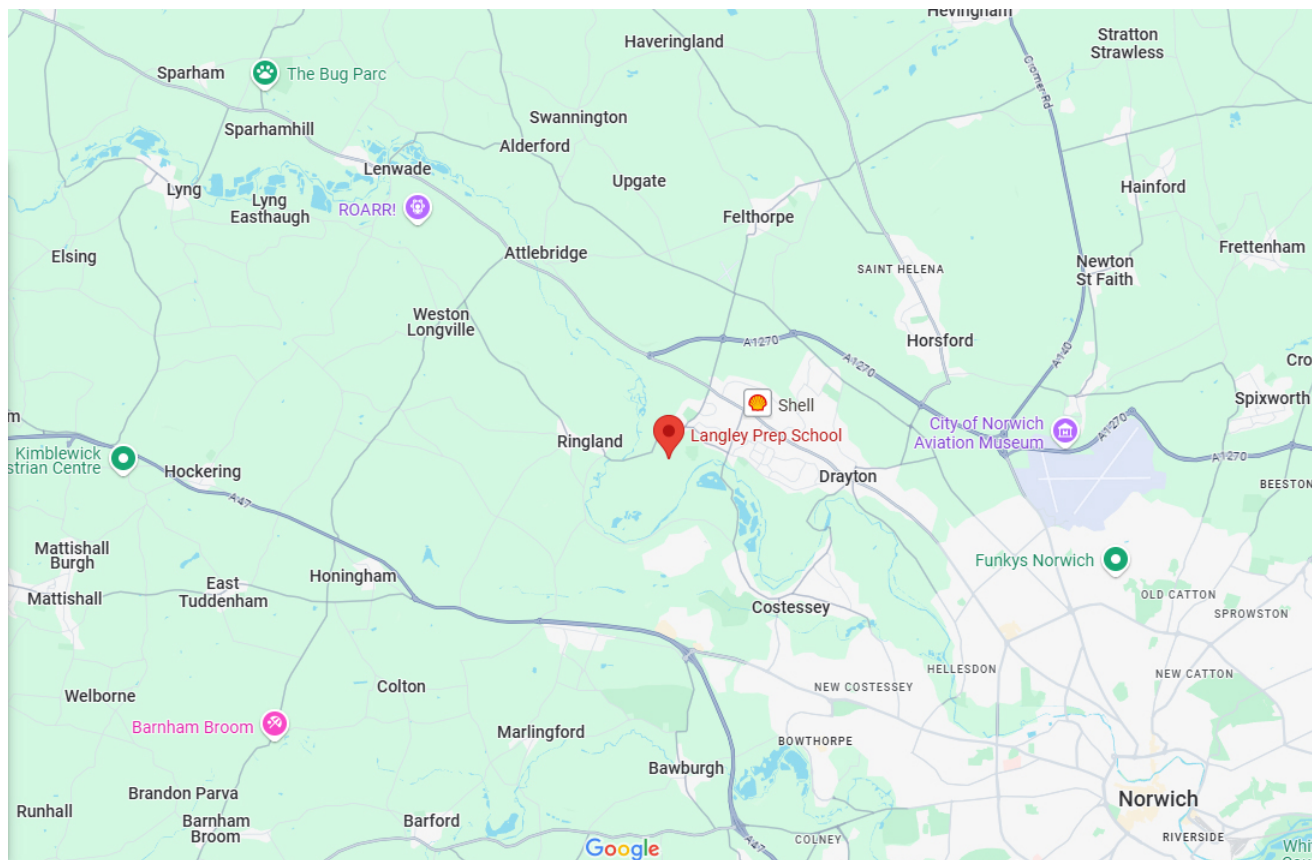
Time	Task	Key Personnel	Location
800hrs	Site Staff Arrive	Andy Collins	Sandy Lane Road Entrance
0830Hrs	Site Signage removed		Park Entrances
	Power for concessions and Bar removed		
	Caterers and Vendors commence pack down		
	Kids Area pack down and removed		
	Bar structures Removed		
	Stage De-rig and remove		
	Fencing removed		
1845hrs	Site Litter Pick		
	Site Cleared		
1900 Hrs	Depart Site		

