



Shoreham-by-Sea  
**VINTAGE**  
**FESTIVAL**

# Shoreham-by-Sea Vintage Festival 2022

**Company name: Carrot Events Ltd**

**Event Management Plan**

**“Food, Live Music and Culture”**

**Event: Friday 2<sup>nd</sup> June to 5<sup>th</sup> June 2022**

**Venue:**

**Adur Rec Shoreham-by-Sea**

## **Event Management Structure**

A management structure has been introduced to ensure an enjoyable and safe event takes place. The team is headed up by the Event Manager Faiza Shafeek. The control of all the stewards and marshals will be the responsibility of Senior Marshal on site.

Responsibility for health and safety and completion of the event safety plan will fall to the Event Manager.

Estimated attendance: We predict around between 2000 and 3000 visitors during any one of the peak times of the day, we have come to this figure based on the attendance numbers of other family friendly events in and around Shoreham-by-Sea and Brighton.

**Thursday 11:00am – 22:30pm – Friday 11am – 22:30 pm - Saturday 11am to 22:30pm –  
Sunday 11am to pm 19:30pm**

**Setup Days: 31<sup>st</sup> May to 1<sup>st</sup> June 2022**

**Public Attendance Timings: (are Approx.)**

### **Thursday 2<sup>nd</sup> June 2022**

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11.00am -21:45pm**

**Music stops: 20:30pm**

**Open Air Cinema Starts: 20:30pm**

**Concessions close 21:45pm**

**Event Closes 22:30pm**

### **Friday 3<sup>rd</sup> June 2022**

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11.00am 21:45pm**

**Music stops: 20:30pm**

**Open Air Cinema Starts: 20:30pm**

**Concessions close 21:45pm**

**Event Closes 22:30pm**

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**Saturday 4<sup>th</sup> June 2022**

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11:00am -21:45pm**

**Music stops: 20:30pm**

**Open Air Cinema Starts: 20:30pm**

**Concessions close 21:45pm**

**Event Closes 10:30pm**

**Sunday 5<sup>th</sup> June 2022**

**Doors Open: 11:00am**

**Live music Starts: 11:30am**

**Sale of Alcohol: 11:00am -19:00pm**

**Music stops: 19:30pm**

**Concessions close 19:00pm**

**Event Closes 19:30pm**

***Perimeter Security***

A combination of heras fencing and crowd barriers will be used to secure different areas of the site.

***Stewards and Security***

There will be a combination of stewards (12) and SIA qualified security personnel on duty at the event supplied by specialist contractor (8 during the day) and (2 all night) supplied by Vstorm Security Services LTD. Security deployed at the event to manage gate entrances, specific onsite positions, crowd management and secure backstage areas. Security officers will be on site from the time the first piece of equipment arrives until the last thing leaves to ensure that there is no tampering with equipment or theft. All security will be SIA registered and stewards will have undergone training in event and crowd safety.

***Communications***

A control point will be established with the event-coordination team located in the Event's HQ Marquee. It will be staffed during the entirety of the event by a controller and if required a loggist, all communications will be through the event's control point. Decisions requiring action will be allocated by the controller to the appropriate supervisor. Key site staff, emergency services and security teams will maintain radio contact. Separate channels will be used for ease of communication. All staff who have a radio will be trained in its use. There will be a mobile telephone available in the HQ marquee and all staff's mobile contact details will be held in the event production bible located in the events HQ Marquee. Our onsite Event Manual will include all relevant local emergency services contact details.

***Signage***

Clear and well-lit directional signage will direct the audience to exits and amenities around the site including Toilets, First Aid provision, and refreshment areas. All stewards, security staff and production staff will carry site maps (if required)

***Identification***

All event staff will wear branded High Viz tabards ease of identification. Security staff, stewards and first aid staff will wear appropriate, easily identifiable high-vis uniforms.

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## ***Drinking Water***

Audience have access to free water on site at the events HQ marquee. In addition to this bottled water will be available to buy from stalls and bars. Staff, contractors, and artists will have access to water in all backstage areas and production area.

