



The Beeston Music Festival
August 9th 2025

Event Management Plan

Version 2025_1

Last Updated
29th April 2025

Contents

The Event Management Plan Document/The Festival	3
Licensable Activities/Site Summary	4
Operating Times	5
Management/Planning Phase	6
Event Management Control	7
Festival Site Plan	8
Health & Safety	9
Security & Stewarding	11/12
Alcohol Policy	12/13
Drugs Policy	14
Eviction Policy	15
Lost and Found Policy	16/18
Sanitation Facilities/Cleaning Refuse	19
Medical/Welfare Provision	20/21
Ticketing/Access & Egress	22
Emergency Planning	23/26
Emergency Evacuation/Invac	26/28
Weather Contingency	29/31
Evacuation Calculation	32
Licensing Objectives	33
Parking	34
Site Protection Policy	35

THE GREAT BRITISH FAKEOFF LTD

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

The Event Management Plan Document

- 1.1 The purpose of this Event Management Plan (EMP) is to outline the plans, procedures and agreements put in place for The Beeston Music Festival 2025.
- 1.2 The intention is to draw together all matters of operations, safety and logistics, plans, information for and from contributors and the information that is given to the public. This document and its appendices include many operational plans and risk assessments which, together, constitute the method statement for the event. This document is under ongoing review and will be updated as procedures evolve.
- 1.3 This document contains the Standard Operating Procedures (SOP) – any deviation from this will be documented and shared.
- 1.4 As this Event Management Plan includes information regarding operations and activities, its use is restricted. It should not be sent or copied to persons outside of the intended circulation initiated by The Great British Fakeoff Ltd (TGBFO); it should be treated as a restricted, confidential, private document not for public viewing to preserve safety, security and commercial information.
- 1.5 The Festival's Safety Advisor Simon Holmes will review relevant supporting documents from all confirmed and potential contractors and vendors to ensure they have the required skills and competencies to achieve the festival's rigorous safety standards and to ensure they adhere to the site rules and license conditions.

The Festival

The Beeston Music Festival is a family friendly, popular music festival aimed at an audience of adults aged between 25-65+ (with children or grandchildren). The event is a friendly and intimate 1 day festival, with a mix of live music performers, food, drink and entertainment.

The event will be staged at Trent Vale Recreation Ground in Beeston, Nottingham, and managed by TGBFO brand.

Attendees will arrive on site from 11:30am on Saturday the 9th of August 2025 and will be allowed to remain on site until 10pm on Saturday the 9th of August 2025.

The event is strictly ticketed.

Licensable Activities

All licensed activities will take place on Saturday 9th August 2025. Full details are in the Event Management Plan.

The licensable activities will be:

- Provision of Live music
- Provision of Recorded music
- Provision of Performances of dance
- Supply of Alcohol

Live music, recorded music, performances of dance, provision of facilities for making music and provision of facilities for dancing is referred to as Main Stage Entertainment for the remainder of this document.

Other non-licensable activities include:

- Stalls
- Funfair rides
- Food vendors

Site Summary

- 1.1 As noted above, the festival will occur within the Broxtowe Borough. TGBFO will attend all relevant meetings with the Local Authorities and other responsible Agencies if deemed necessary. This Event Management Plan will be circulated to all relevant authorities and agencies as well as all parties forming the SAG committee.
- 1.2 The site plan included shows the areas of the Football grounds in use for the event and the route. All entertainment and licensable activities will take place within the area designated to the festival.
- 1.3 Potable water is provided from several mains outlets around the site.
- 1.4 Power is provided through the use of generators positioned around the site.

Operating Times

All management and crew will be made aware of the event's Site-wide opening & closing timing schedule. This schedule clearly communicates the opening and closing times of all main areas onsite.

All management and key suppliers will be made aware of the timed activities that form part of the build and derig schedule. This information will be shared via an event specific production schedule. The TGBFO crew and contractors will be made aware of the site working hours. The standard hours of work on site, during build-up and breakdown, will be 08:00-20:00. Anyone working outside of these hours, or working alone, must notify the Production Office and obtain authorisation. If work is required to take place during the hours of darkness, temporary lighting will be provided.

The following times are the planned set up, operating, activities and set down times of The Beeston Music Festival 2025.

Set Up

Day/Time	Start	End
Wednesday 6 th August (Trackway only if required)	08:00	20:00
Thursday 7 th August	08:00	20:00
Friday 8 th August	08:00	20:00

Sound Propagation/ Sound Checks

Day/Time	Start	End
Friday 8 th August	16:30	17:30

Site Open to Viewing Public

Day/Time	Start	End
Saturday 9 th August	11:30	22:00

Licensable Activities (Live Music etc.)

Activity/Day	Saturday 9 th August
Main Stage Entertainment (SATURDAY 9 th August)	12:00 – 22:00
Supply of Alcohol (SATURDAY 9 th August)	11:30 – 22:00

Non-licensable Activities

Activity/Day	Saturday 9 th August
Stalls (SATURDAY 9 th August)	11:30 – 22:00
Funfair (SATURDAY 9 th August)	11:30 – 22:00

Set Down

Day/Time	Start	End
Sunday 10 th August	08:00	20:00

Management

The licensees are dedicated to ensuring that The Beeston Music Festival 2025 is a safe and enjoyable experience for everyone involved, including attendees, staff, and contractors. TGBFO have appointed an Event Safety Advisor, a Security Manager, and a team of qualified security personnel. The Security Manager will oversee all security operations at the event. NVQ Marshals will also be present alongside security staff, serving solely in a customer service capacity.

Stewards, Marshals, and SIA personnel will be organised into teams, each led by a team leader. Each leader will be equipped with a radio for communication with the Site Managers and the Central Operations office.

Planning Phase

Essential Health & Safety management is carried out during the event planning process including:

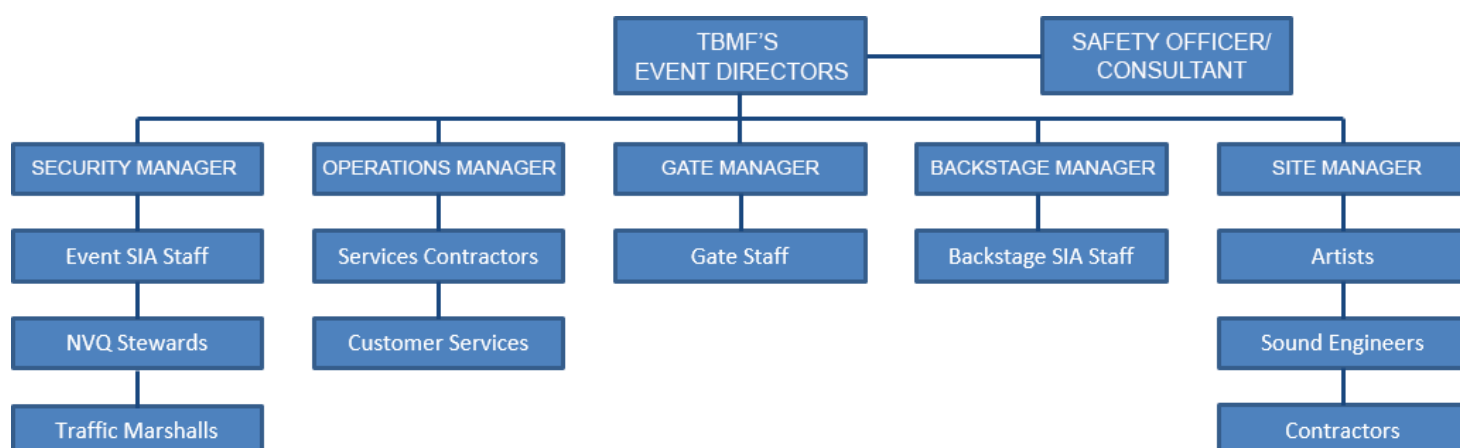
- Development of overall event Risk Assessments
- Development of contingency and emergency plans
- Site design, including consideration of access, egress and emergency routes
- Appointment of suitable contractors, suppliers, and partners
- Production and circulation of traders safety rules, and the collation of mandatory safety documents and forms
- Regular Meetings held between all specific duty holders
- Drawing up of the Event Management Plan
- Compiling of the event Safety Dossier
- Application of relevant licenses and authorisations
- Engagement and consultation with contractors over production and safety planning in order to produce a workable and coherent production schedule.

