

**Event Management Plan**  
**Part 3: Site Management Plan**

**Out Out Festival**

Project Name	Out Out in the Park
Company	OutOut Events Ltd
Document Title	Event Management Plan 3: Site Management Plan
Version Date	11 <sup>th</sup> December 2020
Prepared By	Andy Collins
	Signed _____ Date: _____



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## 1 Introduction

The organisers of the Festival promote and practice safe working conditions in all areas of each venue associated with the event and associated activities. All readers of this document are respectfully reminded of their "Duty of Care" relating to their area of work, and to observe and be familiar with all current guidelines and legislation.

Work undertaken by contractors may involve hazards not only to themselves, but also to other persons (including the public) who may be working, or present in the vicinity. All site visitors must be aware that the build-up and breakdown ("de-rig"/"pull-out") can be a hazardous environment.

All contracts are issued on the basis that these rules will be observed at all times and are obligatory on all persons. Contractors will ensure that their employees are aware of the contents of this document along with those contained in relevant Statutory Regulations.

The contents of this document do not represent an exhaustive list of safety requirements, and are provided as a basis of reasonable safe working practice. The following sections set out the basic requirements for all staff and contractors working on the Festival

### 1.1 The Event Safety Document

This part of the Event Management Plan (EMP) is intended to provide all those agencies involved with delivering the event, a greater understanding as to how the organisation will manage the build-up and breakdown ("de-rig"/"pull-out") of the event and reduce the inherent risks to the absolute minimum (so far as is reasonably practicable).

This document was formulated using the strict guidelines set out by the HSE (Health and Safety Executive), which is the Government body and regulator for the legislation of the health and safety acts and workplace regulations.

The full EMP safety document is structured in several parts:

**Part 1 - Event Management and Delivery**

**Part 2 - Customer Safety Management Plan**

**Part 3 – Site Safety Management Plan**

If there are any questions that arise as a result of the understanding of this document, please contact The Event Office on 01473 527527

## 2 Site Safety - Statement

OutOut Events Ltd, as organisers of OutOut in the park, realises and accepts that “Absolute Safety” is unattainable. However, the organisers have an absolute commitment to Health & Safety. The aim of the organisers is therefore to ensure, as far as reasonably practicable of the staff and festival goers.

The organisers have visited the site and met with the Local Authorities on a regular basis to consider all aspects of the festival goer and site safety. Key decisions will be recorded. Circulated and monitored for review.

OutOut Events Ltd 's. policy for managing site safety entails producing a policy for safety management, developing and implementing appropriate plans to ensure safe construction of the event and public safety around or near the site, and regularly monitoring and reviewing those plans.

Successful Site Safety Management Plans include:

- Producing a policy on site safety management
- Planning, including setting objectives
- Organising
- Implementing the plan, including following written procedures · Revising plans and procedures
- Regular review

The Key Elements of the Festival Site Safety Management plans are:

- Achieve Good co-operation and communication between all the parties involved
- Ensuring that everyone is clear of his/her role and is adequately trained and competent
- Seek expert assistance where necessary
- Identifying the hazards and assessing the risks involved
- Deciding on the priorities and objectives for the elimination or reduction of hazards and risks
- Identifying the tasks needed to eliminate or reduce those hazards or risks
- Planning who will carry out the tasks and how
- Monitoring and reviewing the position
- Keeping abreast of developments

## **Planning**

There will be a planned and systematic approach to risk assessments. All risk assessments will be written, and there will be a careful examination of what hazards there are if any, who could be injured or at risk due to these hazards, what measures are in place to reduce these hazards, what actions need to be introduced if any and by whom to eliminate these risks and continued monitoring of the situation.

## **Organising**

OutOut Events Ltd will provide effective and efficient organisation to ensure that health and safety policy are planned and implemented. We will instruct the Event Safety Manager and staff to create a positive culture towards safety from the organiser to the employees. Staff roles will be defined, and we will ensure that the staff are competent, and will encourage liaison between staff and outside bodies.

Having developed the safety plans, the organiser will ensure that they are properly implemented. This will involve ensuring that staff and other bodies involved are aware of the safety procedures, and can deal with problem areas as identified by the risk assessments.

The organiser will also ensure that there will be adequate staff training and specific staff briefings prior to any event taking place.

