

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I Airon Baker

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description South Fairlee Farm			
Post town	Fairlee	Postcode	Po30 2LB

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as
Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)

- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or x

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Baker			First names Aaron		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address		[REDACTED]			
Post town [REDACTED]			Postcode [REDACTED]		
Daytime contact telephone number [REDACTED]					
E-mail address (optional)		[REDACTED]			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	9	072015

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
0	1	092017

Please give a general description of the premises (please read guidance note 1)
 A 55 acre field with and hard-core road splitting the field.

V-Dub Island is a Volkswagen enthusiasts' event aimed at a family audience and like minded people from across the UK and Europe, as well as those living on the Isle of Wight. The event is aimed largely at the 25 – 45 age group, and their children/families.

The venue known as the South Fairlee Farm is an event site in Newport, Isle of Wight. This is the fifth year for V-Dub Island, previously the event has been held on the event site at the County Show ground Northwood & Afton. Based on 2014 figures, the event is expected to attract groups and individuals largely within the age range of 25 – 45 with a high proportion of these travelling with their children.

The event comprises of entertainment and alcohol provided for day ticket holders and those camping from Thursday – Monday. However, campsite will open from the Sunday before and activities will be provided for campers on the Monday – Wednesday prior to the main event.

For 2015, the intention is to open the campsite on Sunday 19th July with the main weekend event commencing Thursday 23rd.

We are working with the ferry companies to produce a V-dub island booklet with discounts for a attractions around the island.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment | Please tick any that apply |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |

- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Films to be shown in our café stage to include VW events and other related material as well as family films.		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Wed					
Thur	1200	2300	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	1200	2300			
Sat	1200	2300			
Sun	1200	2300			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Musical entertainment from bands and DJs on a stage outdoors and in marquees/other temporary structures.		
Mon	11:00	18:00			
Tue			State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed					
Thur	12:00	01:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	11:00	02:00			
Sat	11:00	03:00	Times in Campsite prior to the event Mon 1200:2300 Tues 1200:2300 Wed 1200:2300		
Sun	11:00	01:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	11:00	18:00	Please give further details here (please read guidance note 3) Performances from DJs and music between “live” performing artists sets.	Both	<input checked="" type="checkbox"/>
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	12:00	01:00			
Fri	11:00	02:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5) Times in Campsite prior to the event Mon 1200:2300 Tues 1200:2300 Wed 1200:2300		
Sat	11:00	03:00			
Sun	11:00	01:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	11:00	18:00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3) Performances of circus skills, carnival and fancy dress processions, Skateboard and BMX ramp ect.		
Wed					
Thur	12:00	01:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	11:00	02:00			
Sat	11:00	03:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5) Times in Campsite prior to the event Mon 1200:2300 Tues 1200:2300 Wed 1200:2300		
Sun	11:00	01:00			

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	x
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed					
Thur	23:00	01:30	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Fri	23:00	03:30			
Sat	23:00	04:30			
Sun	23:00	01:30			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	x
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	11:00	18:00			
Tue					
Wed					
Thur	12:00	01:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) Times for Bar in Campsite Period prior to the event Mon 1200:2300 Tues 1200:2300 Wed 1200:2300		
Fri	11:00	02:00			
Sat	11:00	03:00			
Sun	11:00	01:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name Aaron Sean Baker	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) IW026437	
Issuing licensing authority (if known) Isle of Wight	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).
 None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon		21:00	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> <p>1st Monday –Wednesday campers only 2nd Monday campers only</p> <p>Thursday – Sunday for non camping day ticket holders Thursday – 09:00 – 01:30 Friday – 09:00 – 02:30 Saturday – 09:00 – 03:30 Sunday – 09:00 – 01:30</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun	09:00		

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

Although this licence application is for a Premises Licence, the proposal is to hold an event annually in July or August, commencing the Sunday to Wednesday (for campers only), Thursday – Sunday (campers and day ticket holders), with the event ending on the Monday.

The Event Management Plan forms part of our operating schedule and an initial draft of this document accompanies the application. Please refer to this document for the measures that will be in place to promote the licensing objectives. Prior to the event taking place a final version of this documentation will be agreed.

The maximum capacity at any one time will be 4,999.

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

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Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	Airon Baker
Date	9/1/2015
Capacity	

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



Event Management Plan

Event Name	V-Dub Island
Event Location	South Fairlee Farm
Event Date	19th-27th July
Organisation	V-Dub Island
Document last updated	15th Feb 2015

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Event overview

V-Dub Island 2015 is a Volkswagen event aimed at VW enthusiasts, music lovers and like minded people from across the UK, as well as those living on the Isle of Wight. The event is aimed largely at the 25 – 45 age group, and their children/families with a max of 4999 persons on site based around one main marquee, arena and two smaller bars with a bill of entertainments, with an ‘arrival for carry on camping ’ being Sunday 19th July, event date 23rd July and ‘departure’ day being Monday 27th of July.

Food concessions and other traders will have their own operational procedures and documentation.

Carry on camping package (19th-23rd July) will be campsite only and will not have access to the main arena until the 23rd July. The campsite will have a small bar, small food outlet and small children’s entertainment area.

The maximum number of persons to be present on the licensed site whilst the licence is in force shall not exceed 4999. (This number includes all staff and performers).

SIA staff with count the number of people onsite with a manual clicker system

No member of the public shall be admitted to the event site otherwise than by a ticket purchased either in advance or at the public entrance to the site. Persons remaining on or being readmitted to the site shall be in possession of an appropriate wristband.

All artist/staff/traders will be entered in a online production system (festicred)

No day tickets are to be sold except on the Friday, Saturday and Sunday of the Main Event, with a last admission time of 18:00 hours for those days.

The venue known as the South Fairlee Farm is an event site in Newport, Isle of Wight. This is the fifth year for V-Dub Island, and the event ran with minimal issues in 2010/2014 on the event site at the County Show ground Northwood and at East Afton Farm.

Based on 2014 figures, the event is expected to attract groups and individuals largely within the age range of 25 – 45 with a high proportion of these travelling with their children. This demographic presents a low risk to organisers as far as crime and public order is concerned. V-Dub Island 2015 is being promoted and managed by V-Dub Island.