The Event Safety Dossier will draw up and circulate the comprehensive Event Management Plan including production schedule, management structure, and communication plan and so on.

The Dossier will be held at the Production Office (electronically) and will serve as a record of safety management for each contractor and service suppliers.

Contingency and Emergency Plans will be drafted for discussion and a detailed site plan circulated. These will be drafted and circulated to relevant stakeholders for agreement. These plans shall include an outline for dealing with a Serious Incident.

The Beeston Music Festival Structure



Event Management Team Contact Information

Name	Role	Phone	Email
Peter Levey	Licensee/Director/DSO		
Tom Muir	Director		
Simon Holmes	Event Safety Consultant		
Tom Muir	Site/Operations Manager		
Steve Budding	Security Manager		
Stage Connections	Stage Manager		
Stage Connections	Noise Consultant		
Scott Hopes	Event Control Manager		

Control And Cooperation At The Event

During the live period, the first point of call for all serious issues should be Event Control (via radio, channel 1). All heads of operational departments will be briefed about this. It is expected that some contractors / staff will be reporting regular green level issues to Site/Manager who will, as required, either deal with minor operational issues directly; or escalate more serious issues to Event Control. Examples of green level issues include: localised loss of power, partial water leak, bins requiring collection, toilets requiring servicing etc. Site/Manager and Event Control will operate in close collaboration during the live period.

The Event Safety Consultant will be based in the same location as Event Control, and will address matters of health and safety as well as provide support to Event Control when dealing with certain issues.

An appointed staff member will record & log all radio communication through the events opening times. This staff member will be based in the event control office.

Site Plan – Main Festival Site



Aerial plan

Emergency RV Points – Highlighted Above On The Map

RV Point	Located on the grass football pitch North of the main festival site area
FRV 1	Located on the grass football pitch North of the main festival site area

Health & Safety

Health & Safety of the viewing public, staff and contractors alike is the number one priority at The Beeston Music Festival. Simon Holmes will be providing an Event Safety Officer to ensure Health & Safety compliance of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and subsequent legislation, at the event. Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our temporary work activities
- To ensure health and safety of all visitors to our site
- To consult with our staff, volunteers and contractors on matters affecting their health and safety
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for staff and volunteers
- To ensure all staff and volunteers are competent to do their tasks
- To prevent accidents
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Risk assessments are a fundamental component of our Health & Safety policy and are provided as separate documents.

All key event logistics—including fencing, staging, marquees, lighting, toilets, sound, and power—are managed by professional subcontractors, each of whom supplies their own method statements and risk assessments. These documents are reviewed at least four weeks before the event to ensure they are current and then submitted to our Event Safety Advisor and the local authority for safety evaluation. They are also added to our Event Management Folder for reference.

While the management of The Beeston Music Festival takes all necessary measures to protect the health and safety of staff, volunteers, and subcontractors, it is acknowledged that workplace safety is a shared responsibility. Every individual and subcontractor involved in the festival has a duty to take reasonable care of their own well-being, as well as that of others, and to report any potential hazards that could pose a risk.

All injuries, regardless of severity, must be reported to the Event Management and Safety Officer and recorded in the Accident Book located in the Control Office.

The Beeston Music Festival will adhere to relevant safety standards as outlined in the *Purple Guide to Health, Safety, and Welfare at Music and Other Events* by the Event Industry Forum.

Security And Stewarding

The Beeston Music Festival will work with Elite Security Personnel LTD, the selected security contractor, to deliver the crowd strategy onsite in accordance with the guidance given in The Purple Guide to Health, Safety and Welfare at Music and Other Events and HSG 154 Managing Crowds Safely.

All key security management staff will be given a briefing by The Beeston Music Festival Management to ensure they are fully aware of their duties, responsibilities and objectives to be achieved. Elite Security Personnel LTD will appoint experienced guards to perform duties that are specific to events of a similar nature. Security guards performing certain tasks such as searches, entry enforcement, alcohol licensing enforcement etc. will be SIA-registered and will be required to wear their SIA badge prominently on their person. Elite Security Personnel LTD will also provide security stewards to complement SIA guards.

All security guards and stewards will be readily identifiable by uniform (with the exception of cover security guards). Those undertaking SIA designated duties will have the relevant SIA badge on display and available for inspection. All security staff will be familiar with the admission, exclusion, and safeguarding of all visitors and staff while on the event site.

The site security provision will be appropriate to the level of risk. The main areas of focus are:

- Flow of public around the site
- Management of queues
- Capacity management
- Ensuring the general safety and welfare of visitors / crew
- Stewarding in the event of an emergency
- Access to out of bound and private areas
- Alcohol licensing enforcement

Event Control will be in constant contact with Security Control and Management, face to face and over the radio. No person under the age of 18 years shall be employed onsite.

Entry to the event is by ticket only for visitors as well as crew. Tickets will be checked at the Gates. The perimeter will be regularly patrolled day and night and checked for breaches.

All artists, crew and visitors will be subject without any exception to a search of their bags and person upon entry, and a wand search to detect metal items.

Security for the festival will include the following, with a variation on SIA numbers subject to ticket sales.

- Security Manager
- Security Controller
- Security Supervisors
- SIA Guards
- Security Stewards

Event-specific briefs will be conducted by Security Manager and Event Manager to the supervisors of security teams working in those areas, eg gate searches / front of house, roaming, response teams etc.

The Beeston Music Festival Organisers, along with the Health & Safety Advisor, shall ensure that an appraisal of all security and stewards requirements is agreed and that the positions, numbers and equipment of security and stewards shall be to satisfaction.

Names, addresses and dates of birth for all SIA-licensed security and stewarding personnel will be submitted by Elite Security Personnel LTD. These will be kept on file at the Production Office and available to the local police and the Licensing Authority shall for inspection should they request it. The details recorded in the register shall include: full name, date of birth, home address, employer, SIA ID number (where applicable).

The register will be kept on-site at Event Control and will be filed for a minimum of 12 months after the event.

All incidents shall be recorded by Event Control in the approved security log. The incident log will be made available for inspection by agencies at all times during the open period. The security log will be submitted to the local authority after the event.

Should any persons be evicted from the event for unacceptable behaviour or carrying of forbidden items, a record of the incident / person's details will be kept on file.

Should any attendee be evicted from the event for taking part in public disorder or criminal activity, including carrying illegal substances such as drugs and / or weapons, the Police will be informed.

The incident will be logged in writing and as much details about the persons involved will be collected to be passed onto the Police as required.

Stewarding Resources – subject to review

**Saturday 9th August
2025**

Number of Staff	Role	Time(s)
1	Security Manager	10:00 – 23:30
1	Safety Advisor	10:00 – 23:00
20	SIA Security Staff	11:00 – 23:00
8	NVQ Stewards	10:00 – 23:00
1	Back Stage Security	10:00 – 23:00

Alcohol Policy

All The bar at The Beeston Music Festival will be managed by TGBFO within the licensed site. All bar staff involved in the sale or supply of alcohol will be trained on drink strengths and equipped to advise customers accordingly. They will also be instructed to monitor patrons for signs of intoxication and will strictly refuse service to anyone who is visibly drunk. SIA security will oversee drunken behaviour at the festival and take appropriate action as needed.

TGBFO will provide clear briefings to all bar staff, SIA-licensed security, stewards, and relevant personnel regarding alcohol service policies and responsible conduct.