## **Reviewing Risks and Performance**

Reviewing risks and performance is an important part of successful safety management. This reveals when and where action is needed to improve performance. As part of safety management the Event Safety Manager will record all problems experienced in the management of the event on a regular basis, and take into account staff observations and statistics for a full de-brief of the event. Once the performance has been reviewed, any necessary changes to plans and procedures will be implemented.

## **3 Health and Safety Documentation Required**

### **3.1 Insurance**

All employees/contractors have a legal requirement to be aware of, and to comply with, all Statutory Acts, Regulations, Codes of Practice and recognised standards applicable to the type of work in which they are involved. The OutOut Festival has been placed under a duty to

ensure, as far as is reasonably practicable, to verify the competency of each employee/contractor employed on the site.

In order to discharge this duty, copies of the following documentation are required from each contractor. It is recognised that not all items will be relevant in all cases. Copies of all documentation are to be submitted to OutOut Events Ltd prior to the event start date. Where practicable, electronic copies of documents are preferred:

- Insurances,
- Risk Assessments
- Technical Information
- Competence Details — corporate and individual.

### **3.2 Sub-Contractors Insurance**

Written evidence of appropriate insurances (Brokers letter or copy of certificate) valid for the duration of the event:

- Public Liability (min £5m)
- Professional Indemnity (min £5m)
- Employers Liability (min £5m)
- Products Liability (min £5m)

The above values are deemed to be absolute minimum values to be carried. OutOut Events Ltd may require increased values to be carried where the activities undertaken incorporate higher risk issues.

Where the contractors insurance is due to expire immediately before or during the duration of their works on site, the contractor must contact their insurance broker in order to provide suitable written evidence that insurance cover will remain in force throughout the working period on site. Contractor insurance documents can be supplied by OutOut Events Ltd.

### **3.3 Supporting Risk Assessments**

Generic risk assessments are acceptable in some cases provided that they are accompanied with a letter confirming that they are relevant to the specific works to be undertaken, otherwise specific documentation will be required. All such generic documentation should, however be reviewed by the contractor for suitability.

Specific documentation will be required in relation to unique installations.

Such information may include:

- Fire retardancy details for marquees and fabrics used on site;
- Plans and structural calculations for temporary structures, or summary details of the compliance to current design standards;
- Limitations in respect of load carrying capacities;
- Safety procedures and design limits in respect of wind loading;
- Service records for generators;
- Copies of certification relating to the examination of lifting equipment;
- COSHH data sheets;
- Gas Safety — inspection certificates and similar.

This list is, of necessity, not exhaustive and each contractor will be responsible for collating all relevant documentation in respect of the plant, structures and materials brought to site in respect of The OutOut Festival event.

Contractors should note that all such documentation will be provided to the relevant local authority Building Control/Health and Safety Department upon request and that the various agencies may require fuller details where the submission does not comply with their standards. All structural details can be supplied by Eclipse Sound and Light Ltd.

### **3.4 Competence Details General**

Certificates or other documentary evidence attesting to the competence of the contractor: this could include details of membership of trade associations (e.g.: Electrical Contractors Association etc). General documentation attesting to the competence of employees to be used on site should be included.

#### **3.4.1 Individuals**

Copies of certificates or licenses demonstrating competence of individual operatives on site will be required in respect of plant operators, e.g. forklift operatives, and first aiders. In general terms, all plant operators should assume that the original documentation will need to be made available for inspection on site. Contractors will appoint "competent persons" whenever statutory regulations relating to their work activities require them.



The person(s) chosen must have such practical and theoretical knowledge and experience of the machinery or type of work being undertaken as to detect faults, weakness or deficiencies so as to be able to take any remedial action to avoid danger to both themselves and others.

## **4 Health and Safety on Site during Build-Up/Breakdown**

The following is an outline of the Safe Working Requirements that will be required on site. The requirements below are not exhaustive. Employees/contractors are reminded that the full range of health and safety legislation applies to work on this event and that The OutOut Festival expect full compliance with legislation and that all standards of established good practice are met and, where possible, exceeded to ensure the safety and success of the event.

### **4.1 General**

All contractors on site will be responsible for the health and safety of their staff and others who may be affected by their activities and will be responsible for ensuring that they and their staff comply with the full range of current health and safety legislation.

All personnel, working on site or otherwise, will be required to work with the regard for their own and others health and safety, in accordance with current relevant legislation and good practice, and within their companies own health and safety management framework.

All employees/contractors will be required to ensure that there is a proper exchange of information and co-operation between all parties on site.