1.1. Key event management contacts

Name	Role	Responsibility	Contact (Mbl Pref) & radio channel if radio allocated
Airon Baker	Promoter	Overall responsibility	Radio channel 1
Damian Walshe	Assistant Promoter/Operations Manager	All event infrastructure	Radio channel 1
	Festival Coordinator	Ordering, delivery, timings etc.	Radio channel 2
	Health & Safety/Traders	Traders/Risk assessments, H&S	Radio channel 3

1.2. Key event contacts – other

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
Marquees		Temporary structures		
Authorities (fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
Police (Hampshire)		Police		

Cini Fire Tech		Fire		
Event Medical		First Aid		

1.3. Other Staffing

V-Dub Island 2015 Bars Supervisor
V-Dub Island 2015 Bars Supervisor
V-Dub Island 2015 Security/Stewards
V-Dub Island 2015 Production Manager
V-Dub Island 2015 Stage Manager

Organisational matrix

Police / Emergency services					
V-Dub Island Promoter					
Assistant Promoter/Operations Manager					
Security Manager	Safety/Traders Manager	Production Manager	Artist Manager	Bars Supervisor	Festival Coordinator
Security staff		Production staff	Stage manager	Bar Manager	
			Sound crew		
Stewards	Trader Staff	Crew	Artist Liaison	Bar Crew	Campsite Staff
			Stage Crew		Volunteers

1.4. Production Schedule

Production Schedule V-Dub Island – prior to event day							
Date	Task	Start	Finish	Resources / who	Notes	In Hand	Complete
13/07/2015	Production meeting. H&S Briefing	8am	10am	Full production team	All team to sign H&S agreement.		Booked
13//07/2015	Fencing	10am	6pm	Tele handler, 3 x crew	Safety wear to be worn		Booked
14/07/2015	Fencing	8am	6pm	Tele handler,	Safety wear		Booked

				3 x crew	to be worn		
14/07/2015	Marquee / main	9am	6pm	7.5 t truck 4 x crew	Safety wear to be worn		Booked
14/07/2015	Toilets / cabins	10am	11am	13 t hi ab driver and 1 crew	Safety wear to be worn and sighted by production manager		Booked
15/07/2015	Campsite line out	8am	6pm	2 crew and line marker	Safety wear. Work to site plan		Booked
15/07/2015	Generators	9am	5pm	13T Hi Ab Production manager to site	Safety wear. Work to site plan		Booked
15/07/2015	Marquee / Grace café	9am	5pm	7.5 truck and 4 crew	Safety wear to be worn		Booked
16/07/2015	Marquee, campsite bar and all small extras	9am	6pm	7.5 truck and 4 crew	Safety wear to be worn.		Booked
16/07/2015	Electrician, festoon, electrical install.	9am	6pm	Van and 3 crew.	Safety wear to be worn.		Booked
16/07/2015	Bbq area install	10 am	12pm	2 crew to lay aving slabs in bbq area	Safety wear to be worn.	In hand	
16/07/2015	Fire points marked	1pm	3pm	1 crew. Marking the fire	Safety wear to be worn	In hand	
16/07/2015	Campsite signage put up	3pm	6pm	3 crew. Pick up truck	Safety wear to be worn		
17/07/2015	Scaffold arrives	8am	9am	1 low loader, telehandler 2 x crew	Safety wear to be worn	In hand	
17/07/2015	Water bowers installed and filled	9am	12pm	2 crew and a Tele handler			
17/07/2015	Scaffold/ festoon install	9am	7pm	4 crew, tele handler post rammer	Safety wear to be worn	In hand	

18/07/2015	Fire extinguishers install	9am	11am	1 van and man	Safety wear to be worn		Booked
18/07/2015	Campsite bar install and power install	10am	13pm	3 crew	Safety wear to be worn	In hand	
18/07/2015	Health and safety check and Sign off	3pm	6pm	Prod, H&S and site manager	Go over site twice.	In hand	
18/07/2015	Health and safety meeting	6pm	9pm	4 x crew	Rectify any changes	In hand	
18/07/2015	Showers and water install	9am	6pm	2 crew and a hi ab truck	Sited with Production manager		Booked
18/07/2015	Campsite sign off	6pm	8pm	H&S team	Final Checks	In hand	

Production Schedule V-Dub Island – Carry on Camping

Task	Start	Finish	Resources / who	Notes	In Hand	Complete
Production team briefing	8am	9am	All crew			
Main entrance manned	9am	9pm	Stewards	Health and safety clothing to be worn	In hand	
Campsite office opened	9am	9pm	Campsite manager			Booked
Electrical hook ups laid out	9am	6pm	Electrician	Work to reference numbers		Booked
Campsite bar / café open	12pm	11pm	3 staff and 2 sia at 5pm-12pm	Alcohol served from 6pm		
Campsite goes into overnight mode	12pm	8am	Night security	Site office open overnight		
Toilets serviced	8am	10am	Waste management team	Emptied clean and re toilet rolled.		Booked
Rubbish cleared from site	8am	12pm	3 crew and	Clear all rubbish and		Booked

				truck	keep site tidy		
Showers open	8am	9pm	Serviced showers	Cleaned and manned			
Repeat each day							
Production Schedule V-Dub Island Main arena							
Date	Task	Start	Finish	Resources / who	Notes	In Hand	Complete
21/07/2015	Trade pitches marked out	8am	9pm	Trade manager	Clear markings and trader signage		
21/07/2015	Bar installs	8am	6pm	Bar manager and 2 crew	Work to v dub plan and spec		
21/07/2015	Stage and P A install	8am	9pm	4 crew from strings p.a hire	Must be finished by 9 pm		Booked
21/07/2015	Flag install	10am	5pm	Liz Truman and 4 crew	Mark out with site manager		
22/07/2015	Team briefing	8am	9pm	Full team	Final adjustments to site		
22/07/2015	Traders sited	9am	9pm	Trade manager	Worked to by schedule	In hand	
22/07/2015	Bars stocked	12pm	5pm	Bar manager	Stock and secure		
22/07/2015	Security briefing	12pm	2pm	Security managers and operation team	Site walk and full briefing and scheduling finalised		
22/07/2015	Bar staff briefing/ training	3pm	5pm	Bar manager and staff	V dub bar training sheets signed		
22/07/2015	Traffic management plan into operation	4pm	8pm	DTM to start full onsite and offsite TMP	All road Signage up and clear.		
22/07/2015	Electrical install for traders	9am	9pm	On site electrician			

22/07/2015	Site decor	9am	11pm	Creative team	Finishing touches to site.		
22/07/2015	Final load of toilets installed	9am	2pm	Waste hire company	Position and charge all toilets		
22/07/2015	Ticket office open	9am	5pm	Ticket team	Set up and get systems ready to go		
22/07/2015	Health and safety site inspection	4pm	6pm	H&S Team site and production managers	Double check the site and make notes to rectify anything		
22/07/2015	Production Site finishing touches	6pm	12pm	Full production team	Rectify anything from the H&S inspection		

2. Health and safety

V Dub Island is committed to maintaining a safe and healthy working environment for all staff and visitors. This policy statement sets out the key element of that commitment. I ask that you read it carefully as it is important we all understand the roles and responsibilities for health and safety and the contribution that each of us can make towards improving Health and Safety at work.

