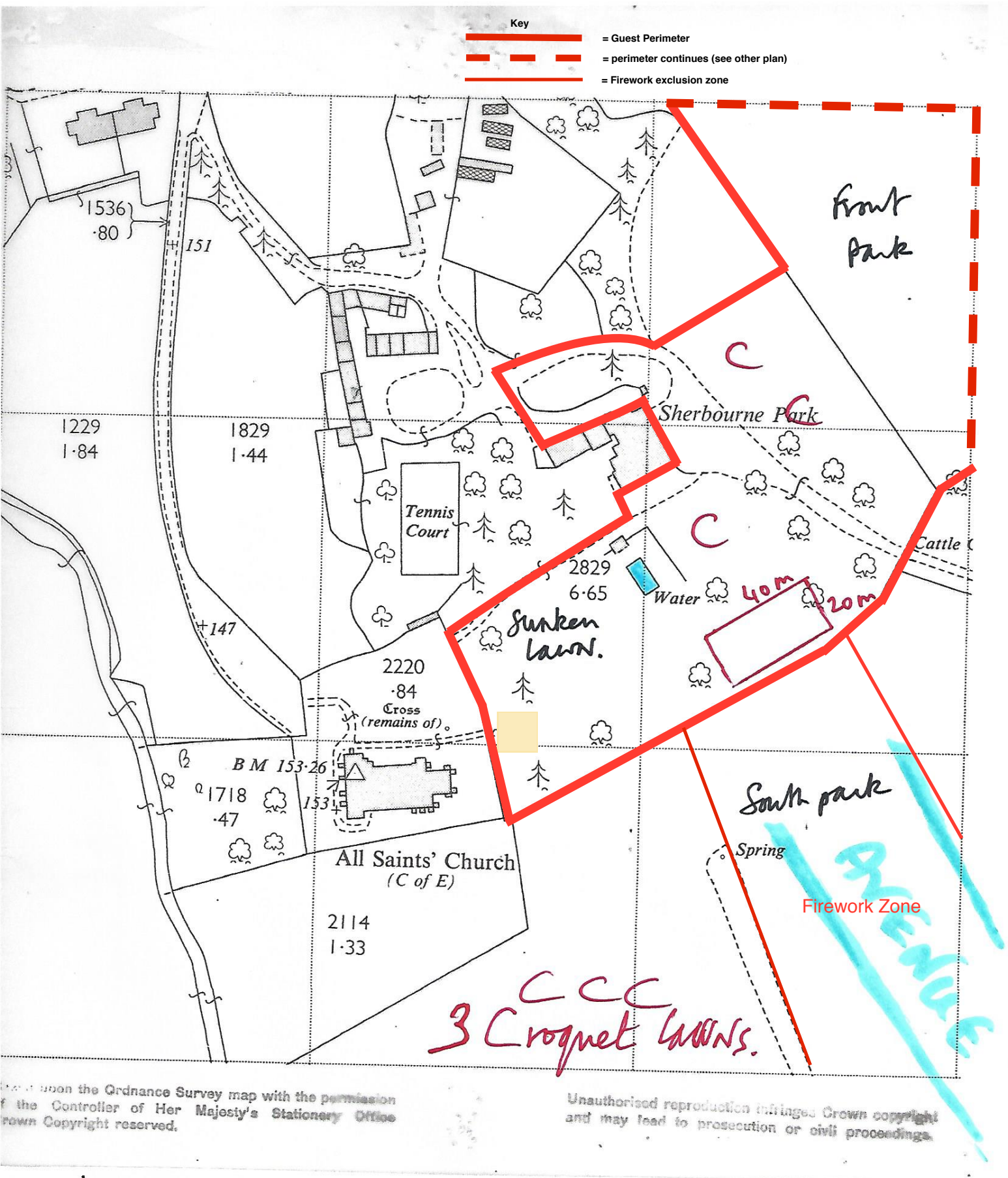
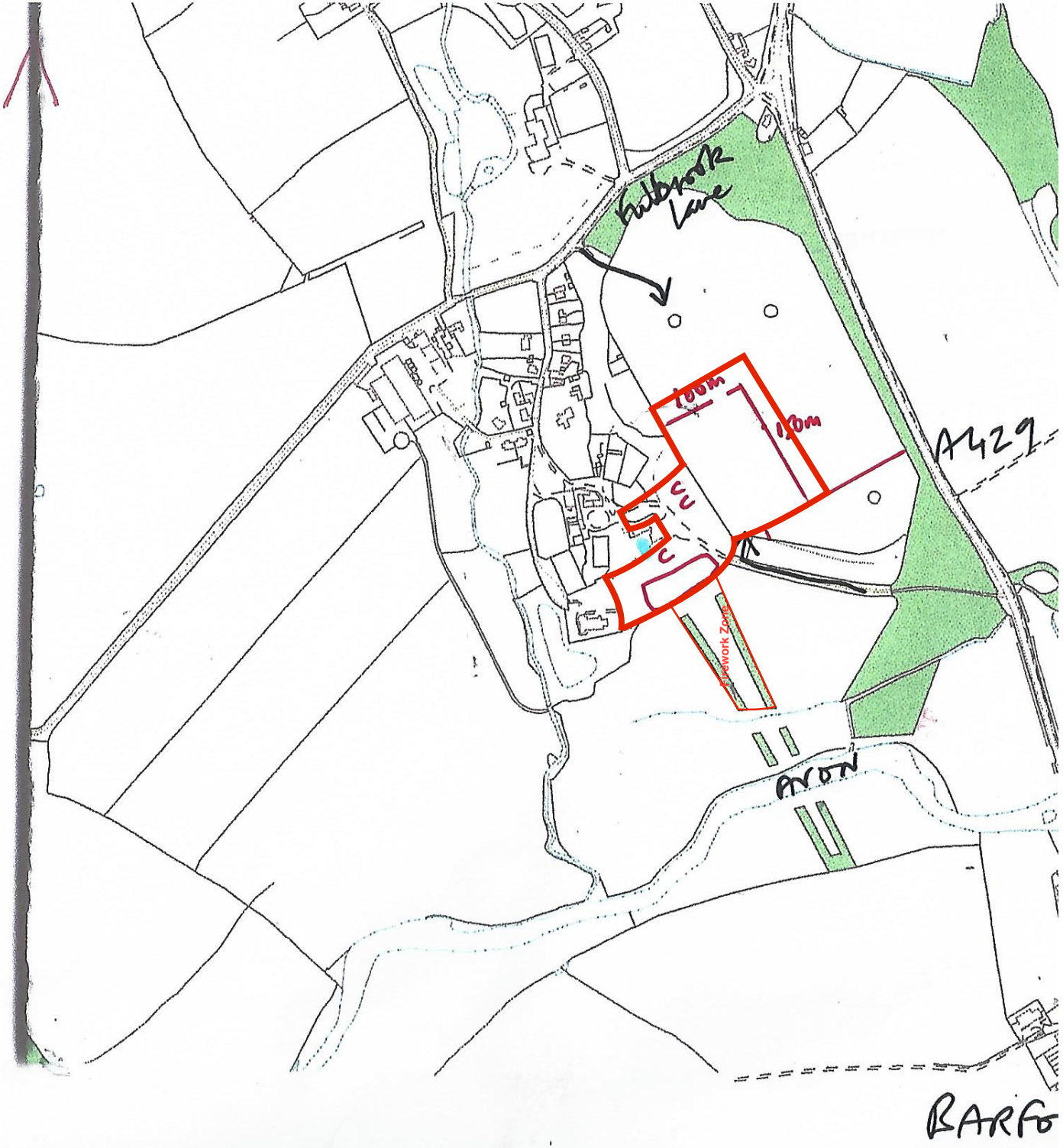


40m x 20m space on South Lawn in front of ha-ha + avenue is 40m x 20m

paddock in front of ha-ha is 150m x 100m. More paddocks beyond.

Access off Fulbrook lane + front drive.

Coaches unload in front of house? or on field?



Red line represents 100m x 150m area

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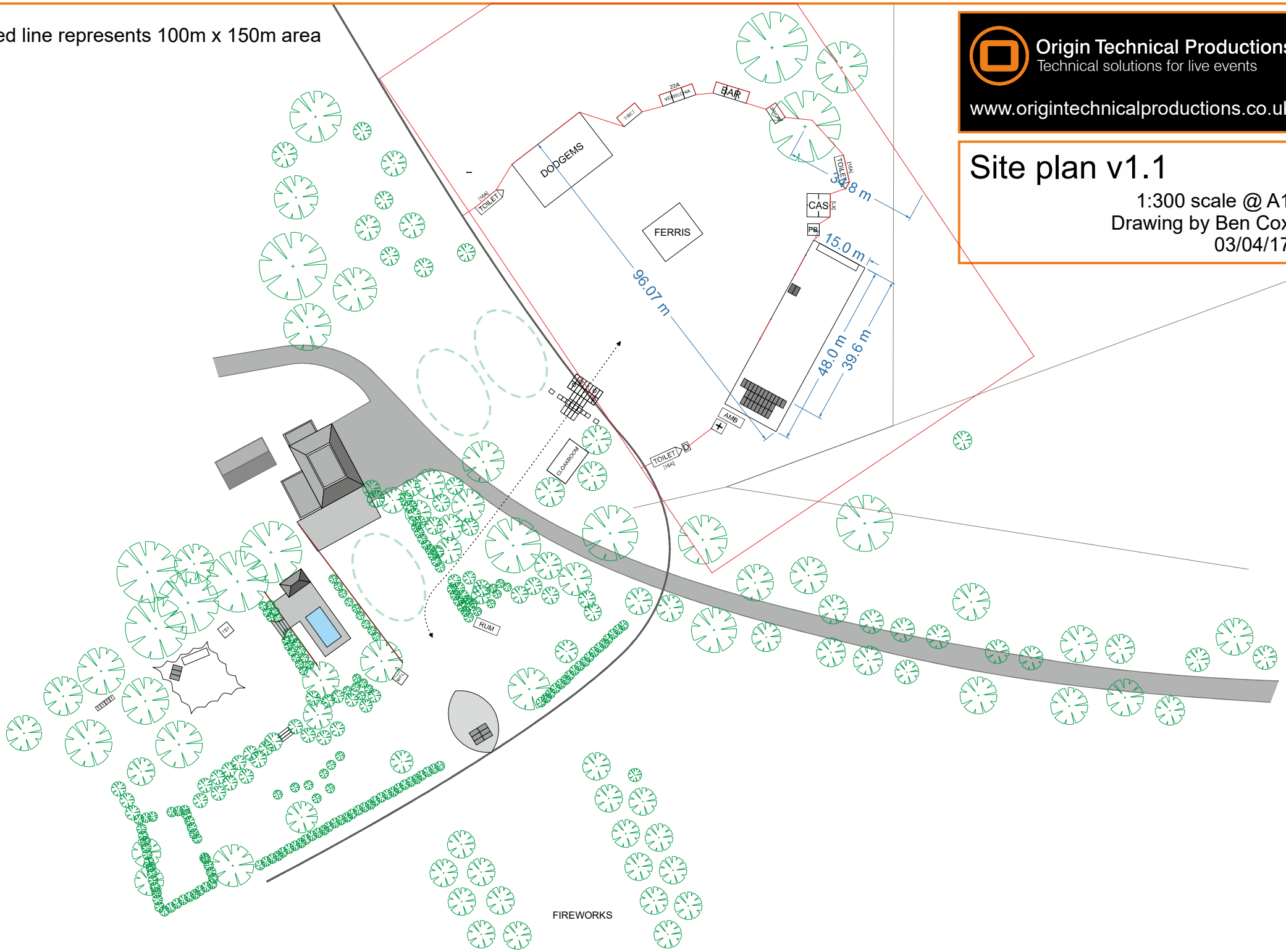
Site plan v1.1

1:300 scale @ A1
Drawing by Ben Cox
03/04/17



Red line represents 100m x 150m area

COACH ROUTE

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Site plan v1.1

1:300 scale @ A1
Drawing by Ben Cox
03/04/17

DODGEMS
FERRIS
BAR
CAS
PB
AMB
TOILET
FAP
CLOAKROOM
RUM
FIREWORKS
96.0 m
15.0 m
48.0 m
39.6 m
DW = 2.5m
DW = 1.5m

KEY

- = REGISTERED GUARDS
- = GUARD MANAGER
- = FIRE EXTINGUISHERS
- FAP = FIRE ASSEMBLY POINT
- DW = DOOR WIDTH (METRES)
- = EVACUATION ROUTE (ON-SITE)
- = ROUTE TO FAPs
- = EVACUATION ROUTE (OFF-SITE)

EVACUATION FIELD
(FOR OFF-SITE EVACUATION)

- = EMERGENCY EXIT / USEABLE ENTRANCE AND EXIT DURING BALL
- = NO EMERGENCY EXIT / USEABLE ENTRANCE AND EXIT DURING BALL
- = NO ENTRANCE OR EXIT UNDER ANY CIRCUMSTANCES EXCEPT EMERGENCY SERVICES

WDCPREM00886 Premises Licence Application - Sherbourne Park

Warwick District Council's Environmental Health - Proposed conditions

The operating schedule shall be amended as follows:

Provision of live music; Saturday 19:00 to 00:00

Provision of recorded music; Saturday 19:00 to 00:00

Provision of anything of a similar description to live music, recorded music, or performances of dance; Saturday 19:00 to 00:00

Late night refreshment; Saturday 23:00 to 02:30

Supply of alcohol; Saturday 18:30 to 02:30

Hours premises are open to the public; Saturday 18:30 to 03:00

Licensing Objectives - The prevention of public nuisance

1. The premises licence shall only have effect from 12th May 2017 to 14th May 2017.

2. Between the hours of 19:00 and 23:00, the music noise levels measured or predicted at one metre from the facade of the nearest noise sensitive premises shall not exceed 65dB LAeq over a 15-minute period.

3. Between the hours of 23:00 and 00:00, the music noise levels measured or predicted at one metre from the facade of the nearest noise sensitive premises shall not exceed 45dB LAeq over a 15-minute period.

4. Fairground attractions shall not be permitted to use sound systems for either voice or music at any time.

5. The event organiser or nominated person will employ a noise control consultant who shall carry out a sound test of the sound sources prior to any event. The sound test should be conducted from the nearest residential premises and the results of the test will be made available to an authorised officer of Warwick District Council on demand.

6. The event organiser or his/her nominee shall carry out regular checks at the nearest noise sensitive locations throughout the event to monitor the noise and ensure that the specified music noise levels are not exceeded.

Continued…

7. The appointed noise control consultant shall continually monitor noise levels at the sound mixer position(s) and advise the sound engineer accordingly to ensure that the noise limits are not exceeded. The local authority shall have access to the results of the noise monitoring at any time.

8. Prior to commencement of operation of this licence the holder shall agree in writing with an authorised officer of Warwick District Council's Environmental Health service a suitable noise management plan, including all appropriate measures to demonstrate how the specified music noise levels will be achieved and how compliance with these levels will be monitored. Once agreed, the licence holder shall implement the plan in full for the duration of the event.

9. Two contact telephone numbers for the organiser of the event or his/her employees are to be provided to the local authority's environmental health service at least one week prior to any event. The aforementioned organiser or nominee shall be available for the duration of the event on the telephone numbers provided and shall use best endeavours to resolve any incident or complaint as soon as possible.