The use of alcohol and/or prohibited substances by persons working on site or immediately prior to commencement of work on site is considered unacceptable.

The organisers reserve the right to require the removal from site of any person found to be acting in disregard of any health and safety procedures or practices.

### **4.2 Nominated On Site Safety Representatives and Duties**

Each contractor will nominate one or more members of staff who will be onsite during the period of the work activity.

This person will be responsible for the health and safety in relation to the contractor's activities and the interaction with others on site. This person will be responsible for liaison with the Event Safety Manager.

For each discrete high-risk work area the contractor will nominate one member of staff to act as safety officer for that area. The nominated person will be responsible for controlling the safe working practices of the staff in their area; and for ensuring that access into their work area is controlled, by the provision, erection and maintenance of suitable and sufficient fencing and signage arrangements. These persons will report to the contractors overall nominated safety representative and where necessary directly with the Event Safety Manager. These persons will also be responsible for ensuring that work within their areas does not start until clearance has been issued by the Event Safety Manager.

### **4.3 Protective Clothing and Equipment**

No persons will be allowed on the site without the appropriate PPE. Failure to wear the correct PPE will result in the persons being removed from the site.

Contractors will ensure that their employees are provided with and use suitable PPE where required by their risk control procedures. Working areas requiring PPE to be worn shall be signed and access controlled.

### **4.4 Work Equipment and Working Areas**

Employees/contractors will ensure that all work equipment and tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate examined, tested and certified.

Build and breakdown activities in areas where the public are present must be undertaken with the agreement of the Event Safety Manager. No overhead work will be permitted before the relevant area has been secured so as to prevent unauthorised access.

Suitable fencing, warning signs and security personnel (if appropriate) will maintain the security of the working site. Signage detailing the requirement for hard-hat zones must be displayed where appropriate. Access will not be permitted without the correct PPE.

Works extending into the evening periods and particularly overnight should take place in areas where the lighting levels are sufficient for the task at hand. Temporary lighting from mobile masts may be required and this must be arranged in advance.

The site will, so far as is reasonably practicable, be secured against unauthorised access during the construction and breakdown phases. Contractors and staff are expected to ensure that areas in which they are working are where necessary secured by means of barriers, signage and or stewarding so as to exclude the exposure to risk of persons not in their employment.

Where materials and equipment are stored, suitable barriers, warning signs and any necessary lighting arrangements will be employed to ensure safe storage without undue risks to staff, other contractors or the public.

#### **4.5 Plant Operations**

Fork-lift operations will be limited where reasonably practical to the secured construction areas. Where it is necessary for lift trucks to operate outside of the controlled areas in the public areas the forklifts will be operated by staff competent to use the vehicles and the process will be stewarded as appropriate to the conditions. Where it is necessary for vehicles to be unloaded outside of the secured areas then the contractor should provide a banksman to supervise the activity. All unloading activities MUST be supervised and appropriately marshalled.

All plant operators should carry photographic identification detailing their competency to operate items of plant. It is recommended that photocopies of these be displayed in the operators cab for ease of reference on site. The use of plant by unauthorised operatives on site will not be accepted.

#### **4.6 Welfare and First Aid**

Suitable and sufficient welfare facilities exist within the surrounding area for employee/contractor use on build and break down. On the event days they will be supplemented with onsite catering and toilet provision.

Provisions for First Aid should be made by the contractor for themselves and their employees in accordance with the requirements of the Health & Safety (First Aid) Regulations, 1981 and the related approved Code of Practice. Contractors should arrange for their own first aid provision throughout the build and event period.

The private medical contractor will provide First Aid for The Festival staff and festival goers, and advise on the additional first aid provisions that will be available during the event.

#### **4.7 Fatigue**

Employees/Contractors are reminded that the working hours at the event may involve them being required to be onsite over extended periods during the event to cover all event hours, rehearsal periods and set-up/break down sessions.

Each Employee/contractor should address the issues of staff fatigue and take appropriate steps to ensure that their health and safety and that of persons working near them are not adversely affected by the overall working hours. Suitable break and rest periods should be allowed for in planning the work activities and in providing cover for the event hours.

#### **4.8 Accident Reporting**

All accidents, dangerous occurrences, property damage or loss must be reported to the Event Safety Manager and an entry recorded into the accident book or other appropriate log maintained on site. All accidents and incidents will be reported to the Event Control who will keep records as appropriate.

Event Control will monitor on-site incidents and initiate any immediate action or necessary statutory reporting procedures.