All bar staff at The Beeston Music Festival will be experienced professionals. They will be briefed on the importance of checking IDs, enforcing the Challenge 25 policy, and ensuring that no one under the age of 18 purchases or consumes alcohol.

If a bar manager anticipates a potential public order issue arising from a refusal of service, they will, where possible, remove the situation from the main crowd and address it discreetly near the working compound at the rear or side of the main bar areas. SIA security personnel will be stationed in the bar areas to support bar staff and festival security in monitoring and managing intoxicated individuals.

Drinks

All alcohol products shall be clearly merchandised as alcohol products and therefore not easily confused with non-alcoholic products. There shall be a price list displayed at the bar which shall give the 'alcohol by volume' levels of each drink, and the measured quantity in which spirits are being sold. No alcohol shall be served in glass or glass containers.

Containers for wine shall include the 125ml measure; beers and ciders will be available in pint measures; spirits will be available in 25 or 35ml measures.

Binge drinking

Retailing alcohol at the event shall help minimise binge drinking as it shall reduce ticket holders' desire to bring alcohol and glass onto the site. When alcohol is available for sale on site, ticket holders are most likely to drink in a relaxed and responsible manner, thereby helping with the issue of public order.

Selling alcohol in this manner also provides a degree of control by the trained bar staff over those ticket holders consuming alcohol which would not otherwise be so readily available. The large number of staff and the bar concessionaire's experience and training, shall enable the crowd to be served in a quick and efficient manner so that they do not have to queue for long periods of time, which shall therefore decrease the likelihood of 'over ordering' in an attempt to avoid having to queue further. There shall not be any irresponsible drinks promotions such as "happy hours" or "two for one offer".

Underage drinking – ID

Bar staff shall ask for proof of age ID whenever a customer appears to be under 25. Proof of age shall need to be evidenced by a Proof of Age Card, a Citizen Card, a valid UK card or by a full or provisional photo card driving licence issued by the DVLA, or by a passport.

If there is any doubt as to the age of the customer, they shall be refused service. The onus is on the individual to demonstrate unequivocally that they are 18 years old or over and if the individual cannot do so, they shall not be served. This message shall be posted on the official website in advance. It shall also be posted in the bar in a prominent position. TGBFO shall be required to brief bar security staff that they should take responsible steps to monitor the final destination of the drinks and ensure that over 18s are not purchasing drinks for under 18s.

Monitoring

No bar servers shall be under 18. All reasonable efforts shall be made to stop and discourage underage drinking by placing stewards in the bar area and by TGBFO briefing all bar staff to monitor for instances of underage drinking. In addition TGBFO, security, bar manager and other bar supervisors shall also monitor the performance of the serving staff. Any underage drinkers who are found arriving on onsite with alcohol shall have the alcohol confiscated by security.

Alternatives

Soft drinks at bars and catering outlets and free drinking water will be available at water points onsite as an alternative to alcohol.

Drunkenness

All bar staff will be aware of the law regarding the serving of persons who are already intoxicated. There is the potential for drunken persons to cause a nuisance to other festival-goers, to cause a hazard to all on site through their actions and to be a danger to themselves. The first actions of any stewards coming across an incident will be to contact Control to request assistance from an SIA licensed security person.

Where possible, the drunk person should be isolated from other festival-goers to minimise the possibility of others being injured, frightened or offended by their actions. Where possible, it will be the festival's policy to take the drunk person to a place of safety (our welfare area); here they will be cautioned as to future behaviour, their details taken (if possible) and allowed to rest.

If their behaviour is such that it is threatening, violent or abusive, they may be evicted from the site. The Security Manager/DSO will be called upon to carry out a dynamic risk assessment as to the nature of the complaint and may opt to evict them from the site. In certain circumstances the person may be taken to a place of safety to recover and evicted from the site at a later time. Persistent drunkenness will not be tolerated and such persons will be evicted from the site in line with our evictions policy (see later in this document).

Bar opening times will be clearly displayed on the website and behind the bar, in addition to the license being displayed, in an attempt to discourage binge drinking.

Drugs Policy

This policy on drugs is based on three core areas:

- Prevention
- Drugs dealers and users
- Welfare and treatment

Prevention

The Beeston Music Festival has a zero tolerance on the use of, or dealing in illegal drugs on site. The message, to actively discourage dealers and users, shall be published in the following ways:

- Festival Drugs Policy distributed to every ticket holder at the festival
- Festival Drugs Policy on www.thegreatbritishfakeoffmusicfestival.co.uk
- In the programme of events available to every ticket holder on their arrival on site

Signage displayed At

Entrances:

“The Beeston Music Festival has a zero tolerance on the use of, or the dealing in, of illegal drugs on site, including legal highs. Drug enforcement laws are applicable on this site and SIA security is on site to deal with drug offences in accordance with national guidelines. If you deal in drugs, you will be arrested. Neither anti-social nor illegal behaviour shall be tolerated and participants shall leave themselves liable for evictions from the site and possible prosecution.

Experimenting with drugs can lead to adverse reaction. If you do take drugs and you become ill, depressed or frightened, please ask a steward to direct you to our on-site welfare centre which can help and support you.”

In addition, the terms and conditions of entry will state *“You will be searched at the entrance. Any items which the organisers consider may be used in an illegal or offensive manner will be confiscated.”*

Drug Dealers and Users

SIA staff shall take an active role in monitoring for drugs. Security shall conduct targeted searches for drugs and shall record details of on-going activity with regard to searching and the number of persons that are refused entry as a result. Security shall seize any drugs which may be required for evidential purposes, shall provide a suitable receptacle for the safe retention of illegal substances. When there is a strong suspicion of drug dealing, security shall inform and assist the local Police in every way possible.

Welfare and Treatment

Our medical provider will be both trained in emergency first aid and fully informed about the welfare and drugs advisory facilities. They can direct individuals to the Welfare Centre which provide a service throughout the festival.

Welfare provision is the main centre for practical welfare support. Drug service provision, with a focus on harm minimisation, is an integral part of welfare and includes needle disposal facilities (sharps bin).

Eviction Policy

Criteria

Any person who fulfils any of the following criteria shall be liable for eviction from The Beeston Music Festival. The decision as to the interpretation of these criteria and eviction shall be at the discretion of the security and stewarding staff under the supervision of the Security Manager.

Persons shall be liable for eviction under the following circumstance:

- Entering or being onsite without a ticket or relevant pass
- Any persons who are found causing any disruptive or antisocial behaviour
- Any persons breaching the terms and conditions of entry
- Any persons breaching the terms of the premise licence
- Traders who repeatedly do not comply with the site regulations imposed on them
- Unauthorised sellers

Eviction procedure

All persons evicted from site shall be processed by the Security Manager. All persons presented for eviction by security shall be interviewed by one of the team leaders and all reasonable efforts shall be made to ensure that their details are recorded in a database with their full personal details, a photograph (with consent), date and time and the reasons for eviction.

All persons who are to be evicted shall be allowed to make telephone calls in order to contact immediate members of their group and/or family using a free mobile phone service or equivalent via Central Operations. Wherever possible, all persons who are to be evicted shall be escorted to collect their belongings before their eviction. If they are able to drive their owned vehicle, they will be escorted off and away from site by security. If they are incapable of driving they will be driven to the nearest train station by a minimum of two security staff.

There will be a female member of staff available who shall process any female evictees. The Security Manager shall liaise directly with the local Police where appropriate.

All evictees shall be evicted from the site via one of the pedestrian entrances and their accreditation shall be removed to prevent them from re-entering the festival. Notices shall be displayed that persons evicted shall not be permitted re-entry to the site and this shall be reiterated in the Eviction Form.

Eviction of Children

As with all evictees, any under 16s who are evicted shall be offered phone calls to their parents or guardians, and their welfare needs will be addressed. If for any reason they do not co-operate with this process they shall be handed over to the local Police, where possible.