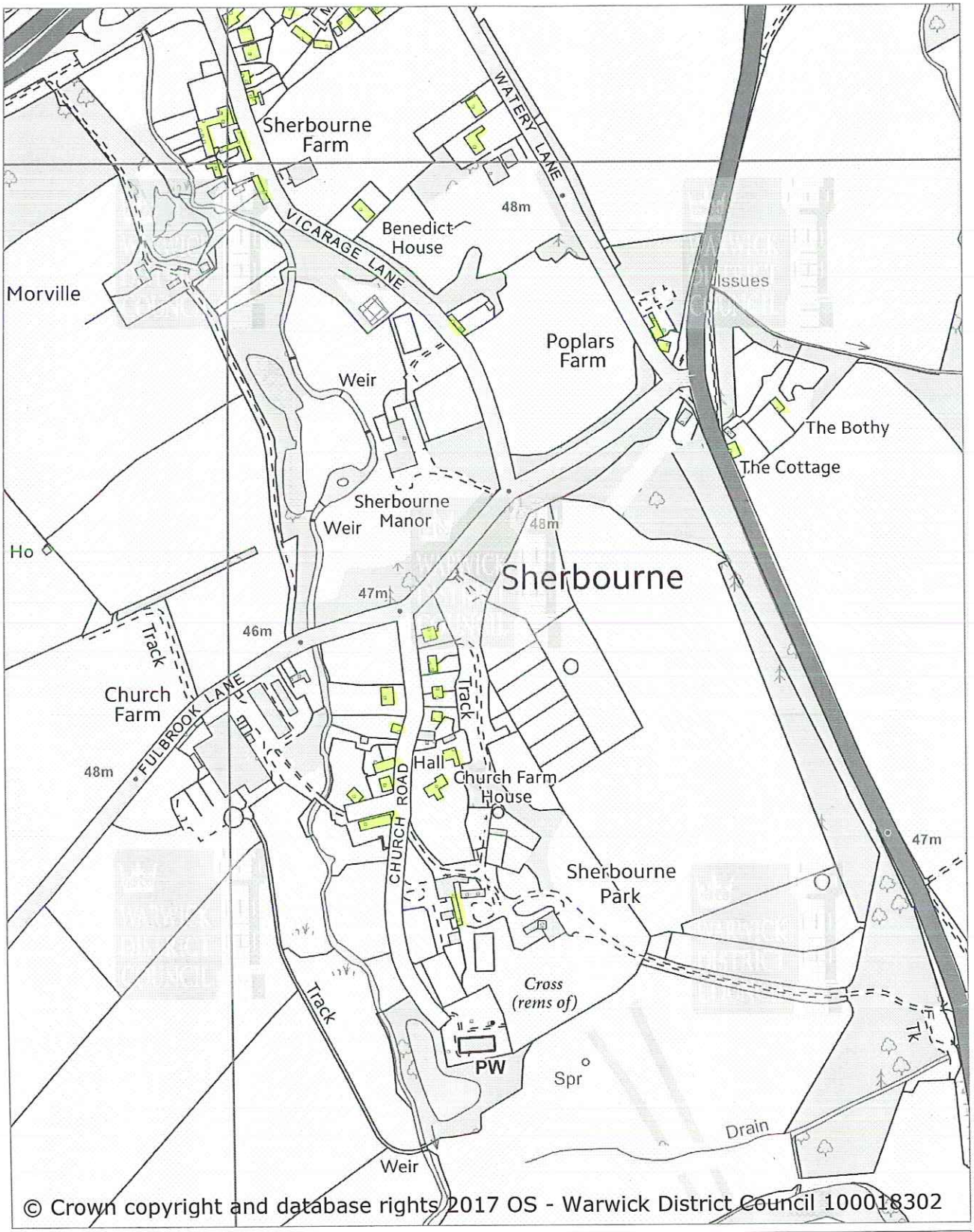
10. At least one week prior to the event a leaflet drop shall be made to households in the immediate area, such households to be agreed with the local authority's environmental health service in advance. The leaflet is to include a description of each performance and contact telephone numbers in the event of any complaints.

11. Event traffic accessing the site shall only be permitted to enter via the gated entrance on Fullbrook Lane and shall only exit the event site via the driveway onto the A429 as shown on the accompanying plan. No event traffic shall be permitted to access or exit the event site via the gated entrance on Fullbrook Lane after 21:00. These restrictions shall apply at all times, except in the event of an emergency.

12. Setting up and dismantling of the event site shall be restricted to the hours of 08:00 and 20:00 on any day.

13. Vehicle engines shall not be left to idle whilst parked, loading, or unloading.

14. Any firework display to be provided shall only take place between the hours of 19:30 and 22:45.



Title: Sherbourne Park

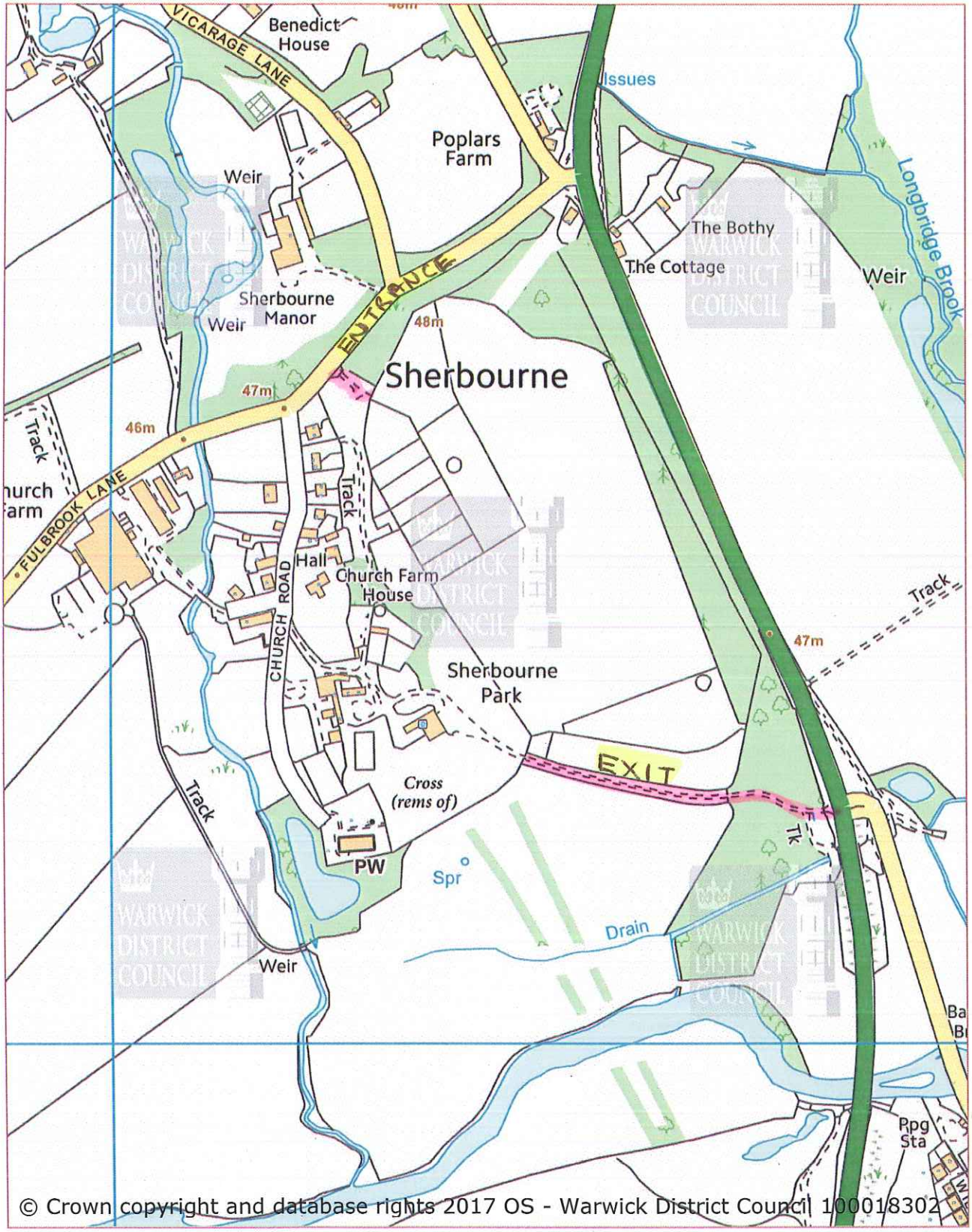
Description: Residential dwellings

N

Date: 19th April 2017

Scale: 1:5000

WARWICK DISTRICT COUNCIL



Title: Sherbourne Park

Description: Proposed access route

N

Date: 7th April 2017

Scale: 1:5000

WARWICK DISTRICT COUNCIL

Origin Technical Productions
Technical solutions for live events

Method Statement

Key details

Event: "Spectrum" St. Anne's & St. Peter's College Summer Ball 2017

Job Ref: JB1993

Venue: Sherbourne Park, Warwickshire

Venue Contact: N/A

Client: St. Peter's College, Oxford

Client contact: Tegan Eldridge, Ball President

Construction period: 08:00 08/05/2017 to 20:00 12/05/2017

Deconstruction period: 10:00 14/05/2017 to 18:00 17/05/2017

Show period: 08:00 13/05/2017 to 05:00 14/05/2017

OTP Project Manager: Ben Cox, Managing Director -

Method Statement completed by: Katy Appleby, Operations Manager –

Date of assessment: 31/03/2017

Description of works

Origin Technical Productions will provide structure construction, event power and distribution as technical production.

Structures: OTP will be constructing one Layher 8m x 6m stage @ 0.9m with PA wings, one FOH mix position, one haha bridge with handrail at a maximum height of approx. 1.5m, a bespoke rigged IBC tank structure, one LiteDeck 4m x 3m @ 0.6m and one 3m x 2m @ 0.3m.

The required stages and structures will be constructed using Prolyte LiteDeck, with all necessary additional substructure systems provided through applicable use of scaffolding and screw jacks etc. All bare ended scaffolding pipes will be covered using black safety caps, and although intentionally

avoided, where coupler threads protrude in such a way that health and safety may be compromised, extending threads will be covered. Any staging units measuring over 4' x 4' will be carried by two crew members. All structures supplied will be as per structural calculations and construction drawings authorised by Origin Technical Productions Ltd and issued to the client prior to the event. Any chances made throughout construction will be authorised by the Origin Technical Productions Project Manager responsible for the site at that time.

The required stages and structures will be constructed using Layher structural components and event deck, with all necessary additional substructure systems provided through applicable use of scaffolding and screw jacks etc. All bare ended scaffolding pipes will be covered using black safety caps, and although intentionally avoided, where coupler threads protrude in such a way that health and safety may be compromised, extending threads will be covered. Any staging units measuring over 2m x 1m will be carried by two crew members. All structures supplied will be as per structural calculations and construction drawings authorised by Origin Technical Productions Ltd and issued to the client prior to the event. Any chances made throughout construction will be authorised by the Origin Technical Productions Project Manager responsible for the site at that time.

Audio Equipment: The audio equipment on this job will be used as specified by manufacturers' guidelines. All suitable equipment, amplifiers etc, will be contained within flight cases to aid equipment reliability through protection, as well as offer easier equipment handling. Any equipment that is stacked and thus may offer a potential for falling hazard will be sufficiently strapped down. In particular, this applies to all speaker stacks that might separate through vibration. All audio equipment will have a current portable appliance test certificate held on record. A competent audio engineer will be in operation of the installation for the whole production period to ensure not only production standards are maintained, but noise restraints as specified by the client are strictly adhered too.

Cabling: All cabling that is installed on the event site by OTP will be laid in a matter that not only meets our most stringent health and safety requirements, but also where possible is laid out of sight to maintain aesthetic merit. All cables where applicable will have a current portable appliance test certificate held on record, and in line with internal OTP operations policies will be tested before leaving the warehouse to ensure reliability and production standards are maintained. Cable ramps or covers will be used where necessary, especially where cables cross roads or walkways.

Lighting: The lighting equipment used for this event will be basic LED as well as automated LED fixtures. All fixtures will be rigged following manufacturer guidelines and all rigging accessories, [for example, hook clamps] will be used as fit for purpose. For example, hook clamps will only be used when the load is hung directly downwards. Other rigging methods will include half couplers. Any lighting fixtures that are ground mounted will be positioned in a safe position, outside of pedestrian access wherever possible, and not blocking any emergency exit routes. All cabling shall be discrete

and positioned to prevent trips hazards. All lighting equipment will have a current portable appliance test certificate held on record. A competent lighting engineer will be in supervision of the installation for the whole production period to ensure production standards are maintained.

Access Equipment: The only access equipment currently specified for use on this production are combination step ladders and security harnesses. At no point will crew carry items up a ladder that cannot be secured to their person by a fall arrest device, and until such point that the item is safely secured otherwise, it will remain attached to them. In all other situations, a member of their ground crew will haul the equipment into the air by means of a suitably rated rope and attachment accessories. When working at height on ladders, the ladder will be supported by a minimum of one crew member, unless the operative at height is suitably secured to the rigging system. When working at heights using harnesses, PPE will be worn at all times. Ground teams will also ensure suitable PPE to worn, including hard hats. Guard rails will be put in place on open platforms to prevent falls from height. Where ground teams are installing components from below, this will be done from a sub-deck rather that laying deck in areas at heights with open platforms to prevent falls from heights.

Power Tools: It is anticipated that power tools will be used on this event. Power tools include, but as not limited to, electric drills, impact drivers, reciprocating saws, circular saws and jigsaws. All crew using power tools will be adequately trained to do so. Full appropriate PPE will be supplied to such crew for their use. Any mains powered tools will use a 110V supply.

Plant: No specification for plant has been made for this event.

Refuelling of Generators: Diesel fuel stored on site will be stored within a locked bowser within the site power compound / area. No petrol will be stored on site at any point. All refuelling will be completed by a crew of two people to ensure that over filling does not occur, using the hose and hand pump fitted to the bowser. Spill kits will be stored within easy access of the generators and bowser at all times and especially when re-fuelling should a small spillage occur.

Schedule of works

Monday 8th May – Friday 12th May 2017

08:00	OTP crew and vehicles arrive on site and commence structure construction and technical rigging.
20:00	OTP crew and vehicles leave site.

Saturday 13th May – Sunday 14th May 2017

08:00	OTP crew and vehicles arrive on site and commence final checks, sound checks and event preparation.
18:00	Show commence.
04:00	Show end.
05:00	OTP crew and vehicles leave site.

Sunday 14th May – Wednesday 17th May 2017

Approx. 10:00	OTP crew and vehicles arrive on site for deconstruction.
Approx. 18:00	OTP crew and vehicles leave site.

Structure Responsibilities

OTP will not be present on-site during the production rigging or event phase of this construction. Once the structure has been certified fit for purpose following construction by OTP, responsibility for the structure will transferred as per the Structures Certification document completed following the construction phase. The structure will then be certified for either production rigging or event use. Should the structure be only certified for production rigging by an OTP repetitive, it is the responsibility of whomever takes responsibility of the structure for said rigging to ensure this is done to rigging plot pre-authorised by OTP. Any changes to pre-authorised rigging plots must be communicated to and authorised by OTP. It is then the charge of the party responsible for the structure to sign off for event use, using the Structure Certification document. OTP will not accept responsibly for any structure than has not been rigged as per pre-authorised rigging plots. OTP will reassume responsibility for the structure as soon as they return to site following the event, or anytime in between.

Staff and Welfare

All staff and crew working for OTP on-site during this production will have adequate training and knowledge to produce an event that is of suitable production standard. Where a crew member does not have adequate training or knowledge to carry out a particular task, they will be operating under supervision by competent crew. All crew working for OTP will be required to wear suitable PPE for

the undertaken tasks. The minimum PPE required to be worn at all times on this production are steel toed boots and a high visibility vest. When crews are working at height all ground crew members are also required to wear a suitably rated hard hat.

OTP's crew ethos relies on trust, and all crew are highly aware of the working attitude expected. They agree to operate politely, calmly and above all safely. Through this, all crew issues are managed effectively and efficiently with minimal disruption. OTP considers crew welfare to be critical to a successful production and thus ensure that without compromise all crew are provided with adequate working breaks, as well as a sufficient supply of water on all events. OTP also ensures that all show operators are given suitable working breaks where necessary to allow not only personal relief but crucially to ensure that they do not become fatigued whilst operating, a critical issue which we feel endangers the high production standards OTP sets.

Production temporary arrangements

OTP does not consider itself responsible for any temporary arrangements with the venue; however, in order to adhere to monitor them, it acknowledges that they are as follows:

Working restrictions: OTP understands that it must abide by any temporary site working restriction imposed by the venue or client, or any other authority body.

Traffic management: OTP understands that there are no traffic management systems in place for this event.

Pedestrian flow: OTP understands that no members of the public will have access to this site pre- or post-production.

Vehicles

OTP will bring to site the following vehicles:

- 1x XLWB van (RF15 YUU)
- 1x 4x4 (BT16 WYS) with 1x Ifor Williams 18ft flat-bed trailer.
- 2x 40ft artic trucks.

Communication

OTP considers this production to be of a scale where the simple communication route as follows is required:

OTP Crew > Department supervisor > OTP Production manager < Customer

It is believed that by operating a standard simple chain of communication, in no situation will decisions be made or indeed actions taken, without the necessary parties being consulted and informed. This also reduces the likely hood of ‘misunderstandings’ leading to a possible point of conflict and possible loss of trust.

Monitoring of compliance

OTP believes the monitoring of the above compliances is a joint venture. Many actions affect not only the production manager and customer, but also the crew. A high level of personal work assessment is also required to reach OTP production standards, and for that reason, this method statement coupled with the production risk assessment are supplied to each member of the OTP crew. Where monitoring of compliance is required a qualified person will be employed.