5 Venue Services

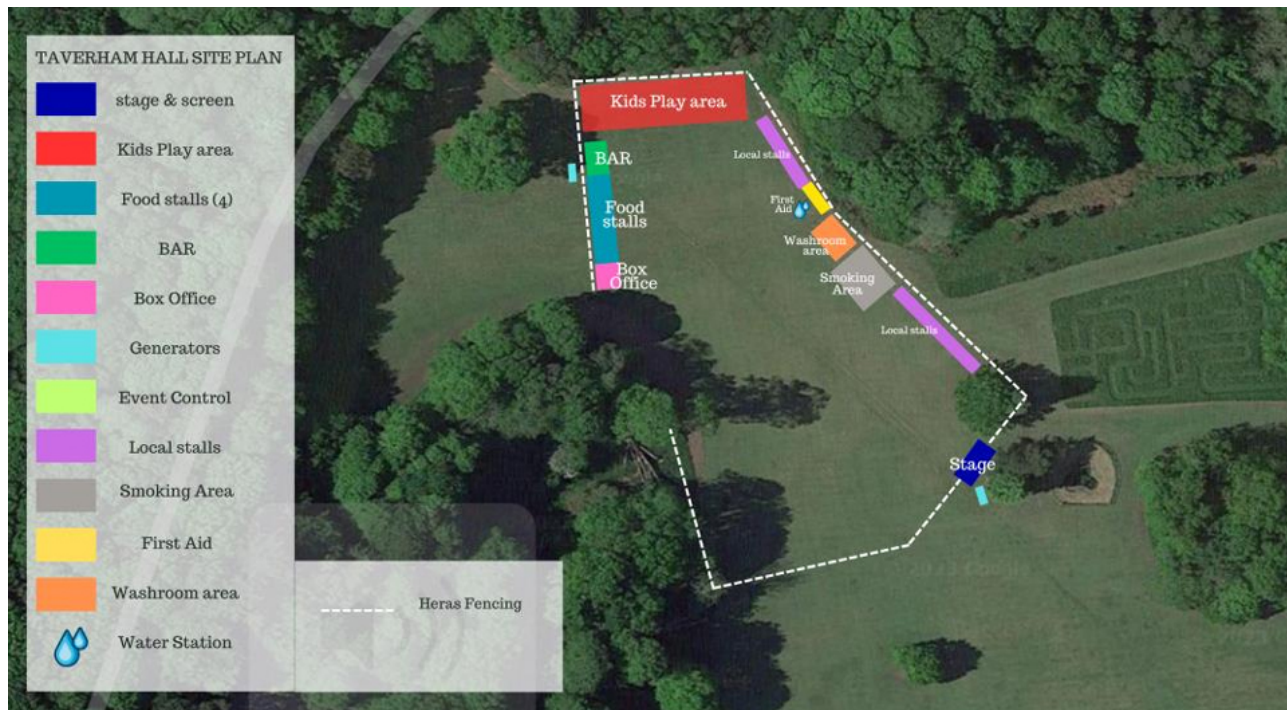
5.1 Location

The Nearly Festival is taking place at Taverham Hall, aka Langley Prep School. It is owned by Langley School and has lots of facilities on site including a sports hall, multi use games area and a swimming pool to name a few.

The event site is available on hire from Langley School.



5.1.1 Site map



5.2 Traffic Management

When festival goers purchase tickets to the Nearly Festival they are sent terms and conditions relating to the event. Within these terms and conditions we are encouraging people to walk and use public transport.

5.2.1 Traffic flow Site Map



5.2.2 Car Parking

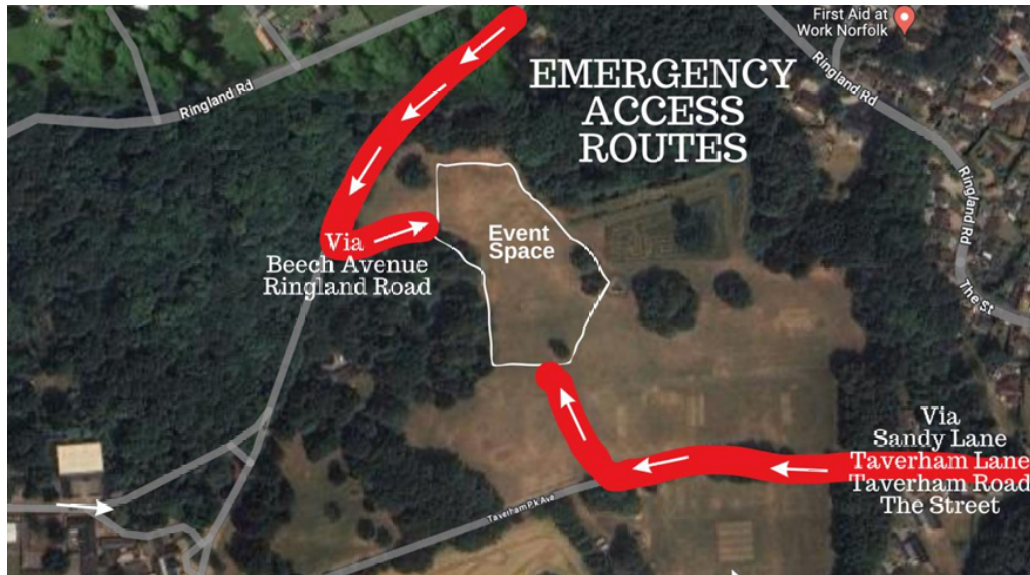
Car Parking passes for customers will be purchased in advance to monitor numbers and these are offered at the time of buying tickets. There are a minimum of 125 car parking spaces allocated in front of the school and more available if needed further into the sports grounds.