## ***Lighting (If it is required)***

Festoon lighting will be provided to assist the public to move safely around the site after dark and aid the safe erection and dismantling of the site. These will be used only when necessary and will be positioned to avoid light bleed from the perimeter of the site. Additional festoon and flood lighting will be provided around the catering areas and toilets. Exits will be lit.

## ***First Aid***

First Aid provision for the event will be provided by the 'First Aid Contractor' who have assessed the event's requirements based on guidelines set out in the HSE's Purple Guide and following any requirements from meetings with EBC and local emergency services. We will have 2 x First Aid Responders plus a static Ambulance will be on site supplied by <https://elitemedical.uk/> - Medical Plan from Elite will be sent separately.

## ***Emergency Services RVP point***

The RVP point for all emergency NHS services will be from the Brighton Road entrance to Adur Recreational Ground

We are aware that due to the pressures faced by NHS & SECamb and are aware response times from these services may not be speedy. We looked at all other events which have taken place in the area, and we feel that there is no need to be highly concerned we feel that we have sufficient cover set in place.

## ***Power***

Temporary site power will be provided by specialist contractor 'Power Contractor' tbc through Diesel generators with a 3-phase supply. All generators will be earth spiked and will have RCDs. Cabling will be buried or flown as appropriate.

## ***Waste Management***

Waste will be monitored on site by a dedicated team of litter pickers. We will also sort all waste to ensure our recycling rates are met. We are also going to book large waste bins from Adur and Worthing Borough Council.

## ***Entrance Policy and conditions of entry***

The event will have clearly advertised conditions of entry. The Events FAQs will be listed on the events web site at [www.carrotfestivals.co.uk](http://www.carrotfestivals.co.uk) in due course and all those who have pre-booked tickets will be sent an email with the Events FAQs. Links to the events FAQ's will also be highly published via all the events social media platforms.

We the event's organisers will be taking several steps to reduce crime at the event which include:

- Admission will be by pre-booked tickets, and all will be issues with the relevant day's wristbands. Although we will also be operating ticket sales on each day too.
- All production and working staff, traders and entertainers will be in possession of event lanyards with the events badges. They will not be allowed on site if these are not worn.
- All bags will be searched at the entrance point by our SIA Contracted security team Vstorm Security Services LTD. The entrance point will be maned by our SIA Contracted SIA security team and our events marshals.
- Prohibited items including - Glass, Cans, Alcohol, Illegal Drugs, and any item deemed an offensive weapon will not be allowed onto the event site. Our SIA contractors from will be dealing with these issues.
- Nothing which may be deemed as offensive weapons will be allowed into the site.



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- Bins will be provided by the event organiser for the collection of any items that are refused entry into the concert arena. Regular emptying of bins and large Adur & Worthing Council bins, in addition general cleaning around entrance gates will be undertaken during the event to ensure good housekeeping practice, maintain clear exit routes and to maintain a sterile environment for security purposes. As the event is trying to be plastic free, we will have black bins and recycling bins located for use all over the festival arenas.

To support crime reduction at the event the organizers will enforce the Conditions of Entry listed below- These will be advertised in advance and on the gate.

- No professional recording equipment
- No Glass bottles
- Non-alcoholic beverages in glass bottles discovered at entry points will be decanted into plastic cups
- No alcohol to be brought into the event (Any alcohol will be confiscated)
- No illegal substances
- Anyone found in possession of illegal substances, these will be confiscated and put into evidence bags by our contracted SIA security team and locked in a secure box and handed to the Police the following day.
- No Knives or weapons of any kind immediate confiscation on discovery
- Any persons found with a knife or weapon, such items will be confiscated by our SIA Security Team and Sussex Police will be informed.
- No Fireworks (Immediate confiscation on discovery)
- All bags will be searched
- All persons on-site may be searched through a targeted search policy
- Unsociable behaviour or intimidation will not be tolerated
- Perpetrators may be removed from the event; police may be called if law is broken or immediate threat to life.
- The organisers reserve the right to refuse admission.
- Anyone with COVID-19 Symptoms or knowingly having been in close contact with someone having COVID-19 should not attend the event. *(This action may change by the time the event takes place, we will monitor GOV rules and adhere to them accordingly)*

### ***Communications with the public***

Proper provision will be made for the effective communication with the public including a procedure to ensure that broadcast music can be silenced in an emergency.