Origin Technical Productions
Technical solutions for live events

Site Risk Assessment

Event:	"Spectrum"	**Venue:**	Sherbourne Park	**Client:**	St. Peter's College	**Date:**	31/03/2017	**Risk Assessment Completed by:**
Job Ref:	JB1993	**Project Manager:**	Ben Cox	**Start Date:**	08/05/2017	**End Date:**	17/05/2017	Katy Appleby, Operations Manager

	Hazard	Risks	Existing Risk Controls	Tolerance	Risk Action Plan	Responsible Person
1	Fire	Burn injury & loss of equipment Loss of facilities	All exterior and publically accessible surfaces of stages and sets to be covered with flame retardant materials. All drapes and materials to comply with BS3120. Sight-lines to primary Fire Exit signage unobstructed. Maintain sight-lines to exit signs or introduce additional signage as appropriate. OTP to ensure that suitable provision of fire fighting equipment is provided by the responsible party.	Acceptable Acceptable Acceptable Acceptable Acceptable		Production Manager
2	Working injuries	Head injuries working at ground level	Crew must wear hard hats when working below rigging crew, hats must comply with BS EN397.	Acceptable		Production Manager All crew

		Head injuries working at height	Crew must wear hard hats that comply with BS EN 12 492 where applicable when working at height.	Acceptable		
		Foot injuries	All crew must wear steel toe boots when working on site during get-in and get-out.	Acceptable		
		Loss of hearing	All crew to be supplied with ear plugs where necessary Crew to wear earplugs when fitting festoon putlocks.	Acceptable Acceptable		
		Collision	All crew must wear high visibility vests when working on site during get-in and get-out.	Acceptable		
3	Darkness	Trip hazard	Working area to be kept clear of trip hazards. Basic site lighting to be installed as a priority during the build. Suitable additional working light to be used when required. Any objects causing potential trip hazards are clearly marked off with white tape.	Acceptable Acceptable Acceptable Acceptable		Production Manager All crew

4	Lifting of heavy items	Personal injury	Ensure all staff members are suitably informed. Loads of greater than 25kg should not be lifted by one person. Lifting to be avoided wherever possible using rolling cases and ramps.	Acceptable Acceptable Acceptable	People with back injuries, pregnant women and children should not be lifting heavy weights.	Production Manager All crew
5	Equipment installation	Injury to contributors or participants	Working areas closed to public. Secondary safety points to be used when installing equipment at height.	Acceptable Acceptable		Production Manager All crew
6	Fatigue	Personal injury Injury to participants Damage to property	Suitable scheduled breaks during the working period. Minimise working periods by spreading workloads across a suitable number of crew.	Acceptable Acceptable		Production Manager Crew chief
7	Use of tools	Injury to users Damage to tools Damage to other equipment	All crew using tools will receive adequate training prior to undertaking the required task. All crew will be provided with suitable PPE equipment. Objects being worked on will be positioned to provide a safe working setup. Tools supplied by OTP in a good working condition.	Acceptable Acceptable Acceptable Acceptable		Production Manager Crew chief

8	Electrical Distribution	Electrical Shock Electrical Burns Electrical Fire Damage to other equipment	All distribution circuits to be protected by MCB and RCD Devices. All MCB and RCDs to be checked and tested before use. Cables routed to avoid public areas, traffic or vehicle routes. Electrical system to be tested and inspected by 17th Edition qualified electrician.	Acceptable Acceptable Acceptable Acceptable		Production Manager Crew chief
9	Guy ropes, pegs & festoon poles	Trip hazard resulting in injury. Abrasion from collision with sharp edges.	All guy ropes/pegs for OTP structures will be protected & marked with high-viz tapes. Festoon pole scaffold couplers with be protected by scaffold thread caps.	Acceptable Acceptable		Production Manager Crew chief All crew
10	Lasers	Irreversible retina damage to contributors or attendees.	Lasers to be securely rigged to ensure 3m overhead clearance considering 20 degree scan angle. Absolutely no audience scanning.	Acceptable Acceptable	Care should be taken to ensure no possible reflective surface exist within forest, which may be unexpectedly installed by non-OTP crew.	Production Manager Crew chief Lighting operator
11	Vehicular movement	Injury to contributors or participants. Damage to property.	Hazard lights to be shown. Marshals to be present when manoeuvring. 5 mile per hour site speed limit.	Acceptable Acceptable Acceptable		Production Manager Crew chief All crew

12	Cables	Trip hazard.	Use of cable protectors	Acceptable	Use of catenary Suspensions, where possible. Digging cables into ground, where possible.	Production Manager Crew chief All crew
13	Working at height	Personal injury through falling from height. Injury to others from falling equipment.	All crew working at height to use a work positioning harness. Working at height to be avoided where possible. Correct access equipment to be used. Tool restraint lanyards to be used on all tools when working at height.	Acceptable Acceptable Acceptable Acceptable	Rigging of equipment over audience positions to have an increased safety margin of 10:1 as opposed to 7:1	Production Manager Rigging crew
14	Suspended equipment	Personal injury through falling equipment. Injury to participants or contributors through falling equipment. Damage to property through impact.	All equipment to be installed using a secure secondary safety point. All rigging equipment to be regularly inspected before and during use.	Acceptable Acceptable	Rigging of equipment over audience positions to have an increased safety margin of 10:1 as opposed to 7:1	Production Manager Crew chief Rigging crew All crew
15	Weather	Inclement weather: Collapse of structures Resulting injury.	Crew to ensure all installations/decorations etc are secure in the event of severe weather. Crew to avoid working in severe weather conditions where possible.	Acceptable Acceptable		Production Manager Crew chief All crew

			Unrestricted access to dry shelter during rest periods.	Acceptable		
		Fine weather: Heatstroke. Dehydration.	Unrestricted access to cool drinking water. Unrestricted access to shaded areas during periods of rest. Work to be scheduled to take advantage of natural shade.	Acceptable Acceptable Acceptable		
16	Stages & Structures	Injury through collapse of structure. Falling from height, through unauthorized climbing or falling from stage.	All structures to be suitably designed and controlled through structure specific paperwork and risk assessments.	Acceptable		Production Manager Crew chief All crew

Origin Technical Productions
Technical solutions for live events

Wind Management Policy

Managing environmental factors for structures and covered stages

This policy outlines the management of covered stage and structures exceeding 1m and should be taken into account as a site-wide guide to wind management for the safety of the public, performers & all other workers at the event. Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the stage itself, specifically it should be noted that other structures may have much lower tolerances.

The wind reference chart below will help to clarify the relationship between various wind measurements and it must be noted that anything above 25 mph is a strong wind and site conditions may start to become hazardous at this speed. Each site has its own topography and local conditions and response to winds and wind management plans must therefore be adjusted to include this data.

Wind speeds

Miles per hour	Beaufort Scale	Description
0.0 – 0.6 mph	0	Calm
0.7 – 12.2 mph	1-3	Light Breeze
12.3 to 17.8 mph	4	Moderate Breeze
17.9 - 24.0 mph	5	Fresh Breeze
24.1 – 31.0 mph	6	Strong Wind
31.1 – 38.3 mph	7	Near Gale Force
38.4 – 46.4 mph	8	Gale Force
46.6 – 54.7 mph	9	Strong Gale Force
54.8 – 63.6 mph	10	Storm Force

Careful consideration must be given to wind management throughout all phases for the construction, show and deconstruction stages. At the planning stage advice should be given to the event organiser regarding site layout, taking into account stage orientation in relation to topographical location. A full site risk assessment should be done to ensure that factors such as construction on headlands, on the coast or in valleys where wind can funnel are taken into account, and suitable design changes are implemented where necessary.

IStructE guidance regarding temporary structures is that they should be designed to withstand the loads created by approximately 55mph. The guidance does however allow for the removal of sheeting. Many structures have a much lower tolerance when fully sheeted and event organisers should be aware of this when constructing wind management plans. In view of this potential confusion, HSE have strongly recommended that during the build and show phases, roof sheets should not be removed should gusting become hazardous, as screens, stage sets, drapes and lighting rigs inside the stage structure, exposed to the wind, become

dynamic loads rather than static and themselves put undue strain on the structure. Some stage designs need low level wall sheeting to be removed at certain wind speeds and the requirements for this and the potential issues that may arise need to be clearly documented in advance of the event.

Preventative measures

An anemometer should be installed as soon as is reasonably practicable on all covered stages and structures over 2m and must be constantly monitored when conditions are likely to cause a hazard.

Where topography and seasonality factors are considered of more of a concern than normal, each structure should have its own specific wind action plan that can be integrated into the overall event safety risk assessment taking into account site specific requirements. The event safety plan should identify what actions should be taken, when and by whom in relation to each specific structure.

There should be monitoring of weather forecasts for the area at all times from beginning of construction until deconstruction is complete.

The use of access equipment or roof climbing must cease if gusting becomes continuous above 27 mph based on industry standard access equipment manufacturers recommended maximum operational wind speed.

Operational management throughout an event

Wind Speed mph	Monitoring Level	Action	Action Level
Up to 15	8 hourly	Regular weather forecast review.	
16 – 25	Hourly	Regular on site assessment.	
26 – 40	30 Minutes	Prepare to halt erection operations until safe working conditions have resumed. If show is in progress, it is likely that a show strop should occur due to factors other than TDS safety.	Level 1
41 – 50	15 Minutes	Site safety meeting and risk assessment. Prepare for full site evacuation.	Level 2
51 and over	Constant	Site evacuation procedure implemented.	Level 3

Action Level 1

When monitoring registers a gust wind speed in excess of 20 mph, in conjunction with an increasing general trend of recorded high wind speeds, then subject to risk assessment, all staff involved with the installation/ erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

Action Level 2

It is recommended as safe practice for a site safety meeting to be convened to assess the overall site conditions when monitoring registers a gust wind speed in excess of 32 mph in conjunction with an increasing

general trend of recorded high wind speeds. This can be varied subject to onsite risk assessment. This should be adopted into the overall event safety plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

Action Level 3

When monitoring registers a gust wind speed in excess of 48 mph in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment site evacuation may have to be implemented and a safety meeting must be called to identify subsequent action such as the lowering of production. The structure must immediately become a hard hat area for essential personnel only and the stage may be evacuated and a safe perimeter imposed around all temporary structures. Before performances resume, or deconstruction begins, there must be a structural inspection and new sign off.

Strong wind and structures

It is important to recognise that it is wind pressure on a structure that poses an issue not merely wind speeds themselves. The relationship between pressure and wind is not linear. The applied pressure is proportional to the square of the wind speed. For example: An increase in wind speed from 25 mph to 38 mph will approximately double the pressure on the structure. Between 25 mph & 54 mph, pressure on the structure approximately quadruples.

Wind Speed mph	Surface Pressure kN/m2
26.88	0.088
29.12	0.104
31.36	0.120
33.60	0.138
35.84	0.157
38.08	0.177
40.32	0.199
42.56	0.221
44.80	0.245
47.04	0.270
49.28	0.297
51.52	0.324
53.76	0.353
56.00	0.383

1. Revision

1.1 The Company may review and revise this procedure from time to time without notice to meet the needs of the business, but will advise all staff of such revisions when published.

2. Policy Version

Version 1.0 05.03.2016 Author: Katy Appleby

St Anne's College and St. Peter's College,
University of Oxford

May Ball 2017

Fire Safety Risk Assessment

Sherbourne Park, Warwickshire, CV358AP

Table of Contents

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1. Introduction

1.1 This fire safety risk assessment has been carried out for the triennial black tie Ball held by St. Anne's and St. Peter's Colleges, Oxford University. The event will be held on Saturday, 13th May 2017 at Sherbourne Park in Warwickshire, CV35 8AP.

1.2 There have been 1160 tickets sold for this event. The majority of guests in attendance will be between the ages of 18 and 30, but none will be below the age of 18. The cost of the ticket includes travel to the venue from Oxford, food, drink (both alcoholic and non-alcoholic), live music and performance, a silent disco, fairground rides, fireworks, and the return journey back to Oxford.

1.3 The appointed Fire Safety Manager for the night is James Knox, head of Safe Security Ltd. James has run over 200 college balls in the past 20 years, all of which follow similar formats to this event, in addition to other large scale corporate events. He has prior experience of the role of Fire Safety Manager.

1.4 Safe Security Ltd. will provide the security for the night. Fourteen fully SIA licensed guards will be patrolling the site. Each of these guards will be equipped with a radio, which will be the main communications system in the event of an emergency. They will also each have megaphones, and will be wearing fluorescent jackets. The guards, as well as enforcing security and crowd control, will be in charge of facilitating emergency procedures in the event of a fire, including an evacuation plan.

1.5 Also working on the night will be 11 members of the Ball committee, and 13 further student workers. 20 of these people will also be equipped with radios.

1.6 There will be double fire extinguisher stands, for both powder and water, stationed by every temporary structure and by the power generators. This totals 7 stands, and 14 extinguisher units across the site.

1.7 For coherence, the site has been divided in this assessment into separate areas. These are listed in the following section, and are referred to throughout the document under the names given to them in that initial list.

1.8 This fire safety plan will seek to identify fire hazards across the event and to explain the processes by which the event organisers will reduce the risk of those hazards causing harm. Frances Ball, head of logistics and security for the event, has carried out this assessment.

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2. List of Site Areas . Please note, a labelled satellite view of the site is attached as Appendix 1. "FAP" denotes a fire assembly point.

2.1 **Main Arena.** This is the term for the large field directly opposite the front of the house and the drive, which lies behind a trench called a ha-ha. It will be accessible by a raised walkway

- This area will contain the largest (45m x15m) marquee, housing a stage for live music and dance space for up to 1200 people for the silent disco, which commences at 1am, and will also contain a 40 foot bar.
- The main arena is also where the ferris wheel, the dodgems, the casino, and the catering vans (Taste Tibet, Jamon Jamon, Verrecchia Catering, Wafflesticks, TOST and Barista Baby) will be situated.
- There will also be a separate bar, run by London Mixology, in a saddle tent at the rear of this arena.

2.2 **Orchard.** This is the term given to the section of garden that contains rows of trees, and a weeping willow. It will not have any structures contained in it, but it acts as a thoroughfare for the following gardens:

2.3 **Sunken Garden**. This refers to the area behind the pool (which will be fenced off), and divided from the orchard by a row of hedges. It will house a stretch tent intended for seating, and other outdoor seating options.

2.4 **Hanging Lanterns Garden**. This refers to the enclosed space that is accessible by two gates. One leads into the garden from the orchard, and the other leads out of it to the adjacent secret garden. The space will have no structures, but will be hung with coloured Chinese lanterns throughout.

2.5 **Secret Garden**. This is a further enclosed space that is accessible from the hanging lanterns garden, and from the sunken garden. It is less enclosed than the hanging lanterns garden, but will be separated from the tennis court area and the tenant's houses area by fencing. This fencing will be removable; in the event of an emergency.

2.6 **Second stage garden.** This smaller stage is a saddle span tent that faces the side wing of the house, situated at the end of the fireworks avenue but on the near side of the ha-ha. There will also be two bars in place facing this tent, at either side of the garden. This is next to the orchard, and next to the fenced-off pool. It faces the first of the fire assembly points.

2.7 **Fire Assembly Points.** The first of these will be in the second stage garden. This will be used in the event of a fire on the main area – guests will cross the walkway and come into the garden area that is separated from the main area by the ha-ha, the drive, a brick wall and rows of hedges. The second will be located in the main area. This will be used in the event of a fire in the gardens; guests can leave the gardens either past the second stage tent or round the back of the property by the tennis courts, should the fire be in one of the smaller gardens. In the event of the need to evacuate the whole area quickly, for example should a fire break out in both the main area and the garden area, then the field to the left of the entry road is a suitable evacuation point for the entire contingency of guests and staff.

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3. Fire safety risk assessments for main arena;

MAIN ARENA; subsection	Potential hazards	Extent of risk in the area	Measures taken to reduce risk
3.1 Main marquee. 45mx15m clearspan marquee, with 8x6m stage structure.	Electric systems for sound, and for lighting will be suspended over the stage on a truss structure. There will be black backing material behind the stage to enhance the effect of the lighting system. Throughout the tent, further lighting will be hung on additional trusses to provide dancefloor lighting.	This is an enclosed area that has the capacity to hold up to 1200 people. The risk of arson at this kind of event is low (based on the findings of our security company, who have worked at over 200 events of the same format), but the risk of accidental fire by (for	All materials used by the production company are NDFR, and are checked regularly. Both the marquee and the backing material have been treated in this way. There will be emergency exit signs above all exits to the marquee and

Structure provided by Origin Technical Productions	The main sources of fuel for a potential fire would be the marquee itself, and the backing material behind the stage. It is an enclosed space and would therefore trap smoke within it, raising the temperature and the risk of fire by convection as well as conduction.	example) careless disposal of cigarettes is greater. Exits must be clearly marked, and emergency illumination in place in order to facilitate rapid evacuation of a large crowd in an emergency.	emergency illumination provided throughout the marquee. A powder fire extinguisher for electrical fires will be provided for the main marquee, as well as water extinguishers for fires started within the marquee but not by electrics; there will be no smoking signs throughout the marquee, and outside it. As this tent will be well stewarded, manual call points will be avoided due to the risk of malicious use. Security guards in the marquee will have radios to call for the music to be stopped, and megaphones to control crowd movement.
3.2 Catering vans Veracchia Catering Taste Tibet TOST Jamon Jamon Barista Baby Wafflesticks	Cooking hazards apply to the vans producing hot food. Hot surfaces left unattended, close to loose flammable material, are a potential hazard.	The vans will be open for serving food to customers throughout the night, and are expected to be regularly attended. The risk to guests is not great as guests will never be in an enclosed space, but the risk to workers is greater as they will be in constant close proximity to hot surfaces and inside the enclosed space.	Catering vans will be providing their own fire blankets for fires created in food preparation, or in workspaces. The manager of each respective van will ensure that no unauthorised persons will enter the van, and that no overcrowding inside it will take place. Fire extinguishers will be placed in the area of the main arena that is reserved for catering vans. They will not be in excess of 200m from any given catering van. Additionally, vans will not be parked in close proximity to each other, to minimise risk of spreading fire.