Lost and Found Policy

Lost/Found Child Procedure

It is inevitable that, occasionally, children will become separated from their parent/guardian/carer. These notes and the Lost Child Form (available as a separate document) should help The Beeston Music Festival in protecting the child and the organisers, and should help speed up the reuniting of the child and their party.

Upon entering the festival site parents/guardians will be encouraged to add their phone numbers to free wrist bands that will be placed on children's wrists. This will help to quickly find parents/guardians should a child become lost or found.

There is a stewarded Welfare and Information area by the main entrance – which will be marked on our Detailed Site Plan. This is the ideal place for children to be taken to, and the place that parents/carers will be directed to if they have lost a child.

If a Staff/Marshal/Stewards sees a child who seems unattended, they will introduce themselves and try to establish who they are with, and where they last saw them. If The Beeston Music Festival staff have no clues to where the adults may be, a call to Central Operations will be put in for the Security Manager to meet them and head towards the welfare area. As the adult(s) may be looking for the child as well, the member of staff with the found child will stay within obvious places.

If the child is reluctant to follow Marshalls/Stewards, they will explain that they are going to look for their carer – but will try to keep them in sight while they do so. They will not force a child to come with them. If necessary, they will call for help, or stay with the child until they have been re-united with someone that the child recognises and is willing to be with.

If Staff/Marshalls/Stewards come across a child, they will explain who they are, find out their name, who they were with and other important details, and ask them to come with them to the Welfare area. Before setting off, they will radio through to Central Operations where the call will be logged. They will try to keep the child from becoming distressed and make sure they keep the child in their sight, and will only pass them on to someone they can rely upon, such as an Event Manager, to look after them.

The Beeston Music Festival Staff/Marshalls/Stewards will be instructed to avoid situations where they are alone with children, especially anywhere you are unlikely to be seen or heard. This is as much to protect staff from suspicion as to protect children. If they cannot avoid being alone with a child, they will be instructed to take prudent precautions:

- Try to move with the child to a place where there are other people
- Avoid unnecessary physical contact
- If they do have to touch the child, make sure to get their agreement beforehand, and try not to be over-familiar

Once the child is at the Welfare area, Staff/Marshalls/Stewards will ensure that somebody takes responsibility for the child and is given all the information to fill in the Lost Child Form. Before returning to their duties, Staff/Marshalls/Stewards should inform Central Operations that they have handed the child over. The Lost Child Form is simple to fill in and should assist everyone in the organisation in reuniting parents/carers with children. The bottom section of the form should be signed by the person collecting the child and staff should ask for some form of identification, if possible, and if this does not cause offence. If staff are not sure about handing the child over, they will be instructed to contact Central Operations who will liaise with the Police.

If whoever the child is with has not been found after a reasonable time, Staff/Marshalls/Stewards should notify Central Operations who will instruct the Stage Manager or Production Manager to put out a call on the main PA systems. Communications with Central Operations is very important throughout the entire process and all Staff/Marshalls/Stewards will be briefed on this before each day of the event. Central Operations will log the initial call and will refer to it as each subsequent message is received. Central Operations must be informed when a child has been collected so that the message in the log is completed. Any Lost Child Form filled out will be filed away after each case is

dealt with and not left on display – this is for Data Protection purposes. At the end of each shift or at the end of the event, all forms will be handed to Central Operations who will ensure they are properly dealt with.

Lost/Found Adult Procedure

(Example: an adult who has become separated from their family/friends/guardian)

Lost adults who become detached from their friends or family will either make themselves known to staff or a staff member may become aware of them. A procedure should then be in place to assist people with linking up with the other members of their party. Example: 'The staff member will make a call to the Control in case the person's friends or family have already made contact. A brief search of the area can be carried out with the lost person to assist in locating friends or family. If the immediate search is unsuccessful the staff member can then escort the lost person back to the lost person allocated area, where the Control will be informed and take appropriate action, such as assist with making phone calls or a public announcement, if appropriate.

The leadership of The Beeston Music Festival acknowledges its duty of care to safeguard and promote the welfare of vulnerable adults at risk of harm or neglect. We are committed to ensuring that our safeguarding practices align with statutory responsibilities, government guidance, and best practice standards.

This policy prioritises the welfare and interests of vulnerable adults in all circumstances, ensuring that:

- They have a safe and enjoyable experience at The Beeston Music Festival.
- They are protected from abuse, harm, or neglect while participating in festival activities.
- We recognise that some individuals, including those with disabilities or from minority communities, may be particularly vulnerable to harm, and we take reasonable steps to safeguard their welfare.

We will work to ensure a safe festival environment by:

- Appointing a nominated safeguarding officer.
- Implementing best practices through policies, procedures, and codes of conduct for volunteers.
- Providing training, supervision, and guidance to volunteers to ensure they understand and follow safeguarding procedures.
- Conducting safe recruitment practices for volunteers.
- Clearly communicating to carers and support workers that they are responsible for the individuals they bring to the festival.
- Handling information securely and professionally.
- Sharing safeguarding information with attendees through leaflets, posters, and direct discussions.
- Providing clear reporting channels for concerns.
- Ensuring effective complaints procedures are in place.
- Creating a safe physical environment by adhering to health and safety regulations.
- Fostering a safeguarding culture where volunteers, vulnerable adults, and their carers feel comfortable raising concerns.

Ask for Angela

'Ask for Angela' posters will be displayed in customer areas, including women's restrooms and bar spaces. Staff will be trained on the correct procedures to follow if a member of the public asks for assistance. Clear guidance leaflets will be provided to all employees ahead of the event, outlining how to respond appropriately when approached.

Legal Framework:

We have used the guidance on safeguarding for vulnerable adults in England, referencing nspcc.org.uk/learning

Lost Property Procedure

All The Beeston Music Festival guests will be able to find a copy of our Lost Property policy on our website. This Policy has been prepared to provide standard guidance on the procedures to manage and control lost property and sets out clear guidance on how lost property should be dealt with.

All lost property found on site by members of The Beeston Music Festival staff or the public should be taken to the Central Operations area and be given to the on duty Operations Manager. The items found are then to be entered in the Lost Property Book (serialised) and the property placed in a secure holding area with the serial number, a brief description and the date handed in. Where possible, every effort should be made to find the owner during the Festival opening times.

Property can be returned to its owner if the Operations Manager is satisfied that they are the rightful owner. A full description of the item(s) should be obtained, details of where and when the item was lost and distinguishing marks to support proof of ownership. For record purposes it is important that the rightful owner signs, prints and dates the Lost Property Book when collecting the property.

Any lost property may be disposed of after 28 days. The Licensees and Operations Manager will go through all the property and items to be disposed of will be signed and dated in the Lost Property Book against the appropriate entry. Items will be thrown away or if of some value, taken to a local Charity shop. If there are bank cards, cheque books etc., they will be returned to the bank with a covering letter.

Unclaimed cash will be handed to a local charity.

Sanitation Facilities

A sufficient and suitable provision of sanitation facilities (toilet, handwash) will be provided for all persons working during the event period including during the Construction Phase.

The number of facilities provided during the build / break and live phases will exceed the requirements advised by 'The Purple Guide to Health and Safety and Welfare at Music and Other Events' and other available guidance.

Toilet facilities will be maintained by a team of trained competent technicians and cleaners to ensure that they are kept in a clean and serviceable condition throughout the duration of the event.

Accessible facilities for disabled attendees and staff will be provided in all main areas of the event. The toilet locations will be clearly signed. These facilities will be spread out throughout the site as much as possible to achieve minimum distances for users to access them.

Toilet facilities will be made available from the start to the end of the Construction Phase.

For events with a gate opening time of 6 hours or more with alcohol and food served in quantity, using the Guidance from chapter 18 of the Event Safety Guide:

- 1 WC per 75 females
- 1 WC per 400 males
- 1 urinal per 100 males

The Beeston Music Festival will work together with its toilet contractor to ensure the onsite provision exceeds the minimum identified by the Event Safety Guide in order to maintain optimal levels of sanitation and cleanliness onsite and preserve the environment.