### ***Barriers***

Our Barriers will serve three purposes at the event.

- To provide physical security
- To relieve and prevent the build-up of crowd pressures
- To delineate the area of licensable activity.

The assessment will consider: -

- The advice given by the emergency services and officers of the local Council
- The design of barriers in front of stages



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- Previous experience and knowledge about the audience

All barriers used on site will: -

- Be clearly marked on the site plan submitted to the Council for approval prior to the licence being granted
- Will be of sound construction, be in a good state of repair, and be fit for the purpose

#### ***Marquees and Large Tents***

- All marquees and large tents will be supplied by known reputable contractors
- They shall be capable of withstanding expected wind forces and bad weather conditions
- Contractors will be selected in part because of their experience in marquees
- Guide ropes are adjusted as weather conditions have a great effect on the marquees' load bearing capacity
- The contractor for any large structure will be on site throughout the event ensuring the tent is adjusted to consider any change in the atmospheric conditions and to be on hand if it is necessary to lower the structure in adverse winds

Electrical Safety

Electrical Systems

The Event management team recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and to control this risk will appoint an experienced site electrician.

Ensuring that:

- All electrical equipment and installations on the site will conform to the Electricity at Work Regulations 1989 and follow the advice given in BS7909 Code of Practice for temporary distribution systems

- All installations will be installed, tested, and maintained in accordance with the British Standard (BS) Regulations for Wiring Installations.

A Risk assessment will be carried out by the Site Electrician that will consider: -

- Total electrical requirements of the event
- The need in certain areas for an independent power supply which
- Compatibility of equipment to be used
- The design and types of electrical connectors to be used by performers
- Use of low voltage equipment (110 volts)

#### ***Installation***

- All electrical installations will be installed by our event AV Company so non-authorized personnel and members of the public, cannot interfere with them
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All equipment is located within 2 metres of a socket outlet to prevent the risk of tripping on long cables.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity must be used in high-risk areas, such as wet conditions, or where trailing sockets are not designed to make and break on load, the guidance contained in British Standard "specification for industrial plugs, socket outlets and couplers etc." will be followed.

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## ***Cabling***

- Cables, where possible, will be routed or buried so they do not become tripping hazards or be crushed by vehicular traffic.
- All cabling that may cause an electric shock if damaged, will be protected from sharp edges or crushing by ensuring that it is armoured or that it is carried overhead.
- While cabling can be buried just under the surface of the sod the risk assessment process will identify areas where the cable will need to be buried deeper to ensure it is not accidentally damaged by tent pegs, posts etc.
- Where overhead cables are used, it should be securely put in place and supported by a cautionary wire which is out of reach of the public and does not place strain on the connectors.
- All power distribution cables used on site will be checked so they conform with the relevant British standard.
- All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sheathed as specified in the relevant British standard or is of equivalent or superior quality.

## ***Access to Control Systems***

- The Site Electrician AV Company who will be supplying the power will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
- That the main controls are clearly marked, and their location marked on the site plan provided to the Council and the Emergency Services.
- That the electrical supply to stages and marquees are readily accessible to authorised personnel.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for site crew before and after the event.

## ***Generators and Transformers***

- All generators that are 3 phase will have to carry an up to date test certificate. All generators will be earthed in line with guidance given in British Standard. All traders using their own generators will be required to provide copied of their pat testing certification.

## ***Accidents and Emergencies***

### Accident Reporting

- All accidents to the public will be formally recorded by the first aid facility in the accident book
- The event organisers will ensure that all appointed contractors have adequate accident reporting systems in place as part of their contractor selection process
- If a member of the public is injured the safety officer will investigate the

Accident and file any required paperwork as required.