3.3 Bar tent S500 Saddlespan tent structure containing 20' wide bar. Structure provided by Origin Technical Productions, bar stocked and staffed by London Mixology	This open plan structure will be lit by LED flood lights. Alcohol is flammable, and if spilled on the bar surface could pose a risk.	As a service bar, guests will not be able to wait for extended periods of time at the bar – ie. they will not be able to smoke at the bar. However, this in itself does not eliminate the risk of cigarettes coming into contact with alcohol. The bar acts as a roofing structure only; it is not an enclosed space and does not pose significant risk to guests as a fire or smoke trap.	Smoking will not be permitted at the bar, and cigarette bins will be provided at a short distance from the marquee itself. The material of the marquee is NDFR.
3.4 Fairground Ferris wheel Dodgems Casino	The fire risks posed by the fairground rides are largely based on the risk of electrical failures in the machines. Any drink spillage on the electrics could also cause a hazard. Escape from the rides in the event of a fire could be slow, in the case of the Ferris wheel.	The rides are properly maintained and assessed for structural soundness and safety, and so should not pose a great risk of fire when properly used. The dodgems and the casino should not have a longer than average escape time. However, the Ferris wheel will be escapable only at a speed that is safe to turn the wheel.	No drinks of any kind will be permitted on the rides. Smoking will likewise be banned from the rides and around the perimeter of the rides. All rides will be placed at a short distance from each other. This is to minimise risk of fire by conduction. The Ferris wheel will be placed the closest of the three to the Fire Assembly Point of the main arena in order to minimise travel distance.

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4. Fire safety risk assessment for the second stage area

Structure	Potential hazards	Extent of risk in the area	Measures taken to reduce risk
4.1 Second stage S2000 Saddlespan structure, covering a 4x3m stage. Basic stage lighting to be mounted on truss framework. Note; no backing material for the	Electrical faults could cause a fire in the vicinity. As an open structure, there is more wind flow through the tent than there will be in the larger but enclosed marquee.	As the audience will be controlled in this area and kept away from electrics, there should be very little issue with malicious interference. As the tent is fire retardant, it should provide a safe	The tent material is NDFR. There will be no smoking signs around the tent, and the audience will be kept at a distance from the stage and the electrical equipment even should they smoke inside it.

stage. The hedgerows on either side of the tent will be illuminated by LED battens.		barrier against, for example, careless use of cigarettes. All electrical systems throughout the site are being installed by a professional company; but should something go wrong, the appropriate fire extinguishers will be located at a suitable distance.	Fire extinguishers will be located in the garden area to the side of the second stage.
4.2 Bar tents Two "Chinese hat" marquees, each 6mx3m.	Alcohol is flammable, and if spilled on either of the bar surfaces could pose a risk.	As service bars, guests will not be able to wait for extended periods of time at either bar – ie. they will not be able to smoke at the bar. However, this in itself does not eliminate the risk of cigarettes coming into contact with alcohol within the tent structure.	Smoking will not be permitted underneath the bar tents, and cigarette bins will be provided at a short distance – within the gardens of the second stage. The material of both marquees is NDFR.

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5. Fire safety risk assessment for the secret garden, the sunken garden, the hanging lanterns garden, and the fireworks avenue

Area	Potential hazards	Extent of risk in the area	Measures taken to reduce risk
5.1 Sunken garden Stretch tent with stage for acoustic and spoken word poetry Seating areas	The stretch tent is the only marquee on site to be furnished with soft furnishings; these are a hazard as they are closely packed and would act as fuel for a fire. The tent is	The soft furnishings pose a risk for fire safety as they would act as fuel and would facilitate the rapid spread of a fire should it occur. Cigarettes are likely to be a main potential	Smoking will be prohibited in the tent area. Signs will be put in place to inform guests of this, as it may appear ambiguous since it is an open air tent. There will be alternative outdoor

	open at the sides, which means that wind flow through the tent may be significant. The tent covers a small stage with small scale electric systems for decorative lighting and a microphone.	cause of fire in this situation. The electrics will be under cover and away from guests, but pose the same level of risk as all other electrics on site.	seating provided, as a smoking point. Fire extinguishers will be placed near the perimeter of the tent and will be clearly marked by a fire safety point sign.
5.2 Secret garden	There are no structures in this area, but it is mentioned here because it is a potential escape route should a fire take place in the neighbouring gardens, rendering the normal escape route inaccessible. This is unlikely, but should it occur, then the fencing that bars the exit past the tenants' housing will be moved by the security guard on duty in the garden. The fencing will be easily removable.	Guests are allowed into this area, but there are no structures in it. Should guests want to smoke in this area they would be allowed to do so – this could cause a risk in this more remote part of the site.	Cigarette bins to be provided in this area. There will be a security guard patrolling this garden, so should a fire start even in this more remote part of the site there would still be a rapid response. Fire extinguishers that are located in the sunken garden are accessible from the secret garden.
5.3 Hanging lanterns garden	The hanging Chinese lanterns are powered by electric cables that form a trellis over the garden. The lanterns hang from this trellis. This garden is an enclosed space designed to create a den of coloured light.	As a cluster of electrical items in an enclosed space, the lights present a risk. Two exits are built into the walls of the garden. Should a fire occur here, it is likely that guests would need to split and leave via both exits in order to make the escape time as efficient as possible, as the lights would spread fire rapidly should an electrical fault occur.	A fire extinguisher for electrical fires will be located in the orchard area just outside the hanging lanterns garden. The priority would be to get guests out of the area as fast as possible; a security guard equipped with a megaphone will be on duty in this area, with the duty of crowd control.

6. Fire safety risk assessment for the rest of the site

Area	Potential hazards	Extent of risk in the area	Measures taken to reduce risk
6.1 Generators	As the main source of power for the large structures on site, this is the site of a huge amount of electricity.	Should an electrical fault occur there is the possibility of a fire being sparked and fed by oxygen in the air. The generators cannot be placed close to any flammable material.	The generators will be strictly cordoned off from guests and positioned at a distance from any flammable material. A powder fire extinguisher for electrical fires will be placed in proximity to the generators, for use solely for the generators. They will be regularly checked through the night by the security team and by the Fire Safety Manager.
6.2 Entry road	This is where coaches will come into the site. It is also a road that would need to be crossed in the unlikely event of a whole site evacuation, and the road down which fire engines would enter the venue if they were called. It is a private road with access to the venue and is only wide enough for one vehicle.	There will be lighting positioned beneath the trees on this avenue. It is highly unlikely that these lights will fail, but should they do so they would pose a risk on this road and would in that case hinder one of the possible escape routes.	The lights will be checked by the production company before the start of the event. If a fire were to start at any point on the entry road, then guests would be prevented from walking down it by security guards. The fire services would be called.
6.3 Driveway	There are no major structures here bar fencing, which protects the owner's croquet lawn at the front of the house. However, it is where the gardens area and the main arena meet, and is likely to have people crossing it at any given point during the course of the night.	There is little risk of a fire here beyond the possibility of accidental fire by cigarettes or lighters.	Bins will be provided for cigarettes in this area. Security guards will also be around this area regularly to ensure that no intruders come in through the back entrance.

6.4 Cloakroom marquee	Tightly packed, enclosed marquee with coats and other belongings acting as potential fuel.	This is a relatively high risk area due to the nature of the potential fuel inside the tent.	Cloakroom will only be accessible by marshals and student workers – guests will hand their coats over to be stored. Cloakroom marquee material will be NDFR.

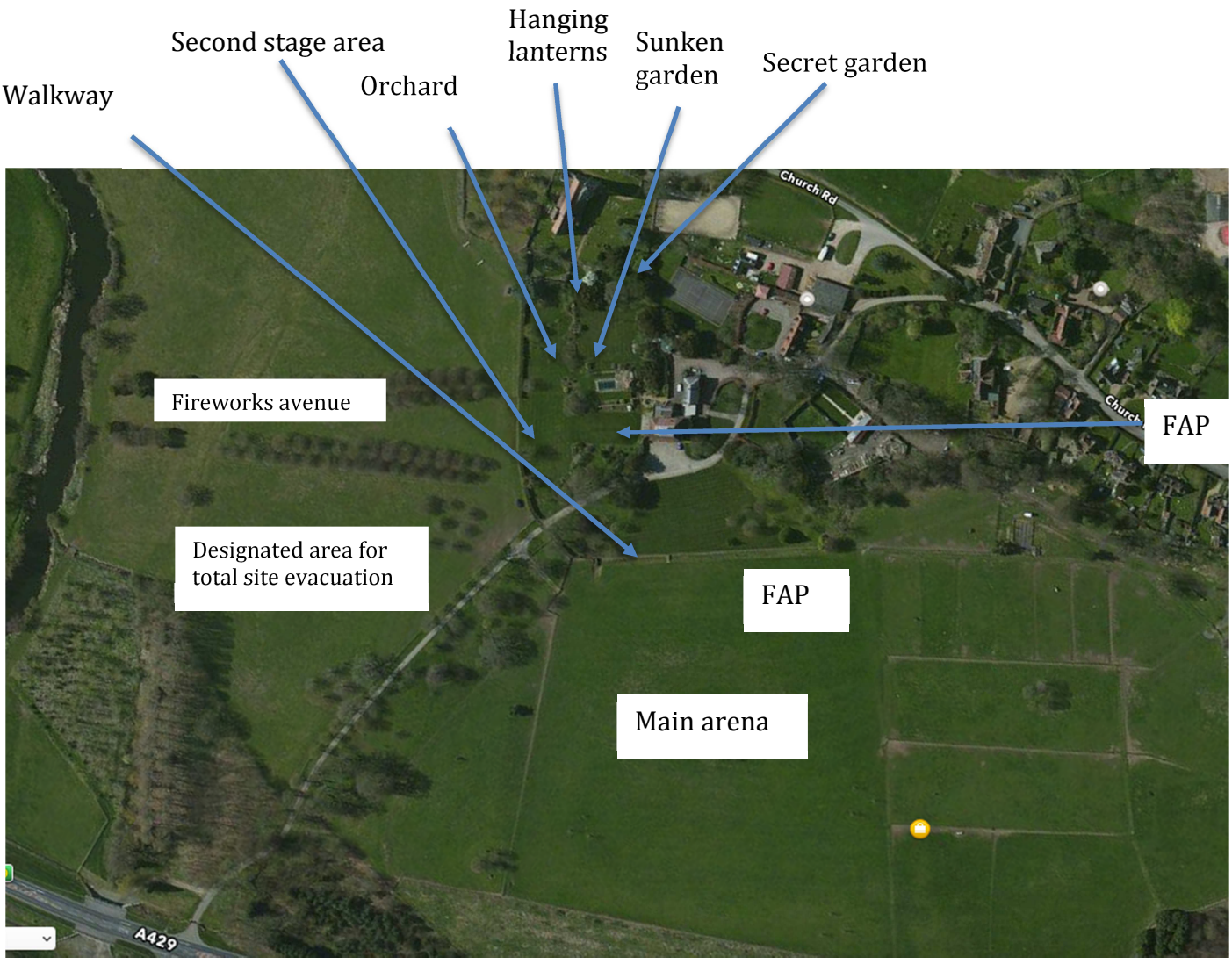
7. Clarification of escape routes

7.1; To the Fire Assembly Point on the main arena.
This is the initial congregation point for any incident on the main arena in either the main marquee, the fairground rides, or the bar structure.
Guests will be directed here using the security communications structure as defined in our Event Management Plan. From this point, guests will either be held while the incident is being dealt with, or they will be transferred across the walkway and through the driveway to the fire assembly point in the gardens.
It will also be the fire assembly point that guests will be directed to in the event that there is a fire in one of the enclosed gardens which has blocked their route to the F.A.P. mentioned in section 7.2. If this is the case they will be escorted to the main arena fire assembly point via the back route, past the tennis courts.

7.2 F. A. P. in front of the second stage
As indicated in section 7.1 this is the area that will be used for guests being evacuated from an incident in the main arena. It is also the first point of call for guests to reach should there be an incident in the enclosed gardens.
If the risk in the gardens is too great to keep guests at this F.A.P. then they will be transferred to the main arena.

7.3 Emergency site for total site evacuation
The field to the left of the entry road is the designated site should the entire main event site need to be evacuated quickly – ie. If there is a fire in both the gardens and in the main arena. It has been selected as it is a large open space with the capacity to hold every person on site, away from imminent danger.

Appendix 1: satellite view of site



Safe Security & Events Ltd

St Anne's and St Peter's Ball – SECURITY Risk Assessment

Hazard :	**the potential for something to cause harm**				
Risk :	**is the likelihood that harm will be done**				
Worst case severity :	**Fatal**	**Major**	**Minor**	**No injury**	**Damage**
Group affected :	**A = Employee**	**B = Contractor**	**C = Public**	**D = Client**	**E = Visitor**
Likelihood without control :	**Frequent**	**Probable**	**Possible**	**Remote**	**Improbable**
Control measures :	**measures taken to eradicate or minimise the risk**				
Likelihood with controls :	**Frequent**	**Probable**	**Possible**	**Remote**	**Improbable**

Hazard / Risk	Worst Case Severity	Groups Affected	Likelihood without Controls	Control Measures	Likelihood After Controls
Queues – crowd disturbance, violence, crushing, falls, crowd surge, heat exhaustion.	Fatal, Major, Minor, Damage	A B C D E	Possible	1. Queue management as agreed in Event Management Plan 2. Directional stewards in queue area 3. Use of crowd control barriers 4. Security and Stewards in uniform and with radio comms. 5. Constant monitoring by staff	Improbable
Searching in Queue – congestion, violence, injury from sharps	Major, Minor	A B C D E	Possible	1. Vetting of guests on entry 2. Random bag search on entry 3. Ingress monitored to avoid congestion	Improbable
Queue barrier collapse – crushing, fall, trapped, panic	Fatal, Major, Minor, Damage	A B C D E	Possible	1. Barrier layout plan as agreed in Event Management Plan 2. Constant monitoring by staff 3. Reputable barrier supplier 4. Approved medical contractor 5. Use of megaphones by staff	Improbable
Moving vehicles – impact injuries	Fatal, Major,	A B C D E	Remote	1. No plant movement on site after gates open 2. Crossing point managed by stewards and security staff	Improbable

	Minor, Damage			3. Staff to wear hi-vis on crossing point 4. Vehicles escorted by staff in hi-vis	
Univited guests – violence/confrontation, delay on ingress, delay on emergency evac	Major, Minor	A B C D E	Remote	1. Security to prevent entry to event 2. Ejection policy to be implemented 3. Event not publicised locally	Improbable
Adverse Weather Conditions – heat stress, dehydration, faint	Major, Minor	A B C D E	Possible	1. Staff wear PPE, sun cream, jackets, umbrellas, ponchos 2. Approved medical contractor 3. Open doors on time	Improbable
Lighting conditions – slips, trips and falls	Major, Minor	A B C D E	Possible	1. Adequate site lighting 2. Secondary power back up 3. Torches for security staff	Improbable
Thrown Objects – impact injuries, violence	Major, Minor	A B C D E	Possible	1. Search on entry for any potential projectiles 2. Signage to this effect 3. Removed bottle tops 4. No glass on site 5. Approved medical contractor	Improbable
Delays – restless crowd, unplanned mass exit, crushing, falls, crowd surge	Fatal, Major, Minor, Damage	A B C D E	Remote	1. Announcement from PA 2. Security and Stewards to control crowd	Improbable
Violence / Disruptive behaviour – injuries, crush, crowd surge, falls	Fatal, Major, Minor, Damage	A B C D E	Possible	1. Security to monitor crowd at all times 2. Ejection policy to be implemented 3. Response teams with SIA staff 4. Guests vetted before entry 5. Approved medical contractor	Improbable
Alcohol, Drugs – slips, trips, falls, violence, collapse	Fatal, Major, Minor, Damage	A B C D E	Possible	1. Conditions of entry 2. Security to monitor crowd at all times 3. Ejection policy to be implemented 4. Response teams with SIA staff	Improbable

				5. Guests vetted before entry 6. Approved medical contractor	
Bomb Threat – explosion, evacuation, panic	Fatal, Major, Minor, Damage	A B C D E	Remote	1. Plan for bomb threat as per Event Management Plan	Improbable
Fire – burns, smoke injuries, damage to property, panic	Fatal, Major, Minor, Damage	A B C D E	Remote	1. Fire safety briefing to all staff 2. Designated smoking areas 3. Fire points with appropriate extinguishers 4. Fire instruction notices 5. Emergency vehicle lane to be kept clear	Improbable
Flood – slips, falls, electric power failure, delay or cancellation	Fatal, Major, Minor, Damage	A B C D E	Remote	1. Electrical engineer on site 2. Security and Stewards to cordon area and control	Improbable
Medical Emergency – injuries, illness, shock, fainting, intoxication, stress/dehydration	Fatal, Major, Minor, Damage	A B C D E	Possible	1. Approved medical contractor 2. Security and stewards to assist where necessary 3. Emergency vehicle lane to be kept clear	Improbable
Excessive noise – hearing loss, failure to hear safety messages	Major, Minor, Damage	A B C D E	Possible	1. Noise levels monitored by qualified sound engineer 2. PPE for front of stage teams	Improbable
Gatecrashing – overcrowding, theft, disruptive behaviour, destruction of property	Major, Minor, Damage	A B C D E	Possible	1. Adequate Security staff guarding perimeter fencing 2. Appropriate ticket/wristband/pass system 3. Use of radio comms. 4. Inform Police if necessary	Improbable
Crush on barriers during event – crush, fainting, injury	Major, Minor, Damage	A B C D E	Possible	1. Adequate exit capacity 2. Use of pit trained staff only 3. Effective crowd monitoring 4. Water provided 5. Approved medical contractor	Improbable