This policy statement is in two chapters:

Chapter one sets out the overall aims on health and safety, the organisational arrangements for putting that policy in practice and the roles and responsibilities of management, volunteers, exhibitors, participants and visitors.

Chapter two sets out the specific health and safety arrangements for the main venue and, including management of health and safety, workplace safety, working safely, health and safety training, first aid and accidents, and fire and emergencies. This chapter also details the procedure for the review of policies and procedures for our health and safety performance.

To provide a safe working environment the management relies on many people working together towards that end. In particular our ability to promote health and safety and to respond properly to an incident is dependant upon the efforts of many volunteers, whose contribution is welcome and provides reassurance to us all.

Chapter 1

1.1 Aims

V Dub Island is committed to setting an example on health and safety. We comply with and where practical exceed our legal duties for health and safety, implementing the management systems which are key in preventing injury and ill health to our staff, volunteers, participants and visitors.

V Dub Island staff, volunteers and participants, has a duty to ensure, so far as reasonably practicable, the health, safety and welfare of all visitors. We will conduct all our undertakings in such a way to ensure that the

general public, visitors and contractors are not exposed to risks to their health and safety, by assessing any such risks and implementing suitable and sufficient risk control measures.

In particular, V Dub Island will provide:

A safe working environment for volunteer staff, exhibitors, visitors and others working in our event venues, including adequate welfare and first aid facilities;

- Work equipment, systems and working practices that are safe and without risk to health;
- Sufficient information, instruction, training and supervision to ensure that staff and participants are competent for the tasks they undertake, and work in a safe manner;
- Safe access and egress for staff, exhibitors, contractors and visitors;
- Effective health and safety communications systems and consultation mechanisms.

Management seeks the support of all volunteer staff, participants and contractors in achieving these aims.

1.2 Organisation of Health and Safety at V Dub Island

The management, namely Airon Baker and Damian Walshe, is responsible for all health and safety policy for the event and for the provision of the necessary resources for the management of health and safety. The management is responsible for the implementation of this policy and monitoring compliance with health and safety legal requirements.

The management will:

- Provide an information and guidance on health and safety to traders, volunteers, contractors and other participants, obtaining and co-ordinating specialist advice where necessary and offering advice and guidance to traders, volunteers and other participants on health and safety matters;
- Devise, authorise and review this policy and other health and safety policies and procedures relevant to the risks to which staff, traders, visitors and participants may be exposed;
- Ensure a planned and systematic approach to health and safety management is adopted, by co-ordinating health and safety arrangements;
- Ensure that health and safety is considered by carrying out all necessary risk assessments and ensuring the identified risks are properly addressed;
- Carry out health and safety checks at the event;
- Audit the health and safety management system annually and review progress to develop effective management of health and safety and agree improvement plans.

The management is ultimately responsible for ensuring that staff, traders, contractors and other participants abide by and implement this policy, procedure and plans. This includes ensuring that adequate resources are made available for the management of health and safety and for the provision of necessary health and safety arrangements for staff, traders, visitors and contractors.

The management is also responsible for ensuring that staff, volunteers, traders and contractors are provided with information that may be necessary to ensure their health and safety, and that they have arrangements in place to ensure there is effective communication of health and safety information. The management undertakes to promote awareness of relevant legislation, codes of practice and good health and safety practice by the development of policy, procedures and guidance to all participants.

1.3 Incident Control

In the event of a major incident affecting the event, the event manager/promoter will take management control. It is the responsibility of the management to ensure that the event has an incident controller at all times, who is aware of their responsibility.

They are responsible for ensuring that:

- Evacuation from the event is actioned in a safe and controlled manner in the event of a fire or other emergency;

- Fire extinguishers are correctly located
- Fire escape routes are clear
- Combustible materials do not build up near ignition sources.

Chapter Two

2.1 Workplace Safety

The management have arrangements in place to provide staff, volunteers, traders, contractors and other participants with a safe working environment free from hazards that could cause injury or ill health. Guidance has been produced for traders and stewards to address the main issues which arise. All staff are responsible for ensuring good standards of housekeeping are maintained so as not to create hazards for themselves or for others.

Arrangements have also been made to ensure the safety of work equipment. Traders have provided the management with PAT testing certification of all equipment to be used. Event manager/promoters have records of compliance certification of any equipment to be used during the event.

2.1 Working Safely

All traders, staff and volunteers are responsible for working safely and should familiarise themselves with any Risk Assessment and safe working procedures relevant to the tasks they undertake.

Where activity involves hazards advice may be sought from the event manager/promoter. Traders are responsible for safe conduct regarding working with hazardous substances, manual handling, working at height. They should ensure that adequate Personal Protective Equipment is used to reduce the risk of injury.

2.3 First Aid and Accident Reporting

The management ensure there is the duty first aider. If at any time during the event a senior first aider has to leave the venue, they shall make the first aid team aware of the responsible First Aider in their absence.

All stewards will be issued at the start of their shift with the telephone numbers of event manager/promoters and the Chief Steward, as well as the Security Personnel. Stewards must report any accidents to the event manager/promoters or the Chief Steward as soon as possible. An accident occurring at the event must be reported in the accident logbook, which is held by the event manager/promoters. The event manager/promoters will ensure that copies of the accident report are sent to the relevant authority e.g. RIDDOR.

2.4 Fire and Emergencies

All traders, stewards and visitors should familiarise themselves with the Fire and Evacuation procedures for the event. In the event of a major incident affecting any of the event, the event manager/promoters will take management control.

Appendix 2

V Dub Island Health and Safety Management Checklist for Stewards

All Stewards are responsible for working safely and should familiarise themselves with any Risk Assessment and safe working procedures relevant to the tasks they undertake. All Stewards must attend a Health and Safety Briefing at the start of their shift.

Where activity involves hazards advice may be sought from the management. Stewards are responsible for safe conduct regarding working with hazardous substances, manual handling, working at height. They should ensure that adequate Personal Protective Equipment is used to reduce the risk of injury.

Stewards must ensure that any person with specific health and safety needs are identified and properly catered for. This includes identifying in advance any person who may require assistance in the event of an evacuation and ensuring a personal evacuation plan is in place for them.

In the event of staff, traders or visitors being exposed to significant risk, Stewards may stop activities being carried out until effective controls are in place.