Where a contractor is responsible for notifying a reportable incident to the enforcing authority, that contractor will be reminded of their responsibility.

#### **4.9 Completion**

For all temporary structures, including marquees, erected for OutOut in the park, the contractor is required to provide a completion/handover certificate stating that the structure has been erected and completed in accordance with the design requirements. The certificate should be signed and dated by a nominated representative of the contractor.

## 4.10 Working at Height

As part of the Work at Height Regulations 2005 duty holders must ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from fragile surfaces are properly controlled;
- Equipment for work at height is properly inspected and maintained;
- Work at height is avoided where possible;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.

Where they cannot eliminate the risk of a fall, work equipment or other measures should be used to minimise the distance and consequences of a fall should one occur. In general, all Contractors should take steps to ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise.

Ladders may still be used for short-term working where the Contractor can demonstrate that there is a low risk and that other means of access are not justified. Ladders must, however, be positioned on a stable surface and supported in a stable position. The ladder must be in a good state of repair and of a height suited to the task at hand.

A ladder can be used to allow the carriage of loads provided that the user can maintain a safe handhold when carrying a load and that the Contractor can demonstrate that the use of ladder or stepladder is justified due to the short duration of use and the low risk of the operation.

The use of access platforms on site should follow the user recommendations set out by the supplier. In general terms the platform should not be moved whilst it is occupied by any member of staff.

## 4.11 Electrical Safety

All electrical works and/or installations the event sites must be carried out by competent persons and in accordance with current guidelines and legislation. Contractors should note that petrol generators should not be brought onto the site. Where power is required, arrangements should be made through Production to verify the availability of power on site for use.

The electrical installation on site should be signed off by a competent person prior to commencement of the event.

#### **4.12 Gas Safety**

The License Conditions require that all installations using gas are suitably checked for safety and have a current certificate. This will apply to catering units, any LPG generators, and temporary kitchens. Copies of all such certification are to be made available to the local authority officers on request.

Gas cylinders in use will be secured onto suitable trolleys or supports.

Cylinders will only be stored in the designated areas and in accordance with recognised Codes of Practice. All cylinders in storage will be clearly marked to indicate their contents and whether empty or full.

#### **4.13 Fire Fighting Equipment**

Contractors must ensure that they or their employees do not misuse or interfere with firefighting equipment.

Prior permission must be sought from the Event Safety Manager should it be found necessary to move any firefighting equipment.

#### **4.14 Hazardous Substances COSHH**

Prior, written permission should be sought from the Event Safety Manager before any hazardous chemicals or substances, however small in quantity, are brought onto the site. When applying for permission, all data relating to such must be provided. Suitable arrangements for storage, emergency procedures and first aid requirements must also be agreed in advance.

#### **4.15 Hoists, Lifting Equipment and Lifting Operations**

Employees/Contractors will observe the Lifting Operation and Lifting Equipment Regulations 1998 regarding all such operations under their control, or of their sub-contractors.

No lifting appliance shall be used on unstable or uneven ground without adequate safety precautions being taken.

#### **4.16 Information Specific to Catering and Trading Providers**

In accordance with Local Authority License Conditions, petrol powered electrical generators are not permitted on site.

All portable electrical equipment to be used will require current Portable Appliance Test certification. Where applicable, Periodic Inspection Certificate, either NICEIC or ECA type will also be required.

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 OutOut 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.

#### **4.17 Licensing Laws**

A member of the management team has attended the BIIAB National Certificate for Personal License Holders (NCPLH) course to allow them to hold a personal license and understand the compliances of the licensing law.

### **5 Fire Risk Assessment**

The risk assessment is specifically designed to assess the possible risks from and control measures for fire for the following:

- Workers employed in the construction of the event
- Workers employed during the event
- Visitors to the site
- Festival Goers

Event Safety Manager will be responsible for ensuring that an on-going assessment is undertaken by staff and contractors during their time on site. Any new hazards or significant findings - especially those which increase either the severity or the probability rating of an

identified hazard - are to be reported to Event Control. A Fire register sheet will be completed for each event as proof that staff has been briefed and are aware of procedures.

All fires must be reported to Event Control even where they are considered to be extinguished.

## 5.1 Hazards

Fire resulting from electrical installation:

- a) All electrical installations must comply with BS 7909 (Temporary Installations Standard).
- b) All generators and distribution to be fitted with overload trips.
- c) All portable electrical installations to be PAT tested.
- d) Appropriate fire extinguishers are located adjacent to any generating equipment.
- e) No combustible material to be sited near light/heat sources.