Pre-Event publicity will outline the available event car parking and encourage persons to car share or use public transport to alleviate any street parking in the local area.

Most if not all attendees will arrive approximately one hour before the published start time and within two hours after – they will depart from 5pm until the published close times, 9pm Saturday & 8pm Sunday 3 x Parking attendants will guide the cars to parking spaces and to the exit on egress There will be a taxi pick up area and signs to guide.

5.3 Emergency Access and Egress

Emergency services will be able to access all roads and access to the site will be via Sandy Lane Road, Security would meet them at the gate and then direct and escort them on to the festival site if access is required.



If access is required by the Emergency Service during the festival, EMP 2.14 will be implemented. The festival can be stopped or festival goers vacated from the area by Ideal Security to allow the Emergency Services to pass through.

5.4 Litter and Waste Management

A waste contractor will provide bins and a regular bin clearance service throughout the event.

Catering Traders will remove waste daily and to utilise a dedicated rubbish collection area. They will be responsible for keeping their own pitch in a clean and tidy fashion.

Management and disposal of waste-water and other rubbish will be undertaken off site and details are to be provided by the waste management company. Employees/contractors are reminded that The Nearly Festival runs a green policy and as much recycling as possible should be conducted so as to reduce the event carbon footprint and comply with the environmental legislation.

5.5 Food

The mobile catering units on site as detailed on the Site Plan.

Where possible catering operators will be NCASS members and must be registered with the local authority where the unit is kept. They will be provided with a pre event letter and they will provide evidence of current Public Liability Insurance to the appropriate level.

Details of all catering units, including the name of the home local authority will be submitted to environmental health service at least 14 days prior to the activity. All catering units will be open for inspection by the environmental health services. If they do not comply with the current food safety and health and safety legislations they will not be allowed to trade

They will be required to provide evidence of a Food Hygiene Certificate, food safety risk assessment, health & safety risk assessment and a COSHH risk assessment if relevant. In operation they will comply with current food hygiene law and have evidence of food hygiene training should it be requested by the event organiser or local authority inspector.

Certification for Gas and Electrical appliances will be required and any use of LPG should be minimised and comply with current guidance and regulation. Where significant heat sources are present Catering Units will be equipped with suitable fire fighting equipment such as a dry powder extinguisher and fire blanket

No food or drink is to be sold in glass containers.

Waste products will be removed from site daily or left in designated rubbish collection areas.

A list of all caterers will be available via the following portal www.nearlyfestival.com/sag and you will require a password which is available on request.

5.5.1 Catering Letter

Dear Catering Concession Operator,

As you are aware you have been contracted to provide a food concession at this year's event.

In order to offer support and advice with the planning of what we hope will be a very successful event, please supply the information requested below.

You should already be aware of the hygiene regulations. Please bear in mind that your food operation may be affected by weather conditions, both wet weather and extremes of heat. It is essential that you arrive on site fully equipped to cope with either, so that you are able to secure a high standard of hygiene whatever the conditions.

Your unit will be subject to a food safety and health and safety inspection. If you have any specific queries or concerns please do not hesitate to contact me or any of my colleagues on 07718 160870.

We hope you enjoy a safe and successful event.

Yours sincerely
Andy Collins

Information Requested:

- Full trading name and contact details
- The name and address of the Local Authority the food business operator is food registered with.
- Details of the type of food you will provide/sell
- A copy of the most recent food hygiene inspection report including the Food Standards Agency-national food hygiene rating risk score. To provide food at this event the score must be 3 or above. Any traders who do not have this rating will be asked to leave the site immediately.
- Copies of basic food hygiene/Level 2 certificate for operatives who will be handling food on the day of the event.
- Copies of Employers and Public & Products liability insurance. (min, EL= £5m, PL/Prod = £2m)
- Risk assessment
- Whether you will be using Gas and how you handle this.

5.6 Licence

The Nearly Festival will be operating under the existing Nearly Festival licence.

This licence allows for the sale of alcohol and live music provision.

5.7 Gates and Access Controlled Areas

There will be a main entrance to the festival site that will be manned by the box office and security personnel, this will also be the main exit out of the site.

There will be a artist and Back Stage entrance as detailed on the site map which will also be manned by security personnel. This entrance will have access via car from Sandy Lane Road Gate.