They are responsible for ensuring that:

- Evacuation from the event is actioned in a safe and controlled manner in the event of a fire or other emergency;
- Fire extinguishers are correctly located
- Fire escape routes are clear
- Combustible materials do not build up near ignition sources.
- The organisers are not able to completely guarantee the prevention of glass containers being brought onto the V-Dub Island 2015 site by general public, but the non glass policy has been made clear through event Terms and Conditions and will be enforced by event staff and signage Security staff will be on hand to carry out bag and personal searches should this be deemed necessary by event Health and Safety staff. Stewards will monitor litter issues throughout the event and a litter sweep will be carried out when deemed necessary during event days and also the following mornings. Bins will be provided on site and bin bags given to campers to encourage the safe disposal of litter. This policy was successful in 2012-2014.

RESPONSIBILITIES

Overall responsibility for Health and Safety, on behalf of the V Dub Island, is that of: Damian Walshe and Airon Baker

Day to day responsibility for ensuring the Health and Safety procedures e.g. Damian Walshe for the duration of the event

All volunteers/helpers are required to co-operate with management on Health and Safety matters and will:

- not interfere with anything provided to safeguard their own and the event goers health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to Damian Walshe named in the policy

2.1. Risk assessments – other contractors

[Risk Assessment will be a separated document to this EMP](#)

2.2. Security

Introduction

This document will describe the proposed plan for the Security for V Dub Island 2015. The event is in its 5th year and this will be the first year of P Cambray providing the security service.

Service Provider

This plan is specific to the Security operation, which involves the following:

- Site Security
- Entrances
- Campsites
- Front of House Arena
- Front of Stage Barriers
- Backstage & Guest Area

All bars onsite

Security will be involved with the planning stages of the event and a representative from the security team will attend the following meetings:

- Event Planning Meetings (involving multiple agencies such as the Event

Organisers, Local Authority, Police, Fire, Ambulance)

- Police and Security meetings
- Tabletop Exercises

Any Local Authority minutes from meetings relevant to the V Dub event will be made available to the security team. Security are consulted on Crowd Management decisions with relation to the event site design, however the final decision lies with VDub Island 2015.

Event Date

23rd to the 27th July 2015

Site Security Survey

At the planning meetings both internally and with other agencies, there are several considerations taken into account. There are constant changes to the site design

leading up to the event. A security supervisor will survey the site each time a revision of the site plan is published by the client and consider the following:

- Staffing levels
- Safe methods of ingress and egress
- Emergency egress and ingress
- Public arrival points
- Screening of visitors, staff and customers to the site
- Ticket/access control systems
- Control of localised density
- Accurate accounting of capacity
- Audience profile
- Artist or event profile
- Control of cultural behaviour
- Welfare services
- Lighting and identification of black spots or dimly lit areas
- Identification of all fire points and the location of fire appliances
- Identification of any areas set aside for the treatment of first aid and related equipment

Staffing Levels

On the first Monday, Tuesday and Wednesday a minimum of 2 SIA accredited security staff shall be on duty between 11:00 – 00:00 hours.

On Thursday, Friday and Saturday and Sunday between 11:00 hours 20:00 hours a minimum of 10 SIA accredited security staff will be on duty. Between 20:00 hours until an hour after the supply of alcohol ceases a minimum of 14 SIA accredited security staff will be on duty. The number of SIA staff will then be reduced to a minimum of 7 until 11:00 hours. A response team of 4 SIA staff will be available to deal with incidents of disorder. This team will be equipped with some form of video recording device, the product of which will be available to police or relevant authorities on reasonable request. It will be retained for 28 days.

Licensable Period

For the purposes of the Private Security Industry Act 2001, the site is deemed as licensed, only during the open and licensable hours of each day (where alcohol sales are permitted.) Inside of these hours then only 'Door Supervisor' SIA Licenses will be in use for licensable activities. Outside of these licensed hours then 'Security Guarding' SIA Licenses may be in use in addition to the 'Door Supervisor' SIA Licenses.

Licensable Activities

Whether the position is classed as a licensable position or a non-licensable position is taken from the Private Security Industry act 2001. Further information is given in the SIA guidance:

http://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf

Management of Cultural Behaviour

Due to the nature of some of the acts performing at the events, it's unlikely, however the audience may participate in activities such as Crowd Surfing or Moshing.

Each band is risk assessed before the event so that resources can be adequately deployed in anticipation of any high-risk crowd activity.

Across the events, constant situation reports will be fed into the control room or direct to the security supervisor and analysed to look for trends. This data gathering will be used for profiling of the acts in future years. Should any dangerous activity take place either incited by the crowd or the act on stage then a Show stop policy is in place to ensure there is a process of stopping the show at any time.

The role of the security team in reference to security

The role of the security team at the client's premises is:

To protect the client from any accidental or deliberate act that could cause loss, damage or destruction to its property, personnel or operations.

Areas of responsibility

Perimeter Protection

To deter, prevent or detect any attempts at unauthorised access or egress through the site perimeter.

To patrol the perimeter checking the security of the site perimeter and recording this patrol.

To raise awareness of the importance of security on site and the protection of both the clients and visitors assets whilst they are on site.

Access Control

The maximum number of persons to be present on the licensed site whilst the licence is in force shall not exceed 4999. (This number includes all staff and performers).

To provide an efficient and effective means of verifying the authority of all persons seeking to enter the site and to prevent any unauthorised persons from gaining access.

To record the entry and exit of vehicles visiting the site.

Entrances

To provide a courteous and effective service at entrances to the site, in order to properly receive visitors and verify their status.

To search visitors at the entry point to ensure that they comply with the site policies and procedures based upon the current threat assessment.

Campsites

To ensure where practicable no restricted items enter the campsite.

Ensure that campers are using authorised areas to camp.

Ensure all fire precautions are adhered to including the clearway of fire lanes, tent spacing, cooking and fire reporting.

Monitor for any anti social/illegal activities.

Provide where practicable access to the site for emergency services.

Liaise with the campsite management to maintain the integrity of the campsite.

To protect the assets of the organisers, where practicable.

To manage and monitor the management of the crowd in, out and around the campsite.

Ensure the space is used adequately and efficiently.

Log all incidents via a control room facility.

Contingency and Emergency

To provide every possible assistance to the Emergency Services in the effective handling of any emergency incident arising within the areas of operation.

To make provision for the protection of the clients assets and personnel in the event of a major crisis or disaster

Where a police supervisor considers there is, or is imminently likely to be disorder on the licensed site, he may require any outlet selling alcohol to close immediately and remain closed for such period as the officers considers necessary in the interests of public safety, and the licence holder and his agent shall comply with any such requirement

Areas that Security are not responsible for

Security of people outside the agreed extremities of the Licensed Area

Traffic management around the externals of the site, or parking on the surrounding public roads

Any co-ordination or responsibility of lost property or lost children. Staff will however, direct lost property to the appropriate handling station and escort lost children to the designated point(s)

Any Health and Safety issues regarding any parties other than those who are employed by the company or actions taken by agents other than those contracted directly by the security team

Provision of direct Medical Services (other than to assist the contracted event medical supplier personnel with all reasonable requests to establish a safe working environment for treatment of casualties).