Hand sanitiser dispensers will be available near to urinal stations and at strategic places around the site.

Cleaning / Refuse / Waste & Recycling

TGBFO will provide litter-picking, cleaning and onsite waste collection services. In addition, a separate licensed supplier will be engaged to collect and remove waste from site.

In addition, traders (food and non food), will be responsible for implementing their own cleaning regimes.

Bins of various sizes will be deployed throughout the site for the collection and separation of waste by visitors, traders and staff.

Waste collection skips will be hired to safely store all waste in a back of house designated area away from the public. All waste will be separated at the collection point.

All waste will be collected from around the site by the litter picking / cleaning staff, bagged and transported to a temporary waste storage compound located back of house. It will comprise a selection of waste skips. The skips will be collected at regular intervals by the waste collection contractor.

The litter picking team will have staff on shifts throughout the event open period to ensure that no waste accumulates onsite. The Arena will be litter-picked throughout the duration of the arena opening times. The cleaning contractors will make sure staff on disinfection duties are appropriately trained.

No glass will be allowed onsite. Attendees will be searched upon entry and any glass containers will be confiscated. Additional measures will be taken to reduce the amount and types of materials coming onto the event site.

In the final stages of the breakdown phase, a thorough cleaning and litter-pick of the whole site will take place to ensure it is handed back to The Trent Recreation Ground in a pristine condition.

Medical Provision & Welfare

The Beeston Music Festival Management are working with the Medical Team (East Midlands Medical Services Ltd) to ensure an appropriate medical plan, including infrastructure and staffing, is in place for the event. This will be commensurate with the guidance from the purple guide.

The objectives of medical provision at The Beeston Music Festival are: to provide immediate care for casualties requiring urgent assistance; to treat and discharge minor medical casualties onsite; to help minimise the impact of the event on the local health economy. This year again, TGBFO have appointed East Midlands Medical Services Ltd to provide medical cover at the event..

Medical cover will be operational from the opening of the festival gates to the public on Saturday 9th August until the site is clear of public on Saturday 9th August.

A risk factor assessment will be undertaken and the cover provided by East Midlands Medical Services Ltd will be in line with the requirements.

As a minimum, East Midlands Medical Services Ltd will provide a selection of personnel and equipment involving:

- Command medical staff
- Medical Staff (as set out in Medical Plan)
- Ambulance Staff
- Ambulance vehicle suitable for transfer of patients
- Response car

All East Midlands Medical Services Ltd staff will be wearing staff uniform.

Hi-Viz with appropriate rank slides and qualification inserts will be worn when operating outside the medical room. Any registered health professionals employed by East Midlands Medical Services Ltd will wear badges showing their registration number.

The ambulance provision (vehicle and crew) will be capable of transporting patients who require hospitalisation to the nearest Emergency Department with minimal delays.

All East Midlands Medical Services Ltd staff will communicate via two-way radio system with each other. The Medical Manager on duty will be in constant radio liaison with Event Control to ensure assistance is provided as and when required.

During the live period, there will be two operational locations onsite. Medical locations will be clearly signposted and feature on all site plans..

The first aid response team will have access to the Trent Vale Recreation Grounds clubhouse. An ambulance will be stationed in this area for anyone requiring transport to Queens Medical Centre.

During the Construction Phase, there will be at least one designated first aider onsite who holds a First Aid at Work qualification. The appointed first aiders will always be present during site working hours. A fully stocked first aid kit will be stored at the Production office. Staff working at The Beeston Music Festival will be briefed on how to summon first aid assistance during the build, live event and derig.

The nearest Emergency Department is located 4.1 miles distance from site: Queens Medical Centre

Medical plan (appendix) see separate document.

Welfare Centre

This will provide various services designed to ensure the safety, health, and well-being of all attendees, with a particular focus on families and vulnerable individuals. The welfare center at the event will include the following provisions:

1. First Aid Station

A designated area that trained medical staff can address any injuries or health issues that may arise.

2. Lost Child/Found Person Assistance

A space for lost children to be reunited with their families, with staff available to assist.

3. Rest Area

A quiet area where people can rest. Offering seating, water, and shade if required.

4. Information Desk

A place where festival-goers can ask for help, get information on event schedules, find directions, or address any concerns.

5. Refreshments

Access to fresh water and food if required.

6. Accessibility Support

The welfare center will offer guidance for those needing assistance navigating the event.

7. Safeguarding Information

Information regarding safety protocols, emergency exits, and safeguarding measures to ensure the safety of all attendees.

8. Emergency Contact Information

Contact details for local emergency services, event security, and other important contacts, in case something goes wrong.

10. Lost Property

A place where people can report or collect any lost belongings during the event.

These provisions help create a safe and welcoming environment, ensuring families have a positive experience at the festival while being supported in case of any need.

Ticketing Information & Entry Policy

Tickets will be made available from the ticket selling partner Skiddle.

All tickets are assigned to a name.

Ahead of the event, ticket holders will be issued with a unique barcode for their tickets. This barcode will be scanned upon arrival. In normal circumstances the bar code is scanned from the customers mobile device.

Crew and visitors will report to the entrance Accreditation Point (wristband exchange), where credentials will be checked and wristbands issued.

Search lanes will be operational from the moment the festival opens its gate to the public.

Staff members will be issued with colour-coded wristbands.

TGBFO website features the festival's entry policy in the information and "Frequently Asked Questions" sections. Visitors are informed about the rules and restrictions for the event.

Access And Egress Points, Emergence Vehicles

The visitors entrances and exits to and from the site are:

- During the live phase, the access to the event will be clearly sign-posted for visitors to enter and exit the site through normal routes.
- There will be no enclosed temporary structures such as marquees hosting entertainment.
- Emergency exits will be clearly sign-posted and staffed

In an emergency, security will make sure the route is clear for emergency vehicles to ingress or egress site safely. Security may meet and escort emergency vehicles to and from the site if required. Designated routes will be reserved for emergency vehicles access only and a plan will be sent to ambulance and fire services in advance of the event, see Appendix - Emergency Planning Document.

In an emergency, security will direct the public, artists and crew present at the event to the evacuation muster points, marked according to the site plan and following the protocols in place. Please refer to document "Emergency Planning Document".

Emergency Planning & Procedures

Risk Assessment

A **Health & Safety Risk Assessment** to include **Associated Fire Risks** for the event will be carried out to identify the key areas where potential risks exist. Overall, from experience, the risk of any incident is very low. Please refer to document “**Event Risk**”.

This Risk Assessment is available as a separate document.

Please note: The Health & Safety Risk Assessments DO NOT include the Risk Assessments for external Suppliers. These will be checked before The Beeston Music Festival and will be available for inspection 4 weeks before the event site build.

As planning for the event continues and changes occur to any of the event plans and policies, the Risk Assessments will be re-assessed and updated accordingly.

The organisers are committed to run a safe and enjoyable event for the general public, contractors, artists and volunteers. With safety as the prime focus, the organisers have set up procedures to handle any emergency situations as and when they might occur.

Communication

All event staff are connected by a two-way radio system. In addition, although not to be used as a primary communication method, the team leaders have mobile phones, the numbers of which will be issued to individual marshals.

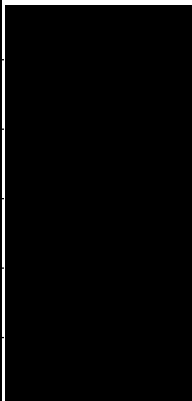
The Event Control Manager, which will be based at the highest point of the site, has a dedicated phone line which can send and receive key communications with any of the emergency services, local residents or with other stewards who are not on two way radio contact.

If an emergency does occur, a coded announcement will be made over the PA system to advise the stewards, who are not otherwise dealing with the emergency or manning the main entrance, to report to one of three possible mustering points – to be determined as planning progresses.