Fire from Catering Units

- a) All LPG must be stored in suitable cages.
- b) No more than 3x LPG cylinders to be stored at the rear of catering units.
- c) LPG is only authorised for use in catering area.
- d) No smoking near LPG storage area – smoking only permitted in “Smoking Zones”
- e) Location of all LPG is notified to Event Control by Contractors.

Combustion of Accumulated Litter

- a) Festival staff to monitor.
- b) No smoking zones established within pop-up tents/gazebos

Malicious Fire Setting

- a) Regular security patrols to be established around skips to prevent any attention by arsonists.
- b) Waste management contractor employed to prevent build-up of waste.

## 5.2 Means of Raising the Alarm

Owing to the nature of the site, there will be no Automated Fire Alarm system fitted. Fire warning will instead be achieved through the vigilance of identified and briefed staff, reporting to Event Control.



- If a fire is found, the member of staff concerned will contact the Event Control via the radio system.
- Event Control will assess the situation; if it can be extinguished they will do so otherwise they will call the Fire Brigade giving the location of the incident and the reporting point.
- Event Control will then initiate the Contingency Planning as outlined in EMP 2 11.



<b>5.3 Fire Risk Assessment</b>		<b>Assessment date</b>	
<b>OutOut in the park 2021</b>			
<b>Assessed by:</b> Andrew Collins		<b>1<sup>st</sup> Assessment Review</b>	
<b>Position(s):</b> Festival Management		<b>Date:</b>	<b>Initial:</b>
<b>Date:</b> 11 <sup>th</sup> December 2020		<b>2<sup>nd</sup> Assessment Review</b>	
		<b>Date:</b>	<b>Initial:</b>
<b>Policies and Procedures already in place:</b> Event Management Plan for OutOut in the park			
<b>Remember: The legal requirement is to remove or if not reduce the risk to as low as reasonably practicable</b>			
<b>Hazards</b>	<b>Who might be harmed</b>	<b>What are you already doing to control the risk</b>	<b>Who is Responsible</b>
<b>Sources of Ignition</b>			
Arson – especially at night or in outlying area which maybe undetected until it is established	The Festival Staff Contractors General Public	<ul style="list-style-type: none"> <li>Security to prevent unauthorised access</li> <li>Safety patrols carried out at night by security</li> <li>The Festival staff to remain vigilant throughout site occupancy</li> </ul>	Event Safety Manager The Festival staff Security Contractors
Electrical - fault condition leading to shorting and sparks	The Festival Staff Contractors	<ul style="list-style-type: none"> <li>Electrical controls as per main risk assessment</li> </ul>	Event Safety Manager and contractors to monitor

Catering Area	The Festival Staff Contractors	<ul style="list-style-type: none"> <li>• Caterers regularly inspected by Event Safety Manager.</li> <li>• Safety cut out to prevent overheating</li> <li>• Caterers to provide fire risk assessment if possible</li> <li>• Cleaning regime to prevent build up of residue fats in ducts and covers</li> </ul>	Caterers Event Safety Manager and contractors to monitor
Smoking – build up and break down	The Festival Staff Contractors	<ul style="list-style-type: none"> <li>• All Marquee, Gazebo &amp; Tent Structures are non-smoking areas</li> <li>• policy</li> </ul>	Event Safety Manager and The Festival Staff to monitor
Sources of Fuel			
Flammable Substances Oils etc. - catering Diesel – Generators LPG - Catering	The Festival Staff Contractors	<ul style="list-style-type: none"> <li>• All hazardous materials to subject to COSHH assessment.</li> <li>• Use of flammable substances to monitored and controlled by Event Safety Manager</li> <li>• All LPG to be stored in suitable cages, empty cylinders to be stored separately.</li> <li>• Fire fighting equipment to be made available around storage area.</li> <li>• No excess LPG/diesel fuel stored onsite</li> </ul>	Event Safety Manager to monitor
Waste – build up/break down	The Festival Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Cleaning regime to clear waste</li> <li>• Festival staff to monitor areas</li> <li>• Wheelie bins to be used for waste collection</li> </ul>	Event Safety Manager and The Festival Staff to monitor
Other			
Persons with disabilities	General Public	<ul style="list-style-type: none"> <li>• Establish individuals needs, identify who requires assistance, Incorporate for a personal evacuation plan.</li> <li>• Security to be briefed on their role within the personal evacuation plan</li> </ul>	Event Safety Manager to monitor. Security.
Fire Fighting Equipment	The Festival Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Ensure correct type and number of extinguishers are in location</li> </ul>	Event Safety Manager to monitor