### Fire Safety, Emergency Procedures and Medical Provision

The organisers of the event recognise the risk posed to employees, contractors, performers, and members of the public from fire at events and recognise their duty to plan for emergencies.

The Fire Brigade and the Safety Officer will be consulted on the design and layout of event sites and the entry and exit points.



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### **Noise from Event**

We will be presenting a Noise Management Plan (NMP) – Awaiting the (NMP) document from Sussex Events Ltd our sound and lighting suppliers, who will be monitoring noise levels during the event.

### **Welfare and Facilities**

- The organisers will ensure that adequate facilities for welfare, first aid, the provision of drinking water are provided at events
- The provision of sanitary arrangements in line with the guidance given in the Event safety guide
- The provision of chill out areas as part of the entertainment
- Ensure that adequate welfare facilities are provided for stewards and other members of staff

### **Environmental Protection**

- All rubbish will be cleared from event sites and where practicable, recycled.
- Rubbish will be stored in a secure area and be collected within 24 hours of the finish
- All efforts will be made not to disturb livestock, wildlife, or their habitats during events

### **First Aid and Medical Arrangements**

- Our first aid and medical contractors are: <https://elitemedical.uk/> - There will be two First Aid Responders on site each day and they will be located at the event's HQ marquee.

A risk assessment will be carried out on our behalf by the contractor that will consider the following factors: -

- Size, duration, and nature of the audience
- Nature and type of entertainment
- Location and nature of the venue
- Seasonal/weather factors
- Any additional activities and attractions
- Proximity, size, and capability of local medical facilities
- Experience of similar events
- Other welfare facilities on site
- Range of major incident hazards at or associated with the event

### **Trading Concessions (Market Traders and Food Traders)**

Point of contact for all exhibitors and performers is the Events HQ Marquee.

The hazards associated with market traders will be controlled by a procedure whereby: -

- Carrot Events will reserve the rights to refuse Traders/Exhibitors who do not comply with our application requirements.
- All traders and Exhibitors will have to supply their Risk Assessment Forms, Pat Test Certificates if applicable and a copy of their Public Liability Insurance, all of which will be held in the events bible.
- All aspects of registration and food handling to be sent to the organiser in advance so a list of traders can be given to environmental services
- All food traders will be registered with their home authority and comply with the requirements of the Food Hygiene Regulations, and all will have to have a minimum of 3 stars hygiene rating.

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- Traders' stalls needing lighting or power for any purpose will carry a fire fighting

## Equipment

- All traders using LPG will comply with current gas safety legislation.
- Traders will only be permitted to store enough LPG (Liquid Petroleum Gas) for a 24-hour period or 200 kg, whichever is least (at present we do not have any traders using LPG's)
- Carrot Events will have 10 million Public Liability Insurance to cover for this event.

## ***Lost Persons Procedure on site***

If a child or vulnerable person is found, then they will be taken by security/steward to the Event Team's HQ Marquee tent. Here they will be met by a member of staff, and their details will be taken including where they were found and their description. An announcement should then be made to staff only telling them that a Child was found in the region of xxx approximate age... Full details should not be given over the radio. If the child knows their parents' phone number, then Lost Person's staff will attempt to call the parents. If no-one has claimed the child after 2 hours they should be handed over to the police.

\*If the child found has been a victim of crime, police will be notified immediately, and a representative of the police should come to the Lost Persons tent to take a report and remove the person if appropriate.

If a parent/ carer has lost their child / vulnerable person, they should be taken to a member of security where full details of the child / vulnerable person will be taken and radioed through to security control, this information should then be passed to the police/ event control.

An announcement should then be made to staff that we are looking for a child,

with the description and general area where last seen. Parents/ carers who wish to help in the search of their child/ vulnerable person should be allowed to do so, however their phone number should be taken and they must be asked to inform the security or production office if they are re-united with their child/ vulnerable person.