The message will be coded and given in a calm and precise fashion so as not to cause audience panic. At the designated muster point, the stewards will be given clear instructions from their team leaders and/or Safety Officer as to the action they are to take.

The following security code words will be used during the festival and are conversant in using the same messages to avoid any confusion, these are for sensitive occurrences so that anyone without an earpiece does not know the nature of the occurrence. This is standard practice to avoid panic and confusion to anyone overhearing any radio communications. If any of the organising staff need any assistance or security/ stewards to conduct anything other than what they have been instructed, then this must be communicated through the security manager.

Codes

Code Word	Actual Situation
	Emergency Evacuation
	Fire
	Weather Related
	Crowd Control
	Lost Child
	Welfare Situation

Suspect Packages And Terrorist Threat

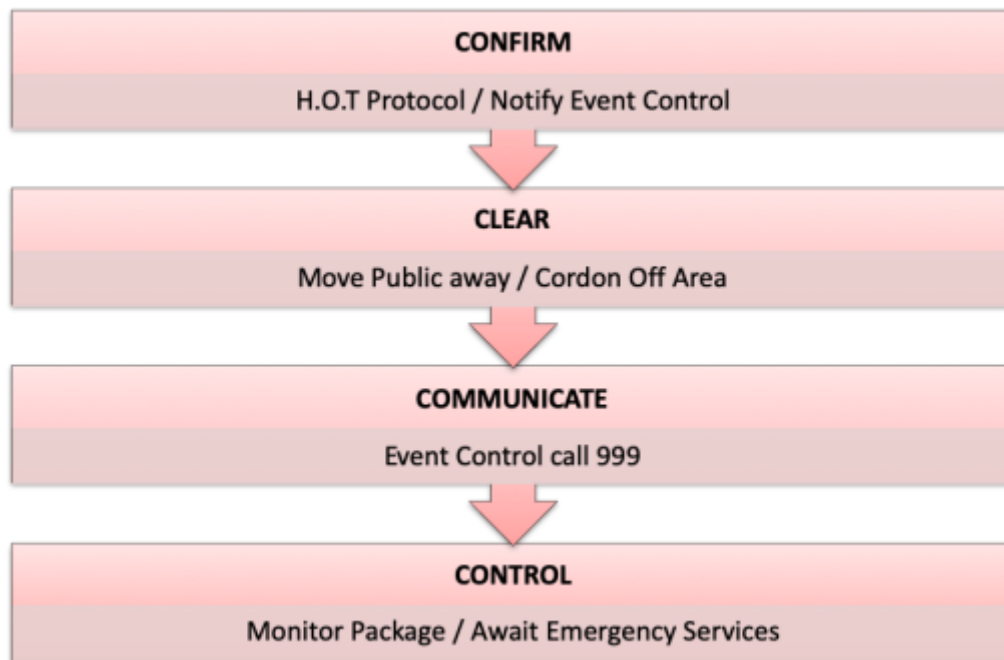
The terrorism threat level at the festival will be based on the information provided by the UK government's website, gov.uk, which currently define the threat level at SUBSTANTIAL for England, Wales, Scotland and Northern Ireland, meaning that an attack is likely.

The situation will be monitored throughout the planning phase, during the construction and live phases.

If the terror threat level changes or requires additional enhanced security measures, these will be put into action. Such measures would take the form of upgraded search procedures at the gates, increased number of security guards, surveillance and intelligence gathering on specific individuals or groups of individuals, liaison with the police, installation of hostile vehicle mitigation barriers etc.

If a bomb threat is received, staff should contact Event Control immediately. In the event of the threat being made over the festival phone line. Should a threat be received, Event Control will call 999 immediately and be prepared to action the Event Emergency Plans.

Suspect packages will be handled by event staff using the 4C's Method (Confirm, Clear, Communicate, Control), which consist of the following principles:



Confirm

Confirm whether or not the item exhibits recognisable suspicious characteristics. The H.O.T Protocol will be followed to inform the judgement of staff as they communicate their concern to Event Control. **HIDDEN?** Has the item been deliberately concealed or is it obviously hidden from view? **OBVIOUSLY** suspicious? Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible? Do you think the item poses an immediate threat to life?

TYPICAL Is the item typical of what you would expect to find in this location? Most lost property is found in locations where people congregate. Ask if anyone has left the item. If, upon completion of the H.O.T protocol, the discovering agent confirms the package exhibits suspicious characteristics, Event Control shall be notified.

This should be done without causing undue alarm. If calling by radio or mobile phone, the call should be made out of earshot of any member of the public (if possible) and, if the call is in relation to a suspect package, at least 15 metres away from the package. On no account should anyone try to open or tamper with the package. Upon receiving the message, Event Control will coordinate the response.

Should the H.O.T Procedure conclude that the package is not suspicious, Event Control will take the initiative to de-escalate the situation following advice from senior personnel in attendance.

CLEAR the immediate area. Staff will be instructed to not touch the package. The public and other members of staff will be moved away to a safe distance. Public will be moved as far as possible from the package, ideally 100m, out of sight of the item, away from glass and flammable substances. The area will be cordoned off.

COMMUNICATE Event Control will call 999 to report on the situation. Again, radios and mobile phones will not be used within 15 metres from the object.

CONTROL access to the cordoned area One person at the scene will be positioned to keep a watch on the package (but at a safe distance) until the emergency services arrive. Public will be kept away from the cordoned-off area. Security personnel and event staff will assist in this task.

It is highly likely that the Police would take overall control of the situation upon arrival. Event Control would put site resources at the Police's disposal and follow instructions to assist. Once the incident has been dealt with and the situation is declared safe by the Police, Event Control will communicate the stand down call to all event personnel. Firearm or other weapon attack would be dealt according to the Run, Hide and Tell guidance as outlined by the National Counter Terrorism Security Office.

The Run Hide Tell procedure is outlined in the following document:



Scale Down Criteria And Show Stop Procedures

Risk assessing and planning for the Event mainly deal with the mechanisms for setting up the Event and operating the Event in normal conditions. There are some criteria and incidents that may necessitate the scaling down of the Event, a complete postponement or a cancellation. Examples of such incidents include:

- Adverse weather Loss of critical services
- Fire
- Structural collapse
- Damage to the Venue
- External Influence (incident affecting the wider area)

A decision to delay, stop, postpone or cancel the Event will be taken in consultation with all members from the Emergency Liaison Team (ELT) and communicated to all partners and stakeholders.

Event Emergency / Evacuation Plan

During the Planning Phase, the Incident and Emergency Plan will be shared with all heads of departments and senior staff involved in running the event. All staff working onsite will be provided with a summary of the Emergency Procedures during their site safety induction. Signage displaying a summary of the procedures will be displayed at various locations onsite. Emergency procedures will form part of the staff briefings taking place prior to the event opening.

Response to an emergency will be provided, as required, by the appropriate emergency service(s) in the normal way. It is not the intention of the Organisers to either duplicate or replace these services. However it is highly likely that security, stewards or other event personnel may be the first on the scene of an emergency. Therefore, the procedures highlighted in the Incident and Emergency Plan are intended to enable an appropriate initial response before emergency services arrive.

Principal decision making onsite will reside with the Emergency Liaison Team. Normal non-critical incidents will be handled by the key members of personnel forming Event Control. It has been established that dynamic Event Control will allow for improved efficiency and rapidity in resolving incidents.

It would be of little value to list the innumerable emergency scenarios that may be presented on site. Instead, reliance must be placed on having a clear chain of command, competent decision-makers and robust means of communication on and off-site.

In all instances Event Control will keep notes in an event log detailing incidents and responses deployed. For serious incidents, a separate Incident Form will be completed with detailed information on every aspect of the occurrence. These records will assist in a review of the event and may be provided as evidence in an investigation. The log will be available

for inspection by the authorities at the Event Control Office.