5.8 First Aid

Through discussions with support Medical Ltd the risk has been assessed and the following has been agreed as adequate for the needs of the event

3 x First Aid Members

1 x Medical Centre

The Event Medical Team are:

Support Medical Ltd

The nearest Accident and Emergency Department is approximately 5.8 miles away and will receive casualties through the on site first aider or 999 calls.

Norfolk and Norwich University Hospital
Colney Lane
Norwich
NR4 7UY

5.8.1 Example Accident Recording Form

ACCIDENT RECORD	REPORT NUMBER	BOOK NUMBER	DATE
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WHEN FILLING IN THIS FORM, PLEASE USE BLOCK CAPITALS

1 Details of the person involved in the accident

Name

Home address

..... postcode

Occupation

2 Details of the person filling in this record

Name

Home address

..... postcode

Occupation

3 Details of the accident (use the reverse of this form if necessary)

When you have completed this record, make a copy for yourself.

You should keep a note of the date, book number and record number for at least three years.

Tear out the completed record sheet, leaving the counterfoil in place, and hand it to the record keeper whose name is on the front cover of this book.

When did it occur: date..... time.....

Where did it occur? State which room or place.....

.....

State what happened and give the cause if you can.....

.....

.....

Did the person involved in the accident suffer any injury? If so what injury?.....

.....

.....

Please sign and date this record

Signature..... Date.....

4 For the employer only

Only complete this box if the accident is reportable under the Reporting of Injuries, diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

How was it reported?

Date reported..... Signature.....

6 Publicity

Publicity for the event will be given in the local media, websites, social media sites and on banners at the event site. Homes and Businesses in the local area will be notified by a letter drop.

7 Toilets

Premier Toilet Hire Ltd will be supplying the portable toilets at all the events.

They will be supplying
16 x event toilets
1 x disabled accessible toilet
2 x six bay urinal

These will be monitored throughout the day by event control to ensure they are clean and stocked with toilet paper.

8 Fire safety

Please refer to EMP 3, 5 for the fire risk assessment

9 Evacuation Plan

Please refer to EMP 2, 11 Contingency planning on what will happen for different sized incidents.

10 Noise Control

We will adopt the general policy contained in the Noise Council CoP on Environmental Noise Control at Concerts i.e.

Music Noise Level <65dB(A) L_{Aeq} over a 15 minute period at the nearest noise sensitive premises.

We will comply with the operating hours set by the council. The Site layout and scheduling will take into account potential for off-site noise emissions when setting out the location and orientation of stages, sound systems and other noise sources. We will ensure that all bands, engineers, traders and others are aware of the Site noise policy.

We will respond to any noise complaints straight away and keep a log about noise complaints and actions taken. This information will be a key part of the Event de-brief and inform future events.

There will be a Sound Level Meter on site located at the F.O.H. Control point for the stage, this enables the engineer controlling the sound levels a visual indication of the volume of sound. Using this method enables us constant monitoring of the music noise by the sound

engineer.

There will be a complaints mobile phone number advertised on our website and social media which will be located at event control.

11 Site Specific Risk Assessment

Whilst formulating the risk assessments for build/breakdown and the event itself the following HSE five step plan was used.

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precaution. (What control measures are in place and what further actions may be required to reduce the risk)
- Record your findings and implement them
- Review your assessment and update when necessary

11.1 Taverham Site Specific Risk Assessment			Assessment date 21st Apr 2025	
The Nearly Festival 2025				
Assessed by: Andrew Collins Position(s): Nearly Festival Management Date: 21 st April 2025			1st Assessment Review Date: _____ Initial: _____	
			2nd Assessment Review Date: _____ Initial: _____	
Contractors This Document will be distributed to each party by the Nearly Festival	SIA Security – Ideal Security Staging, AV & Power – Eclipse Sound and Light First Aid – Support Medical Toilets – Hero Toilet Hire			
Policies and Procedures already in place: Event Management Plan for Nearly Festival				
Remember: The legal requirement is to remove or if not reduce the risk to as low as reasonably practicable				
Hazards	Consequences	Who might be harmed	What are you already doing to control the risk	Who is Responsible

<p>Access and egress of vehicles to/from The Site</p> <p>Sandy Lane Road</p>	<p>Impact injuries</p> <p>Collision</p>	<p>The Nearly Festival Staff</p> <p>Contractors</p> <p>General Public</p>	<ul style="list-style-type: none"> • All Staff to be briefed as soon as they arrive on site. • Nearly Festival Staff and contractor vehicles are only allowed in the event site during build and breakdown. • Contractor/Nearly Festival Staff vehicle advised to travel at max speed of 10mph and engage hazard lights. • Gates Locked to Vehicles whilst event is operating. Access via nominated person • Public vehicles directed away from the area to car park. 	<p>Require monitoring on site by Event Safety Manager and security/Nearly Festival Staff.</p>
			<ul style="list-style-type: none"> • 	