Coordination or movement of cash around the site

Any assets on the concessions stands

The personal security of artists or any members of bands appearing at the events (unless any unforeseen activity takes place).

Staff Briefings

Staff briefings will cover a minimum of:

- Roles and responsibilities of Security
- Patrolling
- Access Control
- Searching
- Security and emergency systems
- Fire safety
- Health & Safety at work
- Law
- Emergencies
- Customer care and social skills
- Lost Child Policy, Lost property
- Communications and reporting
- Equality and diversity
- Communication skills and conflict management

Theft, Vandalism and Crime scene preservation

When a crime, or other incident requiring Police attendance, is reported to, or discovered by, a Security operative, Security have undertaken to ensure that their staff obtain as much detail as is possible, with particular importance being placed on

identifying victims, suspects, witnesses, and scenes of crime. Each agency will also endeavour to provide a named contact person when requesting the attendance of another agency, and will also provide a location at which to meet, so as to avoid confusion with interagency site designations and map references the Supervisor will endeavour to send a representative to meet the arriving officers at a pre-determined RV point.

Occurrences & Incidents

All Occurrences and incidents will be reported immediately to the Supervisor on duty, should the severity of the incident require it then P Cambray will be called to the scene. All staff involved will fill out an incident report form all incident report forms will be available to the site manager at the end of day debrief and handover to night crew.

Handover

The Supervisor should be invited by the Site Manager to the any production meetings. This will allow them to keep up to date with the production schedule and any changes to the agreed plan. It will also allow the supervisor to hand over the information to the night security team.

The day and night supervisor will go through a handover process at the shift change time to ensure that all information is passed efficiently between the day and night teams.

Site Safety Rules

All staff will proactively enforce and adhere to the Health and Safety Site rules. These rules will be made clear to the Supervisor and all staff who will enforce them onto all contractors and staff who enter the site.

Pedestrians on the Roadways

Staff will be positioned on the site exit points to request that public do not walk on the roads. There is signage in place to enforce this message. The staff do not have any legal right to prevent people walking on the road, they are there to enforce a message. Should anyone ignore the message then the member of staff should communicate this to the Supervisor. On the event open days then this should be communicated to the event control room.

CCTV

A CCTV system shall be installed and maintained to the satisfaction of police and the licensing authority. The system shall operate at all times the event is open to the public and shall provide coverage of the main bar and the security office/holding area at a minimum. Recorded images shall be of sufficient clarity to allow personal identification, and shall display the correct time and date of the recording. A member of staff capable of operating the CCTV system shall be present at all times the event is open to the public. The system shall be capable of exporting recorded images to removable media (eg CD/DVD) and be capable of the replaying of footage for review. The CCTV system shall record for a period of at least 7 days and be produced to a police

officer or responsible officer

Lighting

Adequate lighting should be at the entrance and approach routes to the entrance. This should be 24 hour lighting so that the entrances are clearly visible to the security staff at all times.

Search Procedure

The search on entry will be conducted in the same way on all public entrances.

All bags will be subject to a thorough hand search. For the full bag search lane this will involve the public:

- Taking any large items out of their pockets
- Placing their bag on the search table where the security will search the bag
- Collecting their bag and their belongings, once they have gone through the search

Security only searches on behalf of, and under the instruction of, the client. Often attitude or the persona of an individual makes staff aware that there may be an issue with them and they may have something to hide so a search will be instigated; the policy Security adheres to is as follows:

- Search Policy is set by the clients Event Management team before the start of the event
- Only the Event Control in conjunction with the Security Manager can change the Search Policy
- Ensure that the staff are familiar with the list of prohibited items
- Permission must always be sought before a search is carried out
- Same Sex Person Searching only
- Bags are classed as objects and therefore can be searched by either sex
- Nobody is exempt from the Search Procedure
- Right of admission reserved subject to search as part of the ticket conditions
- Polite and courteous manner to be maintained at all times
- All non desirable/illegal items found should be reported to the Supervisor and the Event Control Room
- Staff will never handle people or property without their permission
- All illegal items found should be reported and a supervisor/manager should deal with this issue. Event Control will be contacted.
- Always thank all parties involved for their co-operation

Drugs Policy

A written anti-drugs policy agreed by the police and local authority in writing will be made. Such policy will include drug awareness training for DPS and/or staff; searches, seizures and disposal of controlled substances. This will be submitted for approval no later than 120 days prior to the event.

Age Restrictions

No child aged under 16 years shall be permitted to enter, or remain on, the licensed site unless accompanied by a person aged over 18 years having responsibility for them.

V-dub Island (or any agent acting on their authority) shall not knowingly sell an event ticket to any person aged under 17 years (whether the ticket is intended for that person or purchased on behalf of another.)

Lighting

The organiser should provide adequate lighting across the site. The Head of Security should attend a lighting test to identify any dark areas that may require additional resources at certain times of the event.

Fire Points & Equipment

Security staff will be aware of all fire points across the site. The organisers appointed fire safety contractor should work with Security to ensure that staff are adequately briefed on the locations.

Medical Points

Medical points will be positioned around the site at locations TBC. All staff will be aware of these locations and where to send any patients.

Front of Stage Barrier Operations

The front of stage barrier area is a working area and as such admission should be restricted through the accreditation system to working personnel only. It will be the duty of Security to act as a rescue facility in the front of stage barrier system, extracting those appearing to be in need of medical attention and administering water where practicable.

Bars

The Bar areas will be monitored by security. This will be achieved by roaming response teams. A challenge 25 system is in place through the bar staff and strict supervision of underage drinking should take place by all staff and contractors at the event.

With the exception of Grace Café and the campsite bar, all bars selling alcohol shall be in its own contained unit and separate to the musical entertainment or other entertainment on site

No person under the age of 18 shall be allowed into the main bar at any time.

See Bar training and procedure as separate documents

Alert & Emergency Procedures

Security will be subject to emergency procedures of the site as a whole. Any incident within the site may have an impact on the event. Security should adhere to the event emergency procedures and work alongside these. In the event of an emergency the following Standard Operating Procedures would be followed:

Condition Green

Would indicated normal situation

Condition Amber

In the event that an Amber Condition is declared, the Radio Controller would activate the following plan:

Event Control informs Security & Crowd Manager of the incident.

All parties will be advised of the exact area of the threat.

If necessary ingress will cease and information given to members of the public regarding the situation to prevent disorder.

Evacuation standby will be issued for all teams. The entrance team should prepare their area to be clear for an egress.

Condition Red

Responsibility for stopping the show is documented in the event management plan.

When the incident is considered as very serious and has been informed so by the Event Manager will issue the following instructions.