A serious incident onsite (major or not), may result in the emergency services taking control of the site. In such an occurrence, Event Control and the ELT will ensure the handover takes place and is recorded in the Site Handover Form. All site resources, including personnel, will be made available to the Emergency Services to handle the incident.

Serious incidents may involve the evacuation of public and staff from the site. The evacuation can be partial or total depending on the scenario of the incident. The Incident and Emergency Plan provides details on the procedures in place, chain of command and geographical implications of an evacuation.

The site design incorporates emergency exits, escape routes and evacuation muster points. Site Plans featuring the location of all these will be distributed to all heads of departments and key service providers involved in the running of the event.

Infrastructure and equipment will be allocated to enact and manage a site evacuation.

Emergency exits will be clearly signposted and lit. Security and steward personnel will be posted at each location to ensure exits, routes and muster points are kept free at all times. Emergency lighting will be installed along evacuation routes and at muster points.

Rendez-vous points and incident handling headquarters, will be defined ahead of the event. See Emergency planning Document.

Event Emergency / Invac Plan

Our site map highlights two designated Invac areas. These locations have been specifically chosen to provide a secure shelter during threats or emergencies, keeping attendees safe by remaining inside the festival grounds rather than evacuating. These areas will be utilised in situations such as a potential terrorist attack, active shooter scenario, or other emergencies where staying within the site is the safer option.

All the designated safe areas are large enough to accommodate everyone present, including staff and guests.

Alert System: A clear communication warning to alert people when an invacuation is necessary. This could include:

- Public Address (PA) system announcements
- Text messages sent to all ticket purchasers in attendance. Text numbers already saved on bulk sms. (programme)

Instructions for Action: Provide clear instructions about what people should do when an invacuation order is issued, such as where to go, how to stay calm, and what actions to take to protect themselves. Security staff/staff will guide people to the designated areas.

Regular Updates: Keep the attendees informed with updates as the situation progresses. This can be done through PA systems, text alerts, or security staff/staff communicating directly.

Coordination with Emergency Services

Police and Emergency Response: Steve Budding will ensure that local law enforcement and emergency services are aware of the evacuation plan. Steve Budding will meet and coordinate with emergency services on the best way to secure the festival site and respond to a potential threat.

Clear Communication with Authorities: Maintain a direct line of communication with the police, fire services, or other emergency responders so that they can assist quickly if the threat is inside or near the building. Event director Tom Muir or Security & Crowd Manager Steve Budding will keep in direct contact with Emergency Services.

Further Security Measures

Screening and Security Checks: Ensure that all attendees are screened before entering the event to minimise the risk of a threat entering the festival site. This includes bag checks, metal detectors, and thorough security scans.

Suspicious Behavior Monitoring: Trained security personnel will always be looking for suspicious behavior or individuals and report them immediately to event control or local law enforcement.

Event control office staff:

Tom Muir – Director
Simon Holmes – Event Safety Consultant

Chain of command:

Festival Director – Tom Muir
Operations Director – Scott Hopes
Production Manager – Phil Jovetic
Health & Safety Officer – Simon Holmes
Security & Crowd Control Manager – Steve Budding
Licensing & Compliance Officer – Peter Levey

Weather Contingency

The purpose of this section is to outline the procedures in place to minimise disruption, damage or injury to persons and/or property from adverse weather conditions which may occur leading up to, during and in the set down of The Beeston Music Festival.

For the purpose of this section, adverse weather is defined as any weather related event with the potential for disrupting the event or causing damage or injury to persons attending the event, and includes severe rain, high or gale force winds, thunder/lightning and excessive heat.



Ground Conditions of Site

The event will take place at The Trent Vale Recreation Grounds, Beeston. Car parking for management, contractors and artists is intended to take place on site. Car Parking for the general public is planned to take place on site.

Monitoring of Weather

The event is scheduled to take place on Saturday August 9th 2025. Typical weather conditions at this time of year are normally good. In order to prepare for adverse weather conditions, the event organisers will be monitoring national and local weather forecasts in the weeks leading up to the event. This plan therefore lays out management procedures for all likely weather conditions at this time of year and in this particular area.

Management of the Event in Adverse Weather

The event will be constantly monitored by stewards/security staff and the Safety Officer. The table below outlines possible weather conditions and the actions to be taken by these persons to manage the risk. Depending on the actual situation, a dynamic risk assessment will be made and appropriate action taken. This may include the possibility of cancellation, but the situation will be risk assessed to take account of the outcome of such a decision.

All such actions will be agreed by the Event Safety Officer, Event Managers and Security Supervisors.

Weather Conditions	Possible Outcome	Actions
Heavy Rain	Bogging down of Vehicles and Public	Trackway pre-booked. Use of scaffolding planks and/or walkways for public
Heavy Rain	Collapse of Tents/Marquees caused by collection of water	Monitoring of Structures. Cordon off area and evacuate as necessary
Heavy Rain	Electrical hazards caused by water ingress into electrical fittings	All electrical equipment used outside will be IP44 or suitable for exterior design. Qualified Electricians on site to monitor all electrics. Cordon off area, isolate supply and evacuate as necessary
High Winds	Collapse of temporary structures	All temporary structures will be inspected prior to the event. Suppliers to be notified of any forecasted high winds. If wind speed appears excessive or there is apparent danger of collapse, the area will be evacuated or cordoned off
High Winds	Collapse of Main Stage	The Stage is fitted with a wind speed anemometer (wind speed indicator) and there is a representative from the stage company on site during opening hours. The Safety Officer will liaise with the stage company in excessive wind speeds and evacuate/cordon off as necessary
High Winds	Flying debris	Constant monitoring of loose articles. On the spot action as required
Thunder/Lightning	Lighting strike of structure/persons	Constant monitoring. Steel structures are earthed Show stop procedure may be implemented
Excessive Heat	Heat stroke, especially for people undertaking physical activity	Constant Monitoring, free Water and sun cream will be available, Use of PA to encourage public to drink water, apply sun cream and to use trees/bushes for some shade

Electrical Storms

The height of some structures presents a risk as a potential lightning conductor, especially when sited in open land and, as such, the following plan will be applied to reduce any likelihood of structures becoming live and causing injury to personnel working on the structure.

- **STORM LEVEL 1.** Electrical storms within 20 miles. Operations Management, Safety / Site Manager and other relevant parties put on alert to the possibility of lighting strike. Work continues as normal. Consider other weather protection measures if not already in place.
- **STORM LEVEL 2.** Electrical storms within 10 miles and closing. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel to return to ground level. Normal stage-level or ground based work continues. Stage Manager made aware.
- **STORM LEVEL 3.** Electrical storms within 5 miles and closing. Personnel to cease normal work and prepare protection of equipment from severe weather. It should be considered whether necessary to 'power down' the stage and equipment.
- **STORM LEVEL 4.** Electrical storms within 2 miles and closing. Order temporary suspension of work and clear stage area. Personnel to take refuge from likely localised heavy rain, hail and wind

Work should not resume until 20 minutes after passing of weather system or time period between lighting and thunder increases to suggest system has moved on to a distance equivalent to storm level 1.

Wind Action Plan

Gust Wind Speed Metres/sec MPH	Monitoring Interval	Action Level	Action
Below 10 <17mph	8 hourly	0	Regular Weather Forecast Review.
10 – 12 18-23mph	Hourly	0	Regular on Site Assessment
12 – 14 23-30 mph	30 mins	1	Prepare to halt operations until safe working conditions have resumed.
14 – 18 30- 35mph	15 mins	2	Site safety meeting and risk assessment. Preparations for full or temporary event stop.
Over 18 >40mph	Constant	3	Show Stop procedure to be implemented.