Crowd surf/sway/mosh pit – falls, crush, fainting, volatile audience, injury	Major, Minor, Damage	A B C D E	Possible	1. Effective security/public ratio 2. High level spotters 3. Ejection policy for disruptive audience members 4. Radio comms. With “cans” for Pit crew	Improbable
Smoke Effect – obstruction, falls	Major, Minor, Damage	A B C D E	Remote	1. Controlled smoke amounts to ensure no excessive build up 2. Installed and operated by approved contractor	Improbable
Strobe effect – fits, falls, injuries	Major, Minor, Damage	A B C D E	Remote	1. Warning notices displayed prominently 2. Short bursts only 3. Approved medical contractor	Improbable
Crowd control on egress – falls, crush, impact injuries with vehicles off-site	Fatal, Major, Minor, Damage	A B C D E	Possible	1. Exit procedure to be implemented 2. Security to control egress using barriers and megaphones 3. Barriers at crossing point to funnel and hold crowd 4. Staff in hi-vis to manage loading of buses	Improbable

RISK ASSESSMENT AUTHORISATION

*** Assessment prepared by (print name): JAMES KNOX** **Signature:**

*** Date of assessment: 7th April, 2017**

*** Assessment authorised – (print name): FRANCES BALL** **Signature:** **Date:**

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Transport Risk Assessment

Spectrum Ball, Sherbourne Park 13-14 May 2017

St. Anne's and St. Peter's College

Risk Assessment conducted by Alan Gillman 05/04/7

RISK ASSESMENT		Event: Spectrum Ball	Transfer dates	13 – 14 May 2017
Hazard	**At Risk**	**Risk Control**	**Further Action**	**Residual Risk (H / M / L)**
Failure to comply with legislative requirements for drivers	All on board	Prior written assurance will be obtained from the coach company that all drivers are adequately trained and adhere to recommended standards, e.g. are checked and vetted at appropriate intervals regarding their health/fitness to drive, previous driving experience, and convictions • have a full, current PCV licence • have and are in possession of CPC card at all times when with the vehicle • do not have past convictions for serious driving offences – e.g. drink / driving • are not facing impending prosecution for any serious driving offences e.g. drink / driving • adhere to strict working hours according to tachograph rules and regulations • are informed about and prohibited to drive under the influence of alcohol or drugs • are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully "hands–free" operated Drivers resting, whilst the coach is in motion and being driven by a relief driver, take their rest in the on-board accommodation provided for the purpose and do not remain at the front of the coach Drivers should behave in a professional and responsible manner at all times when in control of the vehicle and also in contact with passengers and other road users	Adherence to CoachHire standard compliance checks Operator to provide customer service training	**L**

Hazard	At Risk	Risk Control	Further Action	Residual Risk (H / M / L)
Failure to comply with Legislative requirements and good working practices by Operator	All	• Operator Is fully licenced (Operators licence) and that such licence covers the number of type of vehicles in the Operators fleet • Operator's officers have required CPT qualifications • has full insurance for all its drivers and vehicles, including public liability cover • Operator has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required • Operator is not at present under investigation, pending possible disciplinary action by VOSA or other regulatory bodies or faces possible prosecutions. • all vehicles have a current MOT certificate • all its coaches are maintained and serviced regularly (and that records are available if requested for inspection) and in compliance with the Guide to maintaining roadworthiness for Commercial goods and passenger carrying vehicles	Adherence to CoachHire standard compliance checks	**L**
Failure to maintain vehicle to required standards	All	• Required daily and pre-dispatch checks were carried out by the driver and recorded • all seats are fitted with fully operational seat belts • all coaches are fitted with fire extinguishers and a fully maintained first aid kit • Tyres and other external equipment are visually inspected • Any specified standards such as leather seats, air-conditioning, age of vehicle are met and equipment in full operational order • all emergency exits and door closures on coaches are checked daily and in good working order • coaches are checked daily and in good working order	CoachHire onsite coordinator to make visual inspection of interior and exterior of coach, draw any obvious defects to the driver's attention. Any serious, potential safety issues identified result in vehicle immediately being removed from service	**L**

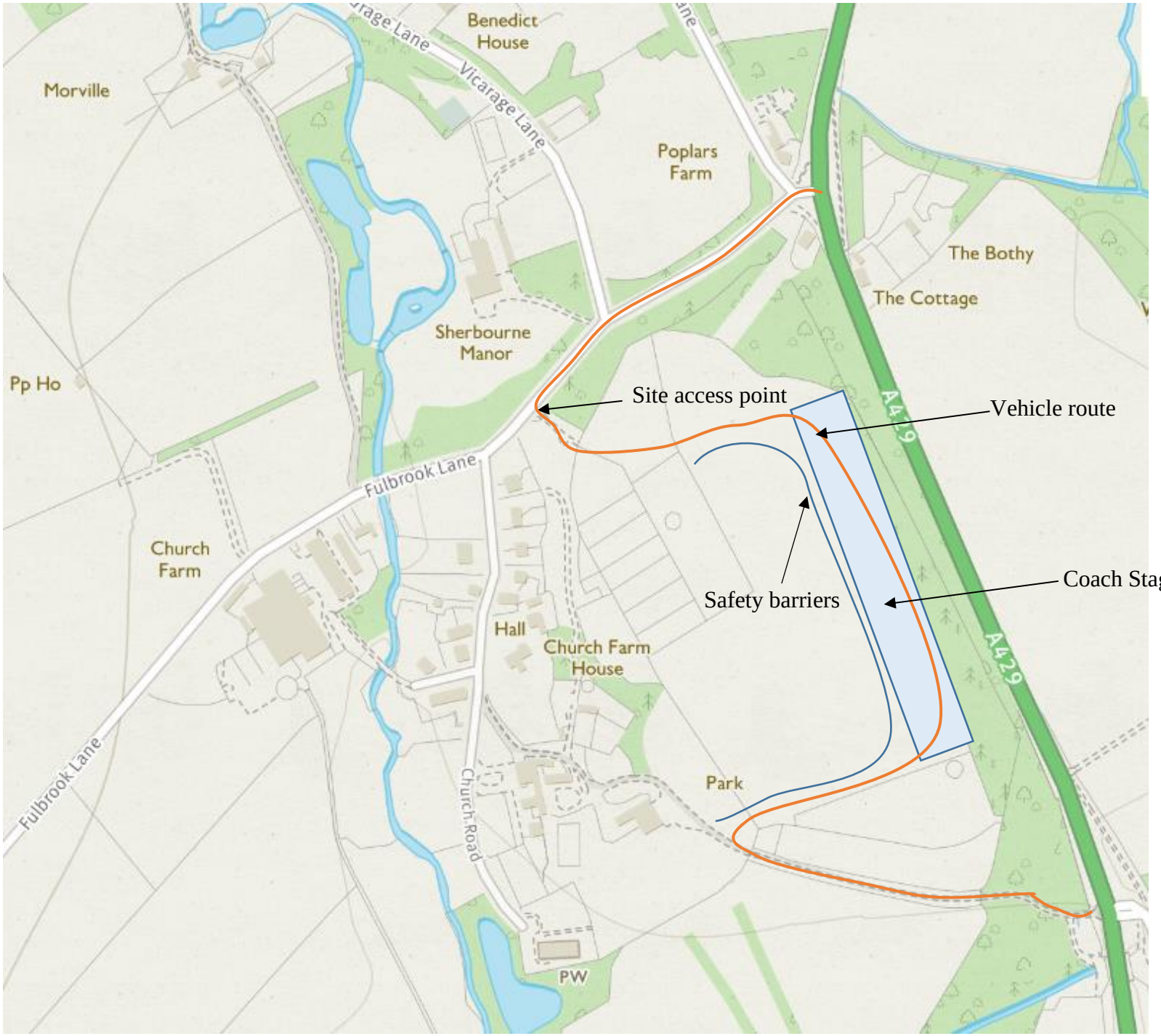
Hazard	At Risk	Risk Control	Further Action	Residual Risk (H / M / L)
Mechanical breakdown - motorway	All	Evacuate the vehicle and get the party behind the side crash barrier as soon as possible.	Keep the passengers in a safe position until either the problem is fixed or replacement transport arrives. Check transport that firms have procedures in place to cover such circumstances.	**H**
Mechanical breakdown – other roads	All	On normal roads keep passengers safe by remaining on the transport if it is safe to do so. If not, then move the passengers to a safe location protected from oncoming traffic. When moving follow the highway code and driver to supervise the passengers to avoid danger.	Provide clear channels of communication for clients, passengers and booker Contact client as soon as possible. Replacement vehicle to be arranged where necessary	**M**
Road Accident (Minor)	Passengers	**If the accident is not serious.** Check the passengers to ascertain whether any injuries have taken place (if so follow injury procedure below) If no injuries, assess the vehicle to check whether it is still roadworthy and if so continue the journey. If not roadworthy a replacement vehicle is to provided.	Provide clear channels of communication for clients, passengers and booker Contact CoachHire as soon as possible. Replacement vehicle to be arranged where necessary	**M**

Hazard	At Risk	Risk Control	Further Action	Hazard
Road Accident (Serious)	Passengers	**If the accident is serious** Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time. Contact the emergency services Deal with casualties as best as you can until emergency help arrives.	Contact CoachHire as soon as possible. Cooperate with the emergency services and notify the client if a passenger is being transferred to hospital if possible	**H**
Passenger becomes ill or gets injured	Passengers	If appropriate, drive to the nearest hospital with the casualty, if not call emergency services. Contact to made with Coachhire/ Client so that next of kin can be informed as soon as possible	Contact CoachHire as soon as possible. Cooperate with the emergency services and notify the client if a passenger is being transferred to hospital if possible	M
Driver becomes ill or get injured	Passengers/ Driver	If the Driver becomes ill or is injured (such injury impeding his/her ability to drive the vehicle). The driver should as soon as it is safe to do so, bring the vehicle to a stop and park in a safe place, provided they are able to do. Follow instructions for mechanical breakdown for passenger safety Contact emergency services if appropriate	Contact CoachHire as soon as possible, who will arrange for a replacement vehicle/driver Cooperate with the emergency Services if appropriate	**L**
Luggage falling from overhead luggage racks	All Passengers, including leaders	• Only one piece of hand luggage to be taken on board & stored securely in overhead rack • All remaining luggage to be stored in luggage hold compartments	Driver check luggage racks before coach departs	**L**

Hazard	At Risk	Risk Control	Further Action	Hazard
Passenger goes missing during journey at journey break location	Passengers	If at a break during a journey not all the passengers who disembark the vehicle have got back on board at a rest stop (for example at a motorway service station) all reasonable efforts should be made to locate the missing passengers.	Contact CoachHire for guidance	**L**
Manoeuvring /reversing vehicles in areas with Pedestrian traffic	Other road users	Where reversing areas are needed, are they marked to be clear to both drivers and pedestrians if possible. Reversing should only take place where there is enough light for drivers and pedestrians to see clearly what is happening. Segregating pedestrians and vehicles, and improving the ability of the driver to see around the vehicle from the driving position, should be implemented where practical. If the risk assessment shows site controls cannot be improved further a banksman should be deployed to direct reversing vehicles, and they must be adequately trained and visible	High-visibility equipment should be worn Portable radios or similar communication systems and additional personnel to control traffic flow should be considered In low-light conditions adequate lighting should be provided.	**M**

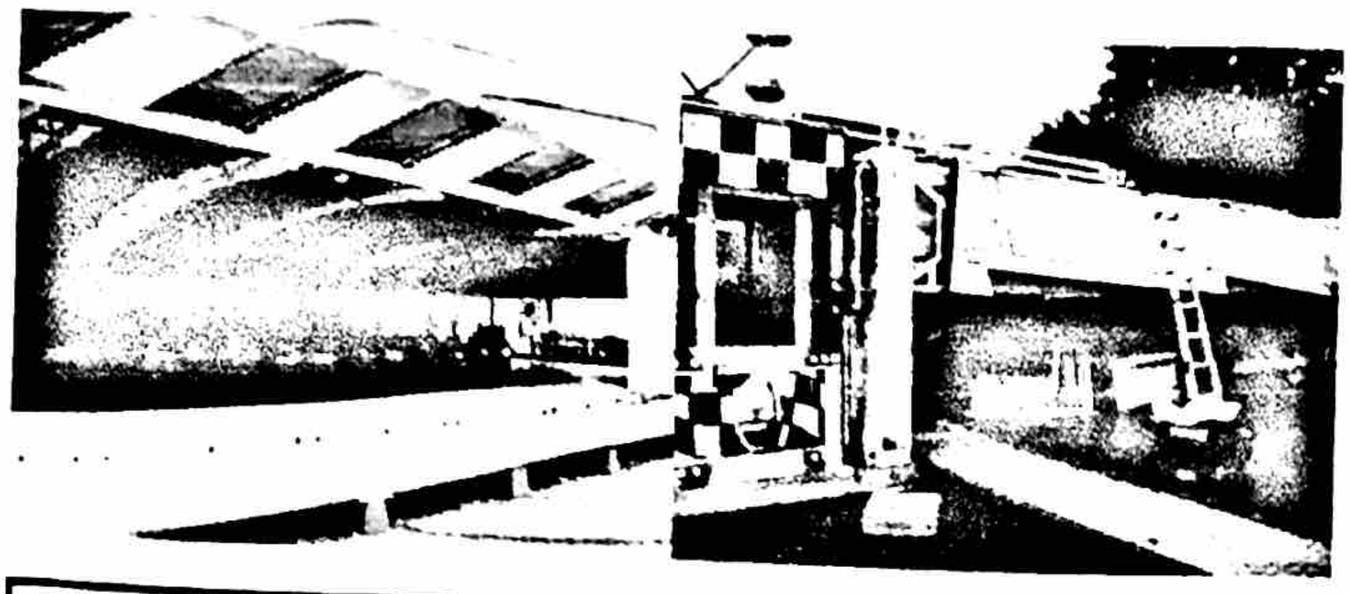
Site Specific Risk Assessment – Sherbourne Park				
Hazard	**At Risk**	**Risk Control**	**Further Action**	**Hazard**
Pedestrian / Vehicle interaction, dropping passengers	Pedestrians being hit by moving vehicles	A defined drop area is to be designated on the main event field, the access route must be lined with crowd control barriers to prevent any pedestrian interaction. The area should be covered by floodlights	Security personnel to be designated to guide passengers from drop zone to event area and prevent passengers returning to vehicles	**L**
Vehicles getting stuck in mud / environmental damage	Vehicles	The main area is grass covered class 2 aggregate, this should minimise the risk of vehicles getting mired in the event of heavy rain prior /during the event. High traffic areas for example through the access gates should utilise temporary ground reinforcement http://gridforce.co.uk/# to protect and stabilise the transit areas	Plans to be made for site layout including areas requiring reinforcement and arrangements made to have the necessary substrate provided prior to the event	**L**
Pedestrian / Vehicle interaction, loading passengers	Pedestrians being hit by moving vehicles	The passenger loading area must be clearly defined and crowd control barriers deployed to provide holding pens and queueing systems manned by adequate security personnel to ensure safe and effective loading. Area must be floodlit for clear visibility	Crowd control barriers to be deployed before event. Security personnel to be adequately for passenger numbers Clear point of liaison between security and traffic marshals	**L**
Pedestrian / Vehicle interaction, passenger intoxication	All Passengers	A visual inspection of all passengers will be carried out prior to boarding, any passengers who are assessed not to be in a fit condition to travel, will be segregated out and separate arrangements made for their transport. A number of the passengers will be intoxicated; it is recommended that security personnel will be travel on all larger vehicles (over 18 seats) to ensure passenger conduct	First aid personnel to be available to provide assistance if necessary	**M**
Traffic marshal / co-ordinators competence	All	Only properly trained and qualified personnel to be deployed, liaise with operators and agency as required to verify	Adherence to standard Coachhire Compliance checks	**L**

Environmental Impact	Local residents and community	Sherbourne Village is unsuitable for high volumes of road traffic, and should not be used for either access to or egress from the event site, due to vibration and noise.	All drivers to be provided with access maps with clear instructions as to route. Traffic marshals to be deployed to ensure compliance for access	**L**


Benedict House
Morville
Vicarage Lane
Poplars Farm
The Bothy
The Cottage
Sherbourne Manor
Pp Ho
Site access point
Vehicle route
A429
Fulbrook Lane
Church Farm
Safety barriers
Coach Staging area
Hall
Church Farm House
Park
Church Road
PW

Hazard	Who is at Risk	Risk Controls
Structural failure	Public & Staff	Daily inspection and annual test
Electric shock	Public & Staff	Daily inspection & annual electrical test
Slips & trips	Public	(1) Operator's & attendants trained in the safe loading and unloading of passengers. (2) Public informed of correct procedure for mounting & dismounting equipment (3) Cables run under matting, dug in to ground or Elevated.
Safe containment of passengers	Public	(1) As above (2) As above (3) Staff trained to check suitability of equipment for height, age, ability ect of public (4) Staff trained to check safe containment of passengers before starting equipment
Collision of public with equipment when ride is in motion	Public	(1) As above (2) As above (3) Ride operator in position to view surrounding area at all time (4) Public kept away from ride when in motion.
Fire	Public & Staff	Fire extinguisher & mobile phone on ride
Accident	Public	Close ride, use mobile phone to contact emergency services. Contact site manager
Overcrowding	Public	Close ride until crowd disperses
Crowd disturbance	Public, Ride Operators & Staff	All ride operators to have mobile phones. Close rides temporarily to disperse crowd.
Extreme weather conditions	Public & Staff	Close ride

Report; risk assessment .