Declare "Condition Red"

All Exit and Entrances to be cleared of any obstructions ready for egress

Customers to be directed away from the threat and the incident area to be secured

Emergency Services and Helicopter RV point should be staffed to ensure quick direction to the incident

Designated person to halt the show and an approved public announcement made

2.3. Stewarding

Event marshals will assist with parking and other on site activities on each day during the event.

Security and stewarding staff will monitor numbers of pedestrians leaving the event who wish to use the bus service towards Newport which operates from the opposite side of the road, especially during the evening and after the event ends on each night. If circumstances dictate, event goers leaving the event will be held on the event site and accompanied across the road as each bus arrives to minimise numbers congregating at the bus stop on the opposite side of the road.

2.4. Emergency procedures

Wet Weather Contingency

The site will be monitored over the run up to the event

Supplies of straw and wood chippings have been sourced and this will be deployed on site if areas of ground become dangerous or impassable. The decision to deploy these measures will be made by Health and Safety team leaders .

The site Health and Safety staff will monitor ground conditions through the event and if they deem it necessary all non-emergency vehicle movement on site will be halted to preserve the condition of the ground and maintain a safe environment for event goers.

The Isle of Wight College) have made their car park available over the weekend as contingency parking should it be necessary to park vehicles elsewhere.

Crown Parks have a road sweeper on call for the duration of the weekend to clear the public highway of any mud or other debris should this become necessary in very wet conditions.

2.5. First aid / medical cover

V-Dub Island and the ESO will liaise and consult with the National Health Services Trust (NHST) on the overall Medical/first aid provisions.

One qualified person is advised to be nominated to take the lead role of first aid provision (Wayne Harriman of Event Medical).

First aid will be provided onsite for all staff and for clients during the event period. For the build and breakdown each contractor will provide first aid kits.

In the event of an accident the ambulance service will be called via 999.

The local hospital (St Mary's Newport) will be given prior notice of V-Dub Island event following the consultation process.

Prior to the event all first aid staff and head of security should be briefed to be aware of any contingency plans including evacuation points and ambulance loading points.

The first aid point will be provided with contingency plans and site contact numbers together with a site plan and an onsite radio.

The level of first aid provision for V-Dub Island 2015 should be in accordance with chapter 20 of the "The Event Safety Guide" and agreed by Isle of Wight NHS Trust.

The proposed provision should be discussed with the local licensing officer.

V-Dub Island has been scored as a 16 at 3000 people (Low Ticket sales)

0 Ambulance

4 First Aiders

0 Ambulance Personnel

V-Dub Island has been scored as a 22 at 4999 people (High Ticket sales)

1 Ambulance

6 First Aiders

2 Ambulance Personnel

The amount of cover will be agreed with the provider not later than 30 days prior to the event.

The first aid point will be located close the hard standing road. See V-Dub Island site plan 2015. The first aid point will be clearly signed and provided with fresh drinking water, a disabled toilet and power. All Medical staff

will wear identifiable uniforms.

The nearest Accident & Emergency Department is located at:-

St Mary's Hospital, Parkhurst Road, Newport, Isle of Wight PO30 5TG

Telephone: 01983 524081

2.6. Electricity

Temporary electrical supplies will be supplied by a competent contractor where necessary. Power on site will be supplied, certified and maintained by NDL Electrical

2.7. Fire safety

Fire retardant test certification will be requested from all suppliers of temporary structures, no petrol generators will be allowed on site.

Diesel fuel for generators will be monitored and topped up by trained personnel from the supply contractor (JMC Hire/NDL Electrical). Fuel bowsers will not be stored on site.

The event Terms and Conditions prohibit the use of any form of fireworks and also prohibits any open fires. A designated barbeque area will be included in the campsite on concrete paving slabs and event goers will be encouraged to make use of these.

Fire safety equipment and marshalling on site will be provided by Cini Fire Tech and will be providing a fire RA, method statement and operating schedule

2.8. Fun fairs and inflatable play equipment

V-Dub Island can confirm that the all onsite inflatables are covered by PIPA and are less than 1 year old. Insurance for our inflatable Kids Zone are covered for up to £5million.

Animals at Events

V-Dub Island has an obligation (under the terms of the Animal Welfare Act 2006 Section 9 (2)) to ensure that the best welfare practices are observed at all times. As part of this obligation, show organisers usually make arrangements for contact details of a veterinary surgeon. The extent of their involvement will depend on the size and duration of the show.

Onsite Animals:

Camelids (e.g. llamas)

Heat stress and respiratory disease

Rabbits, cavies and small mammals

Fear, caused by too-close proximity of spectators

Adequate provision of food and water

Pens/cages must be of a suitable size for the occupants.

Over heating

Animals/birds for exhibition or demonstration (animals on trade stands)

Enthusiastic amateurs wishing to promote their animal/birds are not always aware of the welfare requirements of a show, or codes of practice of their parent organisation. Health and safety issues relating to the temperament of the animals and the accommodation provided should be considered

Dogs owned by the general public on the showground

V-dub Island will consider the issues raised by allowing dogs onto the showground. In particular, they can cause stress if allowed to approach livestock

There are significant issues relating to leaving dogs in unattended cars. The owners are ultimately responsible for their own pets; nevertheless a contingency plan to deal with distressed animals should be put in place.

Contingency Plan

Contact the RSPCA on 03001234999 or 01983 840287 open 11-4 every day except Mondays

Posters at information tent

Hand Outs as vehicles come in

Social media will be used to remind clients of “dogs die in hot car campaign”

Call the police

3. Communications

3.1. *Event communications – Surrounding residents*

A Letter will be distributed to local residents prior to V-Dubisland 2015 and will explain the nature of the family event including a full itinerary of the show.

3.2. Event day communications - Audience

Communication to the public will be facilitated using the main PA, arena PA, Café PA, and stewards. Also social media will be used if needed.

3.3. Event day communications – Internal

Daily meetings for all area managers
Split channel radios
Morning health and safety meeting and walk rounds
Mobile phone communication

Bomb Threat Communication

EVACUATION OPTIONS.

The general policy for localised evacuation will be to disperse the crowd into the remaining free available space . The V-Dub Island site, or parts of it, will then be closed or secured temporarily depending on the severity of the incident.

In the event of a full evacuation being required e.g. bomb scare, then it is possible that this would mean that V-Dub Island may not restart. It would be the intention to, where possible, get V-Dub Island attendees back to their means of transport and for them to depart the area by that means. In the event that one of the exits is obstructed due to the emergency then there is sufficient exit capacity through the other areas to allow for evacuation within an acceptable time. Stewards would direct V-Dub Island attendees leaving the site. In the event of a full evacuation, the V-Dub Island audience will be directed back

V-dub Island are in talks with Medina High School with a view to use the tennis courts as a evacuation option.