All staff should then be on the lookout for the lost child/ vulnerable person.

To re-unite a parent/ carer with their child/ vulnerable person, the parent must give a full and accurate description of that person. Staff should be on hand when re- unification takes place, and a release form should be signed before the child/ vulnerable person is taken away. Lost persons registration, identification, and release form available for inspection if required.

## ***Philosophy and principles***

- All children and vulnerable people whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All our event staff will be aware of the child and vulnerable persons protection policy. They will be signed up to the policy and will understand their responsibilities and procedures concerning how to respond appropriately.
- All parents/carers have the right to feel safe when entrusting their children/ vulnerable people to who works at our events care.
- All children/ vulnerable people have the right to have fun and be protected when participating in activities they, their parents or their carers have chosen.

## ***Phase One (Set Up)***

**Tuesday 31<sup>st</sup> May 2022 - Wednesday 1<sup>st</sup> June 2022 - 8am – 9 PM**



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During this time, a variety of structures will be site up, please see rough layout plan. This includes sections of heras fencing, to enclose the event area zone 1, entrance way points and 1 stage areas, one main stage. Barriers, signs needed to close areas and any additional signage acquired will be collected and erected.

To avoid the loss of any barriers etc, the equipment will be tallied and signed for by the designated collection team. It will be counted and signed in upon its return. From noon on the 1<sup>st</sup> June 2022 some traders will start to erect their stalls. We will ensure that the site is maned 24hrs a day by people from the moment we are on site, that will include security guards.

#### **Thursday 2<sup>nd</sup> June 2022 – the day one the Event – 7:00 am to 11:00am**

Final tweaking and full checks and arrival of traders who will be located within the events marquees will be setting up. We will encourage where possible vehicles will then be removed from site unless necessary for the event/trader. No access will be granted to vehicles after that time until the close of the day. This will be overseen by the onsite team.

We have informed all traders that there is NO parking in and around the site but are at resent looking at possible options for them.

#### ***Event Team Marshals***

A full briefing for the stewards and lead marshals will be given by a member of the management team at 8am on the 2<sup>nd</sup> June 2022 at the Event HQ located in the marquee. This will cover any last-minute changes to any previous briefings.

The event's Senior Marshal: Will be Responsible for co- ordinating all marshals and stewards daily and will be ensuring the overall safety of the event.

#### ***Event HQ***

HQ will be set up in the Events Team marquee. The team will have radio contact with all key personnel and lead marshals. 8:00am each day of event the Event Co-ordination Team will meet. This will comprise of the Event Manager, First Aid representative, Health and safety officer, Senior marshals, and member for the security company.

#### ***Bar: Beer, Gin, and Rum Marquee***

There will be a maximum of two bars, and they will be run by Carrot Events. Our DPS will always be on site during the event's open hours. The bars will be stewarded by SIA marshals from the time the event opens to the time the bars close. All staff will be briefed about their responsibilities under the Licensing Act ad there will be a supervisor for each bar working to the instructions of the DPS. Challenge 25 will operate.

We plan to use SIA security guards to patrol the area over night. The whole festival event ground will be heras fenced.

#### ***Health, Safety and Welfare (Sanitary & waste management & Sound and Noise)***

It is the intention of the management committee to ensure that all aspects of health & safety are met with due diligence and taken with the upmost importance to ensure the wellbeing of all members of the public including persons attending and participating in the event. To ensure these measures are met an Event Safety Officer has been appointed to oversee and uphold the key requirements as laid down within this document.

The key areas for Health & Safety will be:

- Health & Safety including setting up the event, implementing the event and closing event.
- The Health & Safety surrounding the management of Crowds and Pedestrians attending the Event
- The Health & Safety surrounding any other activity that relates to the Event.
- We will ensure that all food vendors adhere to good practice and are in line with Environmental Health, ands have a minimum 3 star plus hygiene rating.