Stability of device	Collapse, slip, trip, mechanical failure, uneven surfaces.	Device to be assembled by controller or trained personnel, according to instructions	Low
Walk ups, platform, steps.	Slip, trip.	Keep clean and free from any surface water, fit temp steps to any area over 12"	Low
Passenger containment.	Ensure passengers are correctly seated & seat belts are used correctly.	Daily checks / check prior to start of each ride.	Low if controlled
Unloading – loading of passengers	Slip, trip, fall.	Ensure track surface is free from surface water, ensure car floor surfaces are not worn or wet, instructions to be given to walk not run.	Medium if not controlled
Operation of device	Passengers being injured during normal operation.	Passengers to remain seated whilst ride is in motion – ensure 1 direction of travel, no head on bumping.	Low if controlled – the nature of the ride , as the name suggests "bumper cars" involves physical contact between machinery.
Operation of device	Mechanical failure / device stability.	Regular maintaince / daily checks & annual inspection of critical parts.	Low if controlled
Operation of device	Failure of controls / supply.	In event of failure to controls, remove power using isolator, cars will coast to a stop, passengers can be evacuated insitu, should a fault prevent re starting. power to be	Low if correct procedure followed.

		ride, or entering electrical enclosure.	
Fire.	Electrical equipment	Regular maintaince, annual inspection, fire extinguisher.	Low if controlled
Risk to onlookers	Being struck by rider or device	No persons permitted on track/ perimeter walkways whilst device is in motion. Ensure waiting passengers wait behind chain.	Low if controlled
Risk to passengers	Being ejected from ride	Passengers to remain seated, controller to monitor whilst device is in motion, ensure seat belts are used by all passengers at all times.	Low if controlled – high if controller is not vigilant.
Injuries to passengers	Whiplash type injuries	Speed is pre set, acceleration trace recorded, avoid head on bumping, and direct contact with perimeter barriers.	medium.
Operating in extreme temperatures	Hot /cold surfaces, snow loadings.	Clear any standing snow before operation, hot surfaces inform parents if children are not adequately clothed	Low if controlled / correct clothing to be worn.
Failure / incident due to human error	Operation / maintenance	Ensure staff are trained adequately to carry out specific duties	Medium – an element of risk always present
Environmental issues	General issues		
Diesel/ petrol powered generators	General hazards	Fuel spillage, excess exhaust fumes, and excess noise pollution.	Good operating procedures / equipment, will keep risks to a minimum, low if controlled.
Vehicle movement	General issues	Use banksman for reversing, use hazards, sound horn if required, do not rely upon parking brake alone, use a chock.	Low if controlled.

MADBOOTHS

andy lewis photography

Health & Safety Risk Assessment

This report is used to capture identified hazards and the initial controls that have been implemented to identify the residual risk rating. The resultant risk treatment strategy leads to a more detailed action plan.

RISK RATINGS	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	MEDIUM 6	MEDIUM 7	EXTREME 8	EXTREME 9	EXTREME 10
Likely	LOW 5	MEDIUM 6	HIGH 7	EXTREME 8	EXTREME 9
Possible	LOW 4	LOW 5	MEDIUM 6	HIGH 7	HIGH 8
Unlikely	LOW 3	LOW 4	MEDIUM 5	MEDIUM 6	HIGH 7
Rare	LOW 2	LOW 3	LOW 4	MEDIUM 5	HIGH 6

Assesment carried out by Andy Lewis on 22/4/2017

ID	Hazard Type	Hazard Description	Inherent Likelihood	Inherent Consequence	Inherent Risk Rating	Controls Implemented	Control Effectiveness	Residual Likelihood	Residual Consequence	Residual Risk Rating	Risk Treatment Strategy
1	Driving	Driving to event, road traffic collision.	Likely	Major	EXTREME 8	Drivers to hold a full driving license and be familiar with the vehicle. A pre-planned route to be chosen and satellite navigation used if appropriate	Substantially effective	Rare	Moderate	LOW 4	Accept level of risk and monitor
2	Manual tasks	Unloading equipment at event, injury to PhotoBooth staff.	Possible	Moderate	MEDIUM 6	All equipment is in wheeled cases and unloaded via ramp. No lifting is required. Lifts should be used and not stairs.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
3	People	Unloading and setting up equipment, injury to members of the public.	Possible	Moderate	MEDIUM 6	Load in area to be checked before taking equipment. Liaise with site staff to co-ordinate a clear route into the venue.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
4	Manual tasks	Setting up equipment, injury to PhotoBooth staff.	Possible	Moderate	MEDIUM 6	Equipment to be set up is minimised by pre-set up in cases. Care is to be taken and not rushed.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
5	Light	Inadequate lighting for setting up and operation of photbooth.	Unlikely	Moderate	MEDIUM 5	Lighting to be discussed with venue management to ensure booth is adequately lit for the set up, event, and pack down.	Fully effective	Rare	Minor	LOW 3	Accept level of risk and monitor
6	Electricity	Electric shock to PhotoBooth staff and public.	Unlikely	Catastrophic	HIGH 7	All electrical equipment is tested annually in accordance with the Electricity at Work regulations. Cables will be visually checked before use and not used if found damaged. Venue power supplies will be visually checked, any damaged will be highlighted to the venue management and not used.	Fully effective	Rare	Moderate	LOW 4	Accept level of risk and monitor
7	People	Slips and trips by the members of the public and PhotoBooth staff.	Unlikely	Moderate	MEDIUM 5	No items to be left on the floor at low level causing a trip hazard. All cables will be taped down using SlipWay tape. If public leave items, they need to moved by PhotoBooth staff.	Substantially effective	Possible	Minor	LOW 5	Accept level of risk and monitor
8	Drinks	Electric shock to PhotoBooth staff and public, slipping.	Likely	Moderate	HIGH 7	Designated area for drinks to be set up and marked with signage.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
9	People	Under the influence of alcohol, rowdy or unexpected behaviour.	Possible	Moderate	MEDIUM 6	Co-ordinate with venue security and management if individuals are acting unacceptably. Terminate service if threat is high.	Partially effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
10	People	Too many people in photobooth, cause tripping or falling of booth.	Possible	Moderate	MEDIUM 6	PhotoBooth host to be at booth at all times. Host will monitor and control the maximum number of people in booth in accordance with the total area designated to the photobooth.	Substantially effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
11	People	Young unsupervised children, unprodictable, contact with PhotoBooth.	Possible	Minor	LOW 5	PhotoBooth host to ensure all small children are supervised directly by a responsible adult whilst in the booth.	Fully effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor
12	People	Personal Injury needing first aid attention.	Rare	Moderate	LOW 4	PhotoBooth host is trained in First Aid at work. Fist aid kit is kept in the vehicle. Injuries requiring first aid should be directed to the site staff at first instance. Any advance aid required shall be called to the emergency services on 112/999.	Fully effective	Unlikely	Minor	LOW 4	Accept level of risk and monitor

St Anne's & St. Peter's Ball - May 13th 2017 - Noise Management Plan V4

Sherbourne Park

Warwick CV35 8AN

Prepared by: Chris Beale / SPLtrack Limited Saturday, 15 April 2017

Contents

1. INTRODUCTION

1.1. The event comprises a University May Ball with 1250 guests from St. Anne's and St. Peter's Colleges, Oxford. It has been organised by the College Ball Committee led by president Tegan Eldridge.

1.2. The responsible licensing authority is Warwick District Council (WDC).

1.3. SPLtrack Limited (SPL) is a company specialising in environmental noise, dust and vibration monitoring and real-time environmental management.

1.4. The event is to be held from 18:00 hours on the 13th May 2017 to 03:00 hours on the 14th May 2017. Music sound sources will operate only between 19:00 hours and 24:00 hours on the 13th May 2017.

1.5. This noise management plan explains the procedures for the control of music noise levels and strategies for the prevention of public nuisance.

1.6. This is a live document and is subject to updates that will be version tracked.

2. ENVIRONMENT

2.1. Sherbourne Park is a private estate situated to the south of Junction 15 of the M40 motorway. It lies adjacent to the hamlet of Sherbourne with properties to the west of the event area. The village of Barford lies approximately 600m to the south east of the site. A small number of residential properties are situated to the north east at a distance of approximately 550m.

2.2. A working plan has been prepared showing the arena configuration. This plan has been superimposed upon a Google Earth view showing the location of the nearest noise sensitive receptors (NSR). The path length and topography from each music system to each receptor has been plotted and the information has been incorporated into the propagation calculations contained within in this document.

2.3. The operational version of the environment plan will be available at the Event Office during the festival.

2.4. The following image illustrates the event configuration and location of NSR's. A larger rendering is provided in Appendix 1.

3. VENUE APPLIED HOURS

Stage 1: Live Music: 19:30-24:00 Silent Disco: 00:00-03:00

Stage 2: Live Music: 19:00-24:00

Stage 3: Comedy/Jazz Piano: 19:00-24:00

4. LOCAL AREA WEATHER

4.1. A summary of Warwick area weather conditions for May for the last three years is shown in appendix 4.

4.2. Prevailing winds have been westerly to north westerly in the main with moderate wind speeds. It is unlikely that temperature inversions will occur during the event.

4.3. Weather conditions (real time and forecast) will be available at the Event Office during the festival.

5. SITE PLAN

5.5. The Site Plan showing music stage positions is shown in appendix 2. The entertainment comprises:

5.5.1. A main entertainment marquee with live artists and featuring a silent disco after 24:00 hours

5.5.2. A small outdoor stage with live artists and DJ

5.5.3. A covered stage featuring spoken word performances.

6. SOUND SYSTEMS

6.1. Sound systems in each arena will be designed to ensure that the lowest sound power necessary to entertain the audience is utilised.

6.2. Fairground attractions will not be permitted to use sound systems for either music or voice.

6.3. Unauthorised sound systems will be excluded from the event.

7. NOISE MONITORING SYSTEMS

7.1. A web based noise management system will be deployed. Class 2 noise monitoring stations will be deployed at the mix positions of the primary noise sources.

7.2. Class 1 logging meters will be deployed at representative offsite monitoring locations.

7.3. The system will provide real-time display of levels at all locations and will guide the mix engineers if sound levels approach the limits proscribed by the licence.The noise monitoring stations connect to the central control point by either the site network, the Internet via local broadband or by 3G/4G and deliver real-time data and audio that will enable the sound conditions at each location to be controlled. A summary of the system is shown in appendix 7.

8. ENFORCEMENT

8.1. The noise team will comprise two monitoring staff and will utilise the SPLtrack remote noise monitoring platform.

8.2. Offsite noise meters will be deployed at selected locations. The locations will be agreed with WDC prior to the event and will take into consideration expected weather conditions and any other relevant factors.

8.3. Onsite noise meters with 'head-up' displays will be located at each of the principle noise sources on the site.

8.4. WDC will be provided with live views of the noise meters throughout the event.

8.5. Any noise sources that are not permanently monitored will be individually risk assessed for noise. A series of notices will be posted at

all venues explaining the noise management process and the responsibilities of the operators in each case.

8.6. A briefing and review policy will be operated throughout the event for environmental control staff, festival organisers and WDC officers.

8.7. Security staff will be been briefed to identify unauthorised sound systems and will remove them..

9. PUBLIC COMMUNICATION

9.1. A Local Resident Enquiry Line telephone number will be distributed by leaflet to local residents.

9.2. The telephone will be manned on the following schedule:

Period:	Dates:	Line manned:	Line manned by:
Event Build:	9-12th May	09:00-18:00	Site manager
Event:	13-14th May	24 hour	Event manager
Event Break:	15-16th May	09:00-18:00	Site manager

9.3. Arrangements will be made with WDC and the Police Service to ensure that complaints received by those agencies can be immediately referred to the Local Resident Enquiry Line.

10. LICENSING CONDITIONS

10.1. The organisers undertake to comply with the licensing conditions set out by the Licensing Authority prior to the event.

10.2. The licensing conditions (when available) will be appended to this document. They will be posted at each noise source in view of all sound system operators.

11. NOISE PROPAGATION PREDICTIONS

11.1. Predictions for music noise propagation have been prepared and are shown in Appendix 3.

11.2. The predictions assume standard meteorological conditions:

11.2.1. Density 1.225 kg/m^3 (0.00237 slug/ft^3)

11.2.2. Pressure 1013.25 hPa (14.7 lb/ in^2)

11.2.3. Temperature 15 °C (59 °F)

11.2.4. Wind direction/speed 0/0

12. GENERAL MANAGEMENT PROCEDURES

12.1. System Design

12.1.1. Loudspeaker system design shall be undertaken by a competent person with an understanding of environmental noise matters. The systems shall be designed with consideration to directivity of loudspeaker arrays

12.1.2. System design shall be conducted with reference to the topography of the site.

12.1.3. System design shall be undertaken with understanding of the location of the environment including the locations of nearest affected properties (NSR's).

12.1.4. Each sound system shall be equipped with a suitable limiting device in order that the maximum MNL and the max SPL attainable from each system may be preset. Access to the limiting device shall be permitted to authorised persons only.

12.1.5. Only suitably experienced personnel shall operate sound systems.

12.2. Sound system control and level reference points

12.2.1. SPL will identify the locations at which the sound levels are directly controlled and adjusted and ensure that all parties are familiar with the means of access to these positions.

12.2.2. A reference location shall be identified for each sound system being the point at which the sound level will be monitored. This will normally be the front of house sound mix position. If there is no mix position located in the house, a point on the centre line of the room 40m from the downstage edge (or two thirds of the distance from the downstage edge to the rear of the venue if the room is less than 40m deep) shall be deemed to be the reference location.

12.3. Monitoring equipment

12.3.1. Class 1 networked monitoring units shall be installed at each of the appointed NSP monitoring stations.

12.3.2. Class 2 networked monitoring units will be installed at the mix positions of the primary noise sources.

12.4. Verification of the performance of sound systems

12.4.1. The sound contractor shall supply a certificate of completion when the system has been installed and tested.

12.4.2. At a time agreed by the parties SPL will conduct a propagation test.

12.4.3. The propagation test shall utilise program music typical of the genre that will be performed at the event, transmitted from each system in turn for a period of 1 minute and measured at the reference location for that system.

12.4.4. A further test will be conducted with all systems operating concurrently.

12.4.5. Offsite measurements will be related to the sound levels set at the control positions during the test and an attenuation figure will be calculated. From this figure a maximum level for the control position will be set for the duration of the event.

12.4.6. The MNL (Music Noise Level) limit set at the console shall in any case not exceed 98dBLAeq(15 min) and the maximum sound pressure level at any point in the audience shall not exceed 137dB.

12.5. Briefing of sound personnel

12.5.1. All sound operators will be briefed prior to the event by the SMC. Sound operators and artist's sound engineers will be contracted to comply with the festival noise management process.

12.6. Self-monitoring

12.6.1. Sound operators will be provided with a head-up live display connected to the network noise meters located at each stage.

12.6.2. The SPLtrack monitoring system will have authority over any third party noise meter. Sound providers carrying their own noise metering systems will be required to conceal them from guest sound operators.

12.7. Ad Hoc monitoring

12.7.1. Portable monitoring by the SMC may take place at intervals on or around the site.

12.7.2. For this purpose a Class 1 sound level meter will be used.

12.8. Maintenance of Records

12.8.1. Records will be kept and will be available for inspection by stakeholders.

12.8.2. Records will be retained for a period of five years

12.9. Receipt of complaints

12.9.1. Appendix 4 details the process for receipt of complaints.

12.9.2. The methods of communication between noise monitoring personnel, sound operators and event stakeholders are:

12.9.3. By use of the messaging system within the SPLtrack display

12.9.4. Person to Person or by walkie-talkies with earphones for use in high noise environments

12.9.5. By mobile telephone. All mobile numbers will be collated on an information sheet prior to the event and distributed at the briefing.