4. Lost children

It is essential that all V-Dub team members adhere to these guidelines.

In the event of a query, team members are advised to consult the team co-ordinator or her assigned deputy or the appropriate shift leader for further guidance.

INTRODUCTION

Children's safety is maintained as the highest priority at all times on the premises.

In the unlikely event of a child going missing, our lost child procedure is followed.

In order to ensure the safety of children at V-Dub Island will ensure the following will be undertaken:

1. Apply agreed procedures for protecting children to all V-Dub team members.
2. Give volunteers clear roles.

3. Use supervision as a means of protecting children.

REPORTING PROTOCOL ON THE V-DUB ISLAND SITE:

NOTE: *There are different procedures for **LOST** or **FOUND***

Upon receiving a report of a **lost** child, it is expected that the member of V-Dub Island staff will notify their immediate line manager who will notify Security Control with details.

Found children should be escorted directly to the Information tent and accompanied by two members of staff, at least one of whom will have an SIA licence. V-Dub Island staff will notify the Information tent that they are bringing someone to them via radio access.

NEITHER notification of **LOST** or **FOUND** child will take place over the PA system. Radio's or mobile phone line will be used wherever possible.

RADIO 'CODE WORDS' FOR CHILDREN WILL BE IN USE AT THIS EVENT. The code word for lost child is [REDACTED]. This is the ONLY code word to be used.

When a lost child attends the Information tent directly, then detailed notes will be made and Security Control notified.

When a child is suspected not to be medically fit, by report or observation, then on site medical services will be contacted.

Any report to the Information tent of a **lost child** will be passed with minimal delay to Security Control.

While in the care of the staff at the Information tent, every effort will be made to ensure the comfort, safety and well-being of the child. Efforts will be made to re-unite the individual with their parent or guardian, as appropriate, or referral to statutory agencies as appropriate.

If there is reason to suspect the abuse or neglect of a child in our care, then the Isle of Wight Children's Services MUST be contacted – **0845 650 0097** (24 hours). This may be done with the assistance of the Police and they should be informed of the concerns.

Example: 'Neglect' might in this instance be considered to be the refusal of an on-site guardian to maintain appropriate care of the child. (Such as refusing to attend Information area to collect a child, or appearing unfit or incapable to care for the child.)

Any child who is behaving, or expressing a serious intention to behave, in a manner likely to harm his/herself or others should be considered at risk. Support from security and/or Police may be needed while the situation is assessed.

Offering Support to Family/Friends

Any parent/guardian of a child or friend of a missing child, who reports them missing may need support to access the Information tent and it is to be expected that the member of V-Dub Island staff will direct them, or escort if necessary, to the Information tent.

They may be considerably distressed. At this point, staff should keep details minimal when notifying Security Control; the Information tent will take a full report. This lessens the chance of duplicate or conflicting details.

When a child is reunited with their parent or guardian their registration details should be requested and noted. Should the child seem afraid or unwilling to accompany the parent or guardian or the parent or guardian seem in any way unfit to care for that child then assistance / advice from the Police will be sought. If there are concerns that a parent / guardian may be under the influence of substances and therefore unable to provide safe care for their child, staff should consult with V-Dub Island nominated person who may seek assistance / advice from the

Police if there are legitimate concerns.

Security Control will be advised when that child leaves in the care of their parent or guardian. Notes will be kept in accordance with the Data Protection Act for a period of one year, after which point they will be destroyed, unless an on-going investigation is pending.

DEFINITIONS AND KEY TERMS

The Children's Act (1989) defines a child as any person under the age of 18 years.

The law in relation to adults offers far fewer opportunities or responsibilities in relation to intervention. The principle here is to promote negotiation with regard to the individual's capacity at that time.

CONFIDENTIALITY

It is essential that the boundaries of **confidentiality** are explained to the child if possible before disclosure, i.e. where it is suspected they might be about to disclose. Under the Children's Act (1989), we have a duty to inform Children's Services of any reports of abuse involving children and cannot therefore keep such details confidential. This is for the protection of the child and possibly others. It is the role of the V-Dub Island nominated person to liaise with Children's Services in this matter and they are responsible for making them aware of the disclosure.

Written notes will be kept of all relevant information. Information should however only be shared on a strictly 'need to know' basis.

5. Provision of food

Food concessions will be run by V-Dub Island using their standard operational procedures. All relevant paperwork will be available on request to any relevant authority at the event. This will include H&S, Risk Assessment, Food hygiene certificate documents will be checked that that they are current. No other food concessions will operate on the site. All traders will be contacted prior the event via our trade manager. Food trader will be provided with a toilet and hand sanitizer.

6. Site considerations

6.1. Site Plan

V-Dub Island have circulated a PDF site plan file to all external authorities.

6.2. Toilets

V-Dub Island will consider welfare and sanitary provision for workers. In terms of protecting public health, V-Dub Island will also think about welfare and sanitary provision for those expected to attend the event.

In all circumstances, the scale of welfare facilities required will depend on the nature of the event, worker and audience profile, and the type of venue.

WELFARE FOR THE AUDIENCE

Consider the number and type of toilets and washing facilities as part of an assessment of needs. Key factors to take into account include: audience size and demographics, e.g. provision of suitable facilities for children, elderly or disabled and wheelchair users attending, who may take longer to use a facility

Ground conditions must be considered for allowing vehicle access to both public and workers sanitation points. By nature, tanker lorries are large and very heavy when full, but are imperative where facilities are not connected to mains water or drainage.

TEMPORARY TOILETS

There are a number of different types of temporary toilets available for hire, from cubicles to urinals. The risk assessment should help to identify the type of temporary toilets suitable for the event.

NUMBER OF TEMPORARY TOILETS FOR THE AUDIENCE

V-dub Island knows the maximum audience size will be no more than 4999 a split of male to female 50:50.

18.19 Events where campsites are provided have differing requirements on ratios of urinals and WCs. Table 1 takes this into account.

A number of events are now using urinals for both males and females. Female urinals can increase throughput and reduce queuing at temporary toilets but have not yet gained widespread public approval. Organisers may wish to consider these where the age and profile of the audience makes it appropriate to include them. However, care should be taken to ensure that there are an adequate number of traditional female WCs to cover those who do not find these systems acceptable.

The table below provides guidance on sanitation provision at a variety of event types and is based on practical experience. Consideration should also be given to the legal and safe disposal of effluent.

	Female Toilets	Male Toilets
For events with a gate time of less than 6-hours duration opening	1 per 100	1 per 500, plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

NUMBER OF TOILETS

The number of toilets has been worked out with the maximum number of people on site (4999)

V-Dub Island has worked out that placing 30 toilets in the Main Event would cover the guidance.