Other Actions

- Checking anchorage stage
- Check anemometer
- Check earthing
- Brief production and stage staff re show stop
- Brief medical
- Check water supplies and taps
- Enhanced staff welfare briefings use of shade/ sun cream more frequent change of staff ensuring drinking water is available
- Check sheeting on stage
- Check squeegee's and mops in place
- Identify if possible area for pooling

Evacuation & Capacity Calculation

The Sports Ground is surrounded by metal fencing. All lighting required will be provided by self-powered tower lights and operate during hours of darkness.

In the case that the site has to be evacuated, there will be clear, clearly marked Emergency Exits (at height and illuminated). All Emergency Exits will lead onto the areas outside the Festival area with ample room to facilitate a quick exit onto common/land. Any event evacuation will be in consultation with our Safety Advisor.

The Beeston Music Festival adopts a lower than average capacity calculation, based on the audience demographics of our picnic style events, and this is 1.0 person per m². The area the festival will be staged in (including any backstage areas) is approximately 9,944m². Allowing an area of 5,122m² for bars, catering, funfair and other attractions, we are left with an area of in excess of 4,822m².

The main Festival area has a useable escape width of 156m, leading to other common grassed areas set within the grounds. There is a further grassed area and land totaling 16,552m² with 3 Emergency Exits, 11.5m useable width. We can achieve an exit width of 11.5m and therefore a flow rate of 759 persons per minute (based on an egress rate of 66 persons per metre per minute). The main Festival area, at an expected maximum capacity of 2000 persons, could be evacuated in under 3 minutes.

Licensing Objectives

Prevention of Crime and Disorder

SIA/stewards will be present on site during all hours that public and contractors are on site. All SIA/stewards will report in to the Security Manager and they will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence or thefts
- General safety of the crowd in the main arena and surrounding areas
- Report any issues to the Security Manager, Licensee's and Police if required
- Ensure no alcoholic drinks are brought in to, or out of the main arena
- Policy on sensible drinking to be applied by all bar staff

Public Safety

A comprehensive Risk Assessment & Fire Risk Assessment has been completed. This includes all fire associated risks and the measures The Beeston Music Festival will be taking to reduce the risk of fire and its spread.

The main arena will be under the jurisdiction of the Security Manager/Safety Officer and he will work with all contractors and Stage Connections staff to oversee the safe construction of the arenas and associated areas. All suppliers to Stage Connections will be checked to ensure that they have the relevant Insurance, Method Statements and Health & Safety documentation.

The Security Manager/Safety Officer will be responsible for the safety of the Public in the Festival site during the event. No glass or other sharp objects are allowed in to or out of the Festival site.

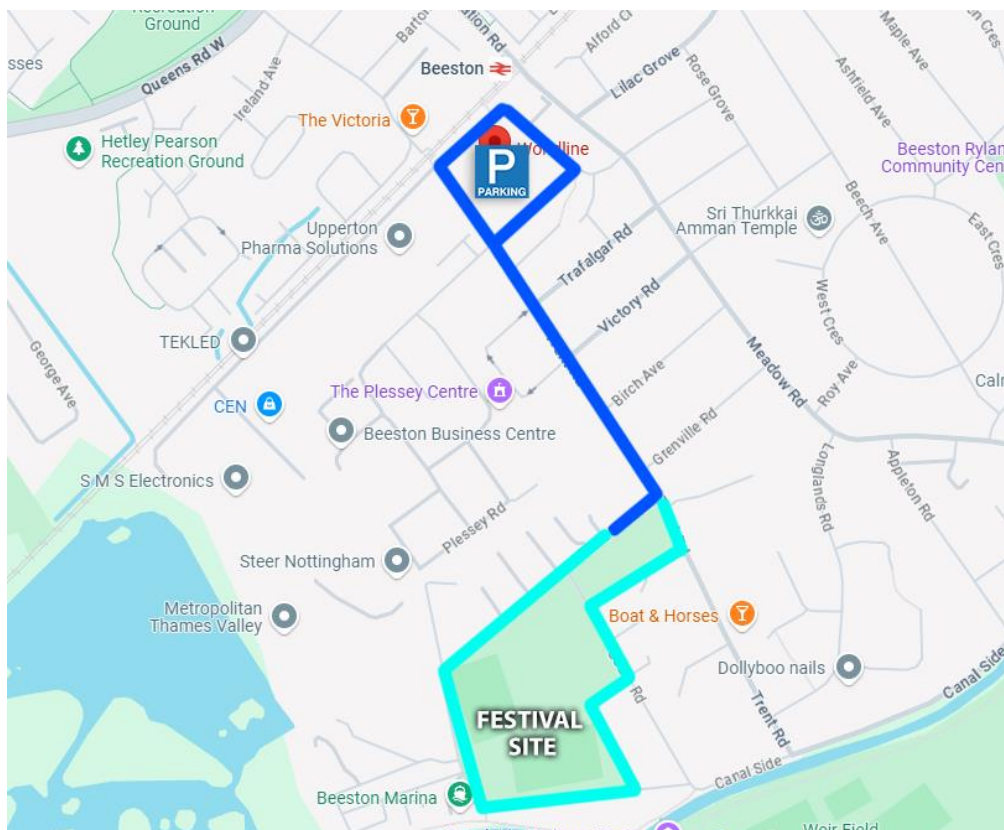
Prevention of Public Nuisance

- SIA/stewards patrolling the main festival site during and after the event to deter any possible issues
- Parking Marshalls patrolling the car park during the event
- Noise to be controlled as per the Noise Management Plan (separate document)
- All litter to be removed from the site and the surrounding areas after the event

Protection of Children from Harm

- The Bar will be run by professional staff and they will ask for any photo ID as required and adopt the Challenge 25 scheme
- Full range of soft drinks to be provided & free tap water
- SIA/stewards will be looking out for child safety and welfare continuously
- Briefing to all Bar staff & SIA/stewards before the event on the importance of child welfare

Parking



Parking

- Highlighted above, 300 parking spaces are available within the Atos Building, Address: 1 Technology Dr, Beeston, Nottingham NG9 1LA; We have current plans to utilise 70-100 of these spaces. Our previous event in 2024 used 70 with a similar attendance expected.
- Signage will be displayed clearly directing motorist to parking spaces;
- Parking stewards used for match days supplied by Trent Valley Community Sports Association/Management will be in attendance, managing the parking and allocated spaces;
- Pedestrians and cars will not mix where practicably possible;

Site Protection Policy

The Trent Vale Recreation Ground is an area of public space used by many and as such, the organisers will take the necessary measures to preserve the condition of the site, and ensure the event has a minimal impact on it.

The following steps will be taken to protect the site.

General Site Protection

- Site Manager is aware of the sensitivity of this site and will be responsible for enforcing these policies;
- All Entrances/Exits and pedestrian walkways will be kept away from identified vulnerable areas;
- All equipment and/or plant placed near trees will be kept a minimum of 3m distance away;
- Generators, diesel bowzers and all such machinery will be kept away from identified vulnerable areas;
- Generators should not need to be re-fuelled as they have long range tanks attached to them now, but if they do, they will only be re-fuelled by competent operators to avoid any diesel spillage;
- All toilets and toilet blocks will be kept away from identified vulnerable areas;
- All toilet waste will be removed from site in tankers;
- Refuse collectors and litter pickers are on site for the entire event and litter pick the main arena, and surrounding areas;
- All rubbish will be removed from site in specialist vehicles;
- Aluminium track way will be used on site for all heavy vehicle access, and will be kept away from identified vulnerable areas. This will be enforced by stewards and security personnel during the build, the event itself and the break down;
- All staff and traders working at The Beeston Music Festival will be sent a copy of this Site Protection Policy;

Contractors and Traders

- All suppliers, traders and contractors working at The Beeston Music Festival will be sent a copy of this Site Protection Policy in advance and will sign a Site Rules form which contains these policies;
- All traders have to remove their own rubbish, or use the large bins provided. This is part of our standard Trader Terms and Conditions that all traders have to sign up to.
- Event Managers, especially the Site Manager, will make sure that all contractors, suppliers and traders abide by these rules;