Signs and Notices	The Festival Staff Contractors General Public	<ul style="list-style-type: none"><li>• Ensure correct type and number of signs are in their location, ensure signage is clear and precise</li></ul>	Event Safety Manager to monitor
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## 6 Tents, Gazebo's Marquees

There are pop-up tent structures on the site. The dimensions of the pop-up units are typically 3m x 3m or 6m x 3m. These structures are erected as per manufacturer's instructions. All upright bases are weighted or staked to give additional support against adverse weather.

## 7 PA system

The PA system will be set up at the stage area by the contractor (Eclipse Sound and Lighting) and speakers are positioned at the stage, with all cables covered by mats, trunking etc to avoid trip hazards. A diesel generator is used to power the system. The control of the system is at the front of house structure.

## 8 Adverse Weather Plan

### 8.1 Introduction

#### **AIM**

The aim of the plan is to provide the framework for actions if there is an incident of Adverse Weather with high levels of precipitation, extreme temperatures, or high winds which would have an effect on the event.

#### **OBJECTIVES**

- To ensure that no persons are injured.
- To try and minimise the effect of adverse weather on the smooth running of the event.

#### **SCOPE**

The scope of this plan is to cover any weather related incidents that may occur during the duration of occupancy (build, event, and breakdown). Adverse weather conditions which could prove problematic are high winds, continuous and sudden heavy rain, and hot temperatures. The following procedures allow the organisers to be aware of the possibility of adverse weather and to take necessary actions to avoid or minimise the hazards caused by the weather.

## **WEATHER MONITORING**

Throughout the week leading up to the event OutOut Events Ltd will check the local weather forecast. Should any of the forecasts indicate the onset of severe weather, a more detailed and localised forecast will be requested from 'Weathercall' by phone (09065 150123).

### **8.2 High Winds**

#### **8.2.1 Weather Monitoring – Wind Speed**

The wind speed can be monitored continuously through the use of anemometers. In accordance with the guidance Temporary Demountable Structures (page 70) this is to be set up as below:

Ideally wind speeds are to be measured at 10 metres above ground level and be at least 60 metres away from obstructions or the anemometer is to be attached to the tallest temporary structure, it must be at least  $(1.3 \times H) + 1$  metre (H is the maximum height of the structure on to which the anemometer is fixed).

The stage structure will have an anemometer attached to it which will be monitored wirelessly by the stage crew and the event safety manager.

#### **8.2.2 High Wind – Action Levels**

Level 1: Severe Weather warning has been forecast, additional site specific forecast taken and key personnel informed. All The Festival structures and barriers are to be inspected by the relevant contractors.

Level 2: when monitoring registers a gust wind speed above 25 mph all gazebos and easy up tents should be taken down. All The Festival structures and barriers are to be inspected by the relevant contractors.

Level 3: When monitoring registers a gust wind speed above 35 mph OutOut Events Ltd will meet to decide if conditions merit a suspension of the event. All areas will be monitored. Any dangerous areas will be evacuated will be cordoned off if deemed unsafe.

Level 4: If the wind reaches 55 mph the event and surrounding areas should be evacuated until such time as it is deemed safe for the public.

### 8.2.3 Actions Relating to High Winds

**Stage** - wind loading details available on the Festival portal; any movement remove solid branding if necessary, however it is an aluminium tubular design with 4 metric ton base.

**Barriers** - if there are any movement in the barriers then addition bracing will be applied, and, if necessary, all branding removed

**Gazebos, Marquees and Tents** – All structures will be weighted or staked. However, if wind gust is greater than 25mph then all structure will be taken down. The typical maximum wind loading value for gazebos is 25mph.

## 8.3 Heavy Rain

### 8.3.1 Actions Relating to Heavy Rain

The Start Technical Manager is to refer to the current weather forecast. If it looks likely that there will be heavy rain then:

- All electrical cabling will be inspected by the relevant contractors.
- OutOut Events Ltd will inspect the site and out-lying areas to identify areas that could cause a problem.
- All stewards and staff are to ensure that they are wearing suitable clothing for wet weather conditions.