Each area is worked out by the number of pitches x by 4 then divided by 2 (50/50 male female) and worked to 1/75 women and 1/400 men chart.

Club Camping (7 toilets)

Camp Site 1 (12 toilets)

Camp Site 2 (10 Toilets)

Quiet Site (5 Toilets)

Family (4 Toilets)

Staff (2)

Traders (2)

If the tickets are low (3000) we have worked the main area to 20 toilets

And some of the camping areas will not be used

We also know that event goers do bring there own toilets

WASH FACILITIES FOR THE AUDIENCE

Hand-washing facilities will be provided in the campsites V-dub Island will also be putting in shower facilities on site.

Hand washing facilities should be located at a suitable distance from food handling areas.

An assessment of needs should identify what sanitation facilities for the disabled and wheelchair users are required.

Contractors and others involved in working with sanitary facilities should carry out an assessment of the risks to the health of their employees and others from exposure to hazardous chemicals and sewage under the **Control of Substances Hazardous to Health Regulations (COSHH) 2002**. Assessments should be made available to V-Dub Island and should identify the measures in place to prevent, or where this is not reasonably practicable, control these risks. Control measures may include:

- substitution with safer products
- properly selected and maintained equipment
- safe methods of work
- provision of protective equipment
- training
- suitable information and warnings

Grey Waste tank will be provided for event goers with there own toilets this will be monitored and emptied as and when needed.

6.3. Vehicles on site

INTRODUCTION

The site is predominantly farmland with a hard standing roadways through the site

There is a 5mph speed limit on all internal roadways during the event period. The site will have 5 mph limit signs on all internal road ways.

DELIVERY VEHICLES

All small deliveries, i.e. boxes, letters etc will be held at the main entrance and signed for by an allocated person.

All large deliveries, including production trucks and on site drop offs, will be held by Security at a pre designated holding area.

The movement on to site will then be coordinated through the event site office.

ARTIST VEHICLES

All Artists arriving at V-Dub Island will already be in possession of an Artist car pass and directions to artist parking

DISABLED CAMPERS

All disabled campers will be directed to arrive at the main entrance. From there they will be accredited and directed to the disabled camping area by a member of the team

TRADER DELIVERY – Ability to leave site for 2 hours between **6am – 8am** on the event weekend to re-supply stock. This vehicle must be back on site and in situ ahead of vehicle curfew

PEDESTRIANS

The movement of pedestrians on site in areas where they may be in conflict with vehicles will be managed by V dub island stewards staff and security staff. We will have controlled crossing points around the site at these key areas.

Pedestrian walkways will be demarcated either using pin and rope or pedestrian Barrier.

Alongside internal vehicle roadways to separate vehicles and pedestrians where practicable.

All internal track-way roads, which are not lit by any existing light source, will be lit using tower lights or festoon lighting. All car parks will be lit using flood/tower lights.

INTERNAL ONE WAY SYSTEMS

A one way entry and exit system will be in place to facilitate the movement on and off site of essential on vehicles.

This flow of traffic will be managed by Docklands traffic management

EMERGENCY VEHICLES

Priority is always given across the site for vehicles in a blue light emergency situation

Should an emergency vehicle be required on site, the most convenient entrance will be used to gain access to the required area.

All other non emergency vehicles will be held by traffic management and security staff so a free run to the area is ensured.

WET WEATHER PLAN

In the event of adverse weather conditions, we have the ability to implement further track-way roads by the use of metal temporary roadway which can be laid into areas which may become difficult for vehicles during a heavy period of rain.

BUGGIES

Across the event site, production staff will use buggies to traverse the grassed and trackway areas. These vary from basic golf carts to off road 'Gator' type vehicles. All buggies are subject to the same 5mph on site speed limit.

ON SITE TAXI SERVICE

There will be provision on site of a 'taxi' service which will take paying customers to and from the car park

6.4. Traffic, transport and parking

Adequate car parking facilities exist on the site, with some additional parking adjacent to the event site if ticket sales nearer event date suggest this will be necessary. Predicted numbers travelling by car for day visits only are expected to be very low. Public transport links run past the event site. Event staff and traders will be allowed to park on site, and vehicle movement will be limited to a minimum whilst open to the public except in an emergency. All vehicles moving across non-specified vehicle routes on the site will be accompanied by a steward or member of event staff. Event marshals will assist with parking and other on site activities on each day during the event

A drop-off point for taxis and private vehicles will be located inside the main venue entrance as shown on the site plan.

7. Environmental considerations

Litter pickers will be employed as in 2012-2014 to ensure the site is left in a clean and safe condition. Owners of the previous site were extremely satisfied with the condition of the site on handover in 2012/13 and 2014

Our litter pickers will be on site everyday and all day to ensure a clean and safe environment for all.

7.1. Recycling

Litter receptacles will be placed throughout the site and will be removed by reputable contractors (Biffa) following the event. Litter picking will take place throughout the weekend with a full final clean up on completion of the event pack down, and careful monitoring by all stewards and staff will be in place to avoid any build up of materials posing fire or other health and safety issues.

Stewards will monitor litter issues throughout the event and a litter sweep will be carried out when deemed necessary during event days and also the following mornings. Bins will be provided on site and bin bags given to

campers to encourage the safe disposal of litter. This policy was successful in 2012-2014.

7.2. Noise

V-Dub Island will appoint a person responsible for the overall control of all noise generated from within the boundary of the licensed premises. The person is to be contactable by officers of the Environmental Health Department and available to deal with matters arising at all times throughout the event. The contact name(s) and means shall be provided to Environmental Health at least seven days before commencement of the licensed activities.

V-Dub Island provides and maintains sound level monitoring equipment to ensure compliance with the conditions of the Premises License. The sound level monitoring equipment must be to a IEC Type 2 Standard capable of providing a read-out in dB(A) of 60 seconds to 15 minutes dB(A) Leq values.

The Designated Person for the purpose of controlling the noise shall arrange for the noise level of any amplified music on the licensed premises to be reduced or the playing to cease if in the opinion of the Environmental Health Department an unreasonable noise disturbance or a nuisance is being or is likely to be caused, or if the sound levels set by the license conditions are exceeded.

At any time during an event and during any sound checks, the noise levels generated from within the Licensed Premises shall not exceed more than 65dB when measured over any 15 minute period at a position of the closest premises.

The event organiser shall undertake off site monitoring compliance with licence condition and shall record the results of such monitoring. These records are to be made available on request to the Environmental Health Department. The monitoring shall be targeted at the times and locations where the conditions are most likely to be breached.

There will direct contact between sound monitor person and sound desk ensuring levels are kept within the 65bd and dba.