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***The Events HQ Marquee will be Contactable via Radio & mobile phone.***

In the event of an emergency the following procedure will take place: Implementation:

### ***Event Safety Officer***

- Will inform the Event Manager of a possible emergency.
- Will liaise with Event Co-ordination Team who will agree on a course of action.
- The Event Safety Officer will:
  - In appropriate circumstances transmit the following coded message over all radio channels to place staff on stand-by for an evacuation:

### ***'EVENT ORANGE ALL AREAS'***

- On hearing this message all radio traffic will stop and stewards will await further instructions
- When further action is required, Control will transmit the following:

### ***'EVENT RED ALL AREAS'***

- On hearing this message, the event will be halted, and all stewarding teams will encourage people to leave the area as quickly and safely as possible. Ticket entry will stop, and the event will be preparing for a quick efficient shutdown.
- Relay a message over the radio channel giving specific instructions.
- Notify the Police, Fire and Rescue and Ambulance Service of the incident.

### ***Post Emergency***

- The all-clear message will be relayed over all radio channels when it is deemed safe for the event to along the red route to continue. The message will be from The Event Safety Officer and will be as follows:

### ***The Role & Responsibilities of a Steward***

The event will adopt a 2 tier Steward system. Tier one will comprise of experienced (Lead) stewards, who have been involved in many similar events.

### ***CROWD Management & BEHAVIOUR***

It has been identified within the planning of the Event that there may be significant numbers attending this event. However, due to the nature of the site there is a low risk of dangerous crowd densities occurring at any one time during each day. Monitoring crowd behaviour will be an essential aspect of our crowd management system. Our events marshals and SIA Security Guards will stay alert and direct any problems to the lead marshal who will liaise with the Safety Officer to deal with any potential problems to ensure that they are resolved at an early stage.

These may include:

- Dangerous behaviour
- Crowd surging/pushing, swaying, or rushing
- Trampling underfoot
- Vulnerable persons
- Signs of discomfort due to overcrowding leading to crushing between people
- Crushing between fixed structures
- Queuing in dangerous places e.g., slopes/steps

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## **Crowd Density**

We are aware that when crowd densities are high, motion or swaying can cause pressure within the crowd to build up, making it difficult for individuals to control their own movement. When our marshals considers that the density is too great within a particular part of an enclosure or other area, and this is likely to lead to distress or danger, they will inform the Senior Marshal who will liaise with the Event Safety Officer if he feels it necessary.

We will be using this as rough guide when a standing crowd is viewed from the front:

If the head, shoulders, and chest can be seen then spectators are comfortable and there should be no danger of crushing. If the head and shoulders only can be seen, then spectators should be comfortable, and the maximum capacity is likely to have been reached. Control should immediately be informed, and the appropriate action initiated. If heads only can be seen, the maximum density of the enclosure, or the other area, may have been exceeded.

## **Fire Search & Rescue INFO:**

- The main entrance to the festival site is located on the main A259 Road we will ensure that a fire appliance can access the site from there.
- Minimum widths of the entrance are 3.5m width
- We have not been able to locate the grounds Fire Hydrants however we are going to contact Fire Search & Rescue in order that they can advise us.
- No smoking signs will be installed in all marquees.

## **FAQ's**

We have ensured that all attendees with booked tickets have been aware of the festivals FAQ's by sending them a link to the festival's web site link to the FAQs which will be going live by 28<sup>th</sup> January 2022 – We will however be sending a copy of the events FAQ's b email with this document.

- The FAQ's will also cover all items but most importantly cover the fact that there is NO on street parking provision is available in or round the Adur Recreational Ground. area.
- We will be providing a bus transfer service at low cost from Hove train station to the vent ground.
- We will also offer alternative travel suggestions/recommendations in the FAQ's.
- We have also advised all via the FAQ's that we have a designated taxi firm that they can contact to get to and return home from the festival they are **Brighton and Hove Radio Cabs**
- We will also be highly advocating that all festival visitors use the wonderful public transport options that are available to them on all our social Media sites as well on email they will receive with their ticket confirmations.