12.10. Event Sound Control Desk

12.10.1. The promoter shall provide suitable office space for the noise control team.

13. POST EVENT

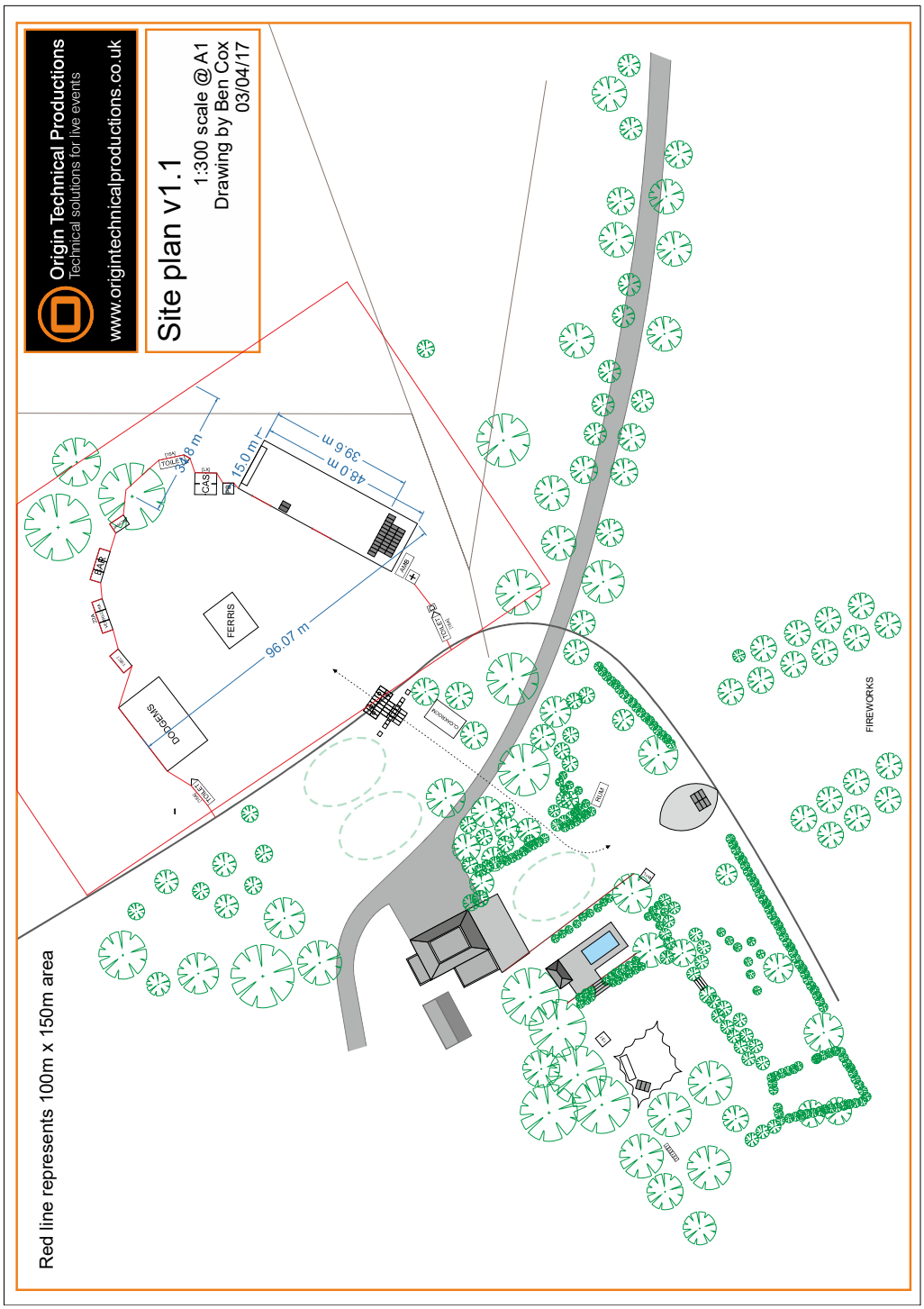
13.1. A review of sound levels and the event noise log will be submitted within 14 days following the event.

13.2. A full report will be submitted within 30 days of the event.

13.3. SPL will attend a debriefing session at a time and date set by the organisers if and when required.

APPENDIX 1 – ENVIRONMENT

APPENDIX 2 – SITE PLAN



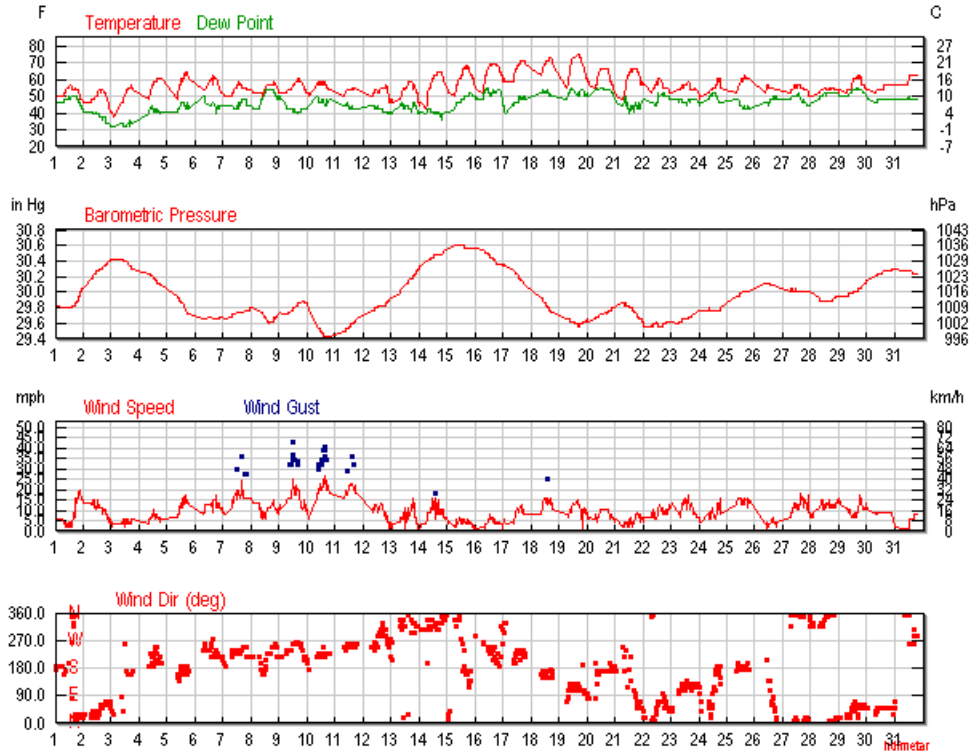
APPENDIX 3 - NOISE PROPAGATION PREDICTIONS

Receptors (see environment map)		**A**	**B**	**C**
Main Stage				
Range to receptor	Metres	247	438	595
Audience depth	metres	30	30	30
Design level at zone margin	dBLAeq(15)	94	94	94
Predicted contribution to MNL at receptor	dBLAeq(15)	**54**	**56**	**48**
Stage 2				
Range to receptor	Metres	248	536	588
Audience depth	metres	15	15	15
Design level at zone margin	dBLAeq(15)	94	94	94
Predicted contribution to MNL at receptor	dBLAeq(15)	**56**	**43**	**45**
Sunken Garden				
Range to receptor	Metres	204	537	661
Audience depth	metres	10	10	10
Design level at zone margin	dBLAeq(15)	92	92	92
Predicted contribution to MNL at receptor	dBLAeq(15)	**48**	**41**	**43**
Sum of sound sources - Predicted daytime MNL	dBLAeq(15)	**59**	**56**	**50**

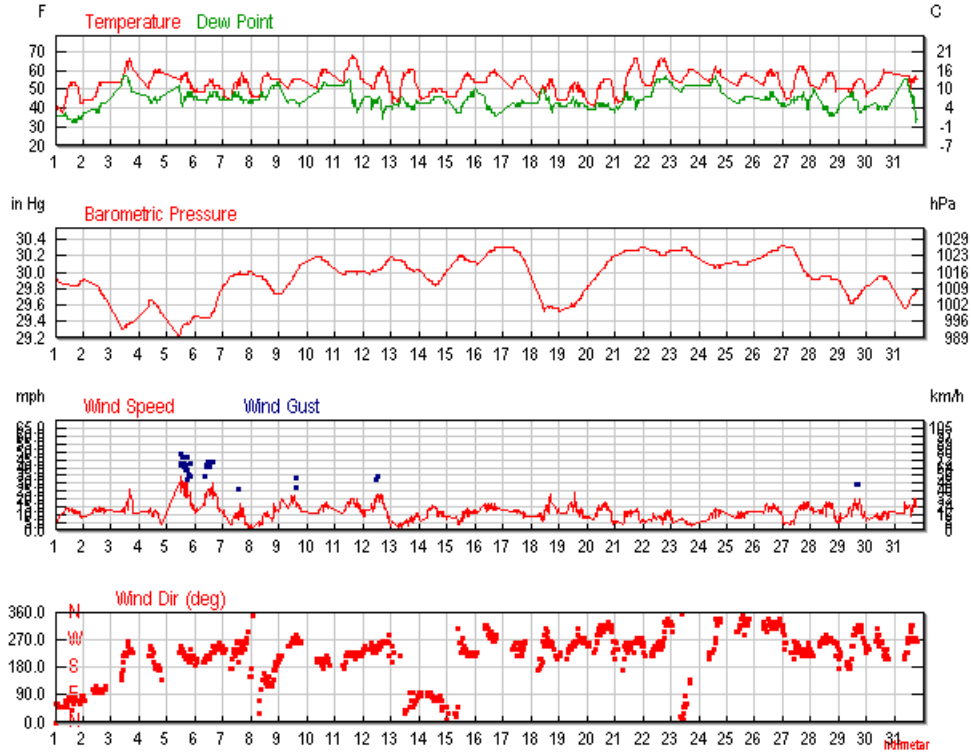
The calculations factor the following criteria:

1. Distance from source to receptor
2. Depth of audience area
3. Equivalent sound level at the audience margin
4. Directivity of sound systems
5. Effect of intervening structures and woodland
6. Soft ground attenuation
7. Free air absorption ISO 9613-1:1993

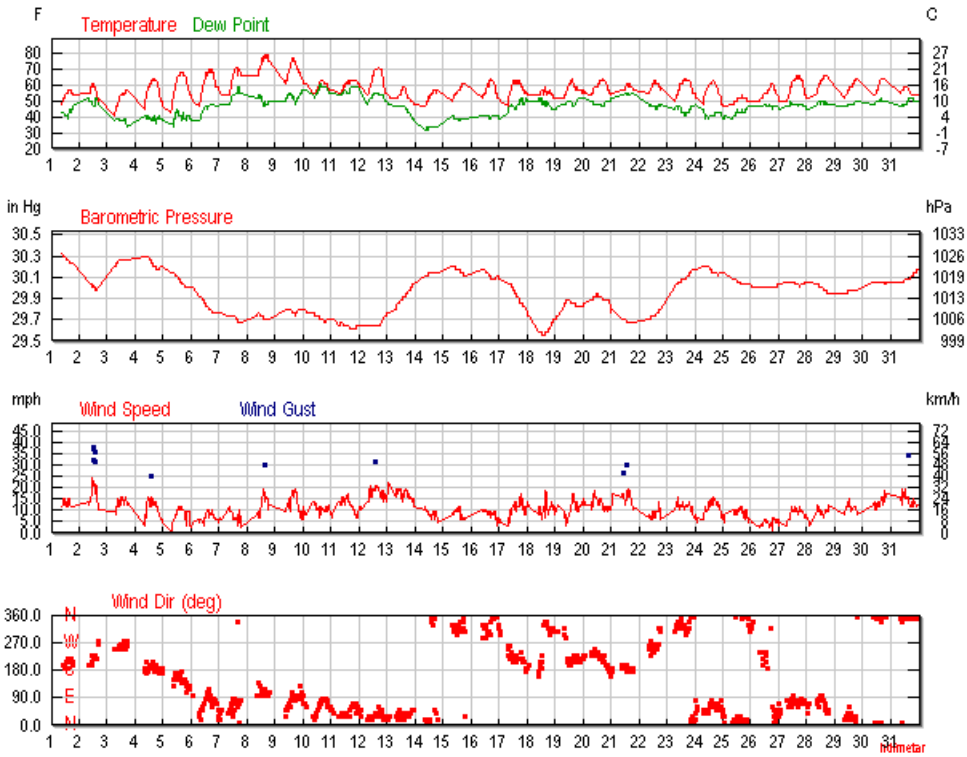
APPENDIX 4 - WEATHER HISTORY



Warwick area May 2014



Warwick area May 2015



Warwick area May 2016

APPENDIX 5 - COMPLAINT RECEIVING AND ACTION PROCEDURE

1.The flow chart below summarises the procedure for receipt and response to complaints.

1.1. Incoming calls are received by the Resident's Enquiry Line or via other agencies.

1.2. On receipt of a noise complaint, the Sound Management Consultant (SMC) is able to refer to the remote and onsite meters in real time to confirm noise levels in the area from which the call originated. Audio from the offsite meters can be auditioned and is recorded.

1.3. The SMC will make an immediate assessment and may contact the complainant.

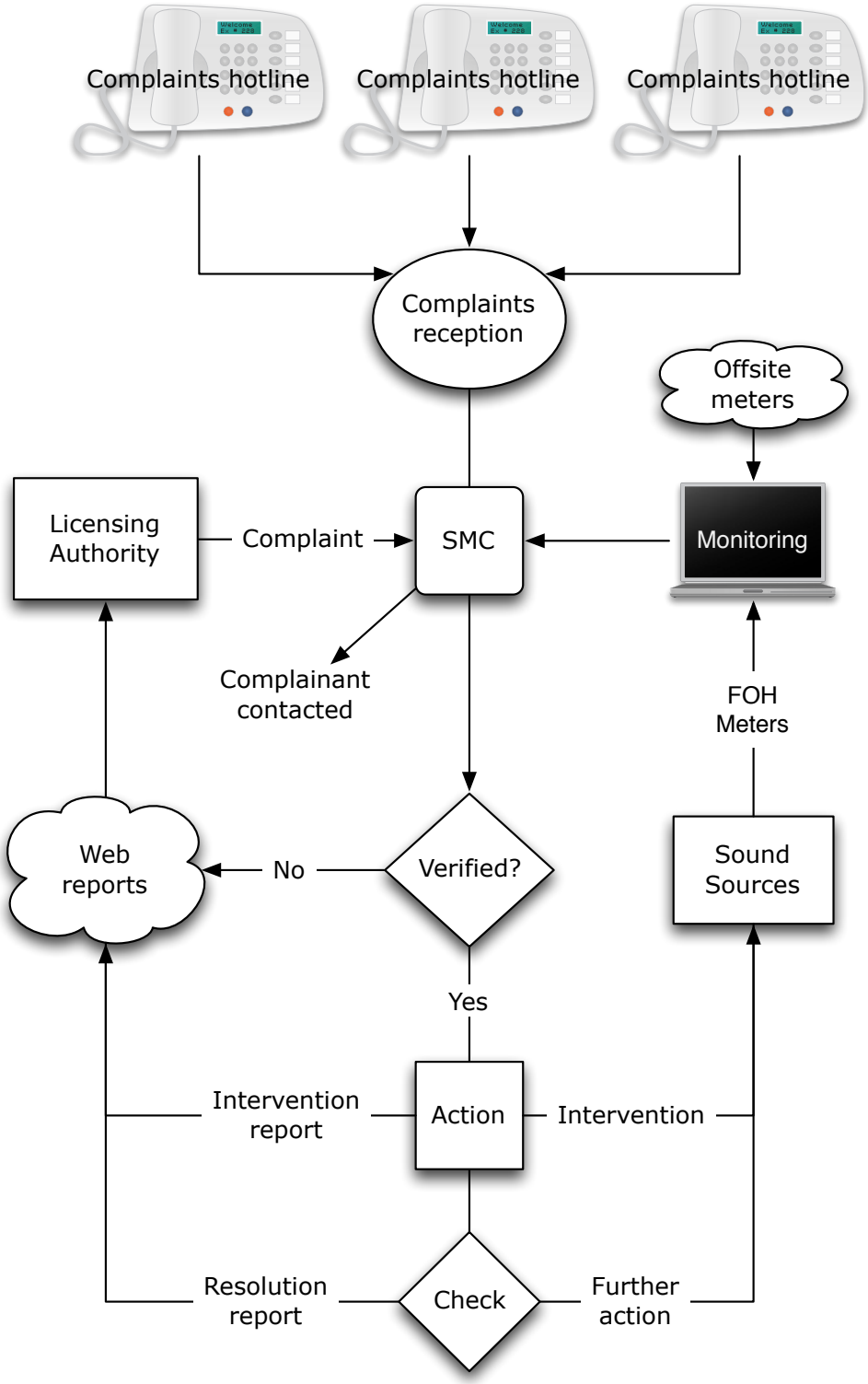
1.4. If the noise levels are within permitted licence levels this will be explained to the complainant. If there is need for action noise levels will be reduced by the quickest means, using the remote monitors and communication network.

1.5. When noise levels have been confirmed to be within licence conditions the complainant will be notified. The location will be continually monitored thereafter.

1.6. All activities are logged.

1.7. Complaints will be reviewed regularly throughout the event.

APPENDIX 6 - COMPLAINTS FLOWCHART



APPENDIX 7 – LIVE MANAGEMENT SYSTEM

1.The real-time environmental noise management system is called 'SPLtrack'. The system consists of two types of meter/logger:

1.1. Offsite unit: A waterproof case containing the logger with microphone support.The microphone is house in a weatherproof unit with 150mm windshield.All components are certified to BS- EN61672-3 Class 1.The loggers are powered by local AC supplies or by battery/solar power. They connect to the Internet either by utilising point to point links, resident's broadband or by 3G/4G.

1.2. Onsite unit: Kiosk style case containing a TFT screen and Class 2 microphone.The unit is positioned in the eye-line of the sound system operator and reports the current sound level, the cumulative sound level for the current measurement period and the remaining level available relative to a preset limit.This enables the engineer to know before the end of the measurement period whether the limit is likely to be reached and to adjust the sound level accordingly. A 31 band spectrum analyser is also provided with clear indication of 63Hz and 125Hz octave levels and limits.The onsite meter is connected to the Internet via the site wireless network.

2.All units are locked to a single time server and are synchronised to an accuracy of +/- 0.01s.The system reports any error or anomaly in the meters including tampering.

3.Each meter/logger is fully accessible via the Internet using any web browser (except Microsoft Internet Explorer prior to version 8).The features available via the interface are as follows:

3.1. Real-time live display showing current, cumulative and remaining LAeq for each measurement period, the record history for the previous eight measurements and progress through the current period.

3.2. Real time 1/3 octave analyser with octave band limits and remaining indicators at 63Hz and 125Hz.The analyser can be switched on the fly to show LAS or LAF and may be paused for ease of analysis.The analyser display also shows the cumulative LZeq for the current period for all frequencies.

3.3. Automatic comparison of sound sources with receptors. This enables the system to identify the origin of the noise impacting any particular receptor. Noise management staff are then able to respond more quickly and accurately to deal with any issues.

3.4. On the fly reports in HTML or Excel for the current day up to the last complete period measured or for a range of up to seven days. In addition up to seven days data may be exported as a single file in raw form for analysis.

3.5. Audio streaming in real time and audio recoding of any period when threshold limits have been exceeded. The audio can be played on demand at the computer being used to view the logger in question and may be listened to using headphones or the computer's own loudspeakers.

3.6. E-mail warnings based upon level limit. Full reports are sent at the end of any period in which threshold limits have been exceeded.

3.7. Direct messaging to the live screens at the mixer positions and traffic light threshold warnings at the mixer positions.

3.8. Voice communication between noise control and the mixer positions via the wireless network.

3.9. Lmax over limit incident count. This is not a required measurement however it is helpful to identify beats and pulses that can contribute to disturbance.

3.10. Noise level records will be delivered automatically to specified e-mail addresses. This is in addition to on-demand reports that can be obtained at any time.

APPENDIX 8 - GLOSSARY OF TERMS

Local Authority	Warwick District Council
Stakeholders	Event Organisers, Local Authority, Blue Light Authorities and other persons or organisations with direct interest in the operation of the event.
Noise Sensitive Receptors (NSR)	Inhabited locations within the environment local to the event that have been identified as being likely to receive noise levels due to amplified music generated at the event.
Music Noise Level (MNL)	The sound level at any NSR that is attributable to music noise from the event. The value is expressed in dBLAeq(15) for wide band noise or by dBLZEq(15) in the case of low frequency noise.
Ambient Noise	The total encompassing sound in a given situation at a given time, usually composed of sound from many sources far and near
A-weighted sound pressure, p_A	Value of overall sound pressure, measured in pascals (Pa), after the electrical signal derived from a microphone has been passed through an A-
A-weighted sound pressure level, L_{pA}	Quantity of A-weighted sound pressure, given by the following formula in
Background Noise Level, $L_{A90,T}$	The A weighted sound pressure level of the residual noise at the assessment position that is exceeded for 90% of a given time interval, T, measured using time weighting, F, and quoted to the nearest whole number of decibels
Daytime Decibel (dB)	The period 09:00-24:00 hours
Decibel (dB)	A unit of level derived from the logarithm of the ratio between the value of a quantity and a reference value. It is used to describe the level of many different quantities. For sound pressure levels the reference quantity is 20 uPa. The threshold of normal hearing is in the region of 0 dB and 140 dB is the threshold of pain. A change of 1 dB is only perceptible under controlled conditions
dB(A), L_{Ax}	Decibels measured on a sound level meter incorporating a frequency weighting (A weighting) which differentiates between sounds of different frequency (pitch) in a similar way to the human ear. Measurements in dB(A) broadly agree with people's assessment of loudness. A change of 3 dB(A) is the minimum perceptible under normal conditions, and a change of 10 dB(A) corresponds roughly to halving or doubling the loudness of a sound. The background noise in a living room may be about 30 dB(A); normal conversation about 60 dB(A) at 1 metre; heavy road traffic about 80 dB(A) at 10 metres; the level near a pneumatic drill about 100 dB(A)
Façade level	Sound pressure level measured 1 m in front of the façade of a property.
$L_{A10,T}$	The A weighted noise level exceeded for 10% of the measurement period, T.
$L_{A90,T}$	The A weighted noise level exceeded for 90% of the measurement period, T. This is defined in BS 4142 as the background noise level.

L_{AE}	The sound exposure level – the level of a sound with a period of 1 second that has the same sound energy as the event considered.
$L_{Aeq,T}$	The equivalent continuous A-weighted sound pressure level is the value of the A-weighted sound pressure level in decibels (dB) of a continuous, steady sound, that within a specified time interval, T, has the same mean squared sound pressure as the sound under consideration that varies with time.
LAmax	The highest A weighted noise level recorded during a noise event. The time weighting (slow or fast) should be stated.
Night time	The period 24:00-09:00 hours.
Octave band	Band of frequencies in which the upper limit of the band is twice the frequency of the lower limit.
Third octave band	Band of frequencies in which the upper limit of the band is 2 times the frequency of the lower limit.
Residual noise	The ambient noise remaining at a given position in a given situation when the specific noise source is suppressed to a degree such that it does not contribute to the ambient noise.
Sound Power Level, L_W	An absolute parameter widely used for rating and comparing sound sources. Sound power is a physical property of the source alone, independent of any external or environmental factors.
Sound Pressure, p	Root-mean-square value of the variation in air pressure measured in pascals (Pa), above and below atmospheric pressure, caused by the sound.
Sound Pressure Level, L_p	Quantity of sound pressure, in decibels (dB).
Specific Noise Level, $L_{Aeq,Tr}$	The equivalent continuous A-weighted sound pressure level at the assessment position produced by the specific noise source over a given reference time interval.
Specific Noise Source	The noise source under investigation.

St. Anne's and St. Peter's Ball Event Management Plan

13th May 2017

Version 7

Table of Contents

1 – Plan Production & Control

This plan has been produced by: Tegan Eldridge – Ball President

"The Event Safety Guide" has been consulted during the production of the event and regulated, as far as is reasonably possible, in accordance with the guide.

2 – Event Outline

The event is a collaboration of St. Anne's and St. Peter's Colleges, Oxford University, for a triennial black tie ball event. The event will involve the purchase of an all-inclusive ticket price, which includes transport to and from each Oxford College to the venue at Church Farm, Sherbourne Park, Warwick, CV35 8AP. There will be a total number of 1160 guests at the event, who will be identifiable by a wristband unique to each ticket purchase. Wristbands must be collected by guests with the corresponding ID – only a current driving license or passport will be accepted. The all-inclusive ticket price is to include: provision of food and drink (including alcohol) and provision of regulated entertainment, both inside and outside marquee structures with all the necessary AV production elements, including lighting, visual displays, and decorative features. Guests will reach the venue by staggered coach arrivals from the hours of 6:30pm to 7:30pm, managed by a professional coach company, and there will be staggered departures of coaches returning to Oxford between the hours of midnight and 3am. A professional security firm, Safe Secure Ltd., will be monitoring the event security throughout the evening; the British Red Cross have been employed to provide medical assistance should it be required; London Mixology have been employed to provide both alcoholic and non-alcoholic drinks throughout the evening, with Stefan Kokot as the designated premises supervisor. Food and further refreshments will be provided by a number of different caterers: Taste Tibet, Jamon Jamon, Verrecchia Catering, Wafflesticks, TOST and Barista Baby. The professional production company, Origin Technical Productions, will be providing all of the event production throughout the evening. A professional noise management company, SPL Track, have been contracted to provide noise management and control throughout the evening to ensure that all licensing conditions and legal regulations are adhered to. The entertainment will be provided by a number of different bands – a mixture of student bands and professional bands and DJs. The event will be fully insured, with student bands covered by all insurers, and all contractors have shown proof of a minimum of £5M Public Liability Insurance.

The guests will consist of Oxford University students and alumni and their guests (a maximum of 2 guests per student/alumni), who will all be the age of 18 or over. The majority of guests will be between the ages of 18 and 30 years old.

3 – Plan Aim and Objectives

This plan is designed to bring together all of the individual organisations & agencies' plans involved in the event into one document to provide a complete integrated event plan.

Its main objectives are:

- To facilitate the running of a safe and enjoyable event
- To consider and plan for problems that may happen
- Define trigger points at which other plans maybe implemented

It will also consider the maintaining of the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

4 – Event Management Structure

The operational event management team will comprise a representative from:

Ball Committee (specific role in brackets if relevant):

- Tegan Eldridge (Ball President)
- Frances Ball (Logistics and Security)
- Noah Sprent (Catering and Event Safety Manager)
- Sebastian Braddock (Entertainment)
- Luke Petit
- Joshua Gowdy
- James Lavin
- Nicholas Byrne
- Sholto Dugdale
- Aum Thacker
- Kal Leung

Student Workers:
An additional 13 student workers will be hired for the event – these will have rotational roles of managing the cloakroom, litter picking, handing out headphones for the silent disco, marshalling coaches and assisting caterers and the ball committee where necessary.

Contracted Companies

Caterers:

- London Mixology – 18 fully trained members of staff including the **designated premises supervisor** and **personal license holder**, Stefan Kokot

- Taste Tibet – 3 Staff
- Jamon Jamon – 3 Staff
- TOST – 2 Staff
- Verracchia Catering – 4 Staff
- Waffle Sticks Catering – 2 Staff
- Barista Baby – 1 Staff

Entertainment (Acts):

- Artwork (DJ) – 1 Performer
- Jigsaw (DJ) – 1 Performer
- Daft Punk'd (Band/DJ) – 2 Performers
- Dan Shake (DJ) – 1 Performer
- Ollie East (DJ) – 1 Performer
- Kujeliai (Band) – 4 Performers, 1 Manager
- Keep it Trill (Band) – 5 Performers
- The Path Ahead (Band) – 4 Performers
- The 52s (Duo) – 2 Performers
- The Violent Sequence (Band) – 4 Performers (1 also in The Path Ahead)
- The Oxford Imps (Comedy) – 5 Performers
- Toby Hudson (Jazz Piano) – 1 Performer
- Stefan Harvey (Comedy) – 1 Performer

Additional Entertainment:

- Ferris Wheel – 2 operators
- Dodgems – 2 operators
- Casino – 4 operators
- Photo Booth – 1 operator
- 2 Photographers
- 1 Magician

Production and Amenities:

- Origin Technical Productions – 1 Manager, 4 Technicians
- Safe Secure Limited (SIA Licensed) – 1 Security Manager, 13 Security Guards

- British Red Cross – 1 Event Officer, 2 First Aiders, 1 Enhance Skills First Aider, 1 Emergency Driver and 1 Ambulance Crew Attendant

Coach Manager – Alan Gillman

Total number of ball committee and student workers on site: 24

Total number of contracted staff and performers on site: 102

Total number of staff on site: 126
Total number of guests on site: 1160

5 – Event Site

The event is located at Church Farm, Sherbourne Park, Warwick, CV35 8AP. The event will take place in the grounds and gardens (see 2.0. site map) and guests will not be permitted inside the house at any point.

The front park area is used as paddock and is therefore well drained. Access to the front park is via Fulbrook Lane or the long drive off of the A429. Access to the side of the house and gardens is via the driveway, which leads up to the front of the house.

Entertainment venues, catering facilities, bars and other amenities are well dispersed across the event site.

The Event Control Centre will be located inside the house (see site map) and will have access to a landline and a radio in order to contact the ball committee, security team and other staff. The number from this land line will be made available to the relevant authorities and local residents a week before the event is due to take place. A second number (likely a mobile phone) will be made available to authorities and residents at the same time. The event organizer and the event control manager will be available for the duration of the event on the telephone numbers provided.

At least one week prior to the event a leaflet drop shall be made to households in the immediate area, such households to be agreed with the local authority's environmental health service in advance. The leaflet is to include a description of each performance and contact telephone numbers in the event of any complaints.

6 – Emergency Procedure

Step one; emergency is identified. Security guards will be wearing fluorescent jackets, as will the nine student workers with access to radios. Members of the Ball committee will also be patrolling the event with radios; if it is a guest that identifies an emergency, they will be able to approach any of these officials who will be stationed at regular intervals throughout the site. This information will be written in the booklet given to all guests with their wristbands.

Step two; music will be switched off. All radio channels will be alerted of the situation. Throughout the night, one radio channel will be dedicated solely for use by the professional security team; once informed of the situation, they will then call for radio silence across all other channels in the understanding that the professional team will mastermind the evacuation process.

Step three; all guards will be equipped with a megaphone. Once alerted of the emergency and of the evacuation go-ahead, which will be given in the form of a prearranged code or signal, guards will use megaphones to instruct guests of the situation and to direct crowd flow toward fire assembly points or evacuation points. FAPs will be clearly marked on the site map given in the event booklet to all guests. The script for this announcement is given as appendix 4 in the EMP. If deemed necessary, the PA system will also be used to make announcements in the case of an emergency.

Step four; crowds will be gathered at fire assembly points or evacuation points.

Evacuation of the site will commence – see procedure below.

7 – Evacuation Procedures

In the event that the site needs to be evacuated, the situation will first be communicated through the members of staff working on the night. The security team will be alerted via radio that there is a major emergency that requires total evacuation of all immediate areas in the event. Each security guard will be equipped with a megaphone, which will be used to maintain order and to control the flow of the crowd as they leave each area of the site. Security guards will be stationed throughout the venue at any given point in the night. If deemed necessary, the PA system will also be used to make announcements in the case of an emergency.

In this event, total radio silence will be observed on all channels bar the channel dedicated solely for use by Safe Security Ltd.

Guests will be moved out of each area in order of precedence according to the site of the most imminent danger. For example, if a major emergency originates in the gardens, guests will be moved away from that area as soon as it is possible to move them; i.e. as soon as the guard has the signal to start evacuating the area. Likewise, guests in the main arena will be prioritized should a situation arise there.

Guests will be evacuated, regardless of the origin of the emergency, to the large field to the left of the entry road (see site map). This will act as a holding site for guests while it is determined what the nature of the given emergency may be. It has been chosen because it is a field with the capacity to hold all persons on site, directly adjacent to the access road should any vehicles (whether fire engines or other emergency services, or coaches to transport guests back to Oxford) should need to enter the site.

Half of the security team will be assigned to the role of crowd marshalling, in the event of evacuation. The other half will be directed to search the site as guests leave, with the aim of ensuring that all guests have reached safety in good time.

Decision is clearly recorded with the time it was taken and the reason.

8 – Road Traffic Management

Guests will be transported to the venue from Oxford in 24 coaches, to have staggered arrivals between the hours of 6:30pm and 7:30pm on Saturday 13th May. These coaches will remain parked in holding pens on site and will depart from midnight when they are full.

Guests will be transported back from the venue in coaches, which will have staggered departures (coaches will park on site and depart when full) from the hours of 12am and 3am – some of these coach will be shuttle coaches and some will just make one return journey.

Entrance to the site will be via the gated entrance off Fulbrook Lane. The site exit will be via the long drive off the A429. Coaches will not enter or exit the site via any other route. See page 9 of “5.5. Coach Risk Assessment” for route map.

There will be no expected impacts on road networks; there will be no expected road closures necessary.

Guests will be required to get these coaches from Oxford in order to gain access to the ball unless alternative access is specifically requested and the request has been considered by the Ball executive committee – we would expect some alumni ticket holders to request car parking.
For those who have specifically requested parking space, space will be made available at the side

of the house and guests will be escorted to the main event site – the side of the house will not otherwise be open to guests and security will be monitoring the event perimeter. All event traffic will enter via the gated entrance off Fulbrook Lane.

In the event that Emergency Services Access should be required, on approach to the site emergency vehicles will be directed the route to follow on the entry of the site. The event organiser (Ball President) will meet with members of the fire service prior to the event to ensure that there are safe access routes to the event in the case of emergency. The British Red Cross will be on standby throughout the evening to provide medical services, including the provision of an ambulance. They will be positioned close to the proposed emergency exit (the long driveway).

Coach marshalls will be assigned to the managing of coaches entering and exiting the site. These will be easily identifiable by fluorescent vests. These will be managed both by the coach manager, Alan Gillman and the vice-president, Frances Ball. Coach marshalls and the security team will receive a full briefing from the Event Organiser prior to the event.

Coaches will enter and exit the site via a clearly marked route, which will be fenced off with security fencing and have ground reinforcement to ensure the safe movement of vehicles. Crowd control barriers will be deployed to provide holding pens for coaches to remain on site. Guests will be unloaded from coaches at the top of the front park area (see site map) and will be loaded onto coaches in a clearly defined queuing area, which will be monitored by coach marshalls aided by the security team and will be clearly floodlit for visibility.

See Appendix for the Coach Risk Assessment and Route Map

9 – First Aid

First aid medical cover will be provided by ‘British Red Cross’ (BRC), who will arrive ahead of 6:00pm BST and remain on site until all guests have left the site at 03:00am.

Assessment of Provision:
The BRC use a version of the Purple Guide to initially 'score' the event. After looking through the information we provided them with around the event, they were able to give it a score of 23. This suggests 1 ambulance plus crew and 6 First Aiders. The planner for the event then took other things into account, such the fact that the event goes on late into the night, and that patients will come to the main treatment area in the centre of the field. Based on this knowledge, they have allocated the following resources:

- 1 Event Officer – First Aider
- 2 First Aiders

- 1 Enhanced Skills First Aider
- 1 Ambulance Crew – Emergency Driver
- 1 Ambulance Crew – Attendant

Emergency Vehicle Plan for Sterile Routes:
The site has two possible access/egress routes, and one of these will be kept clear at all times to allow access of emergency vehicles and egress of the BRC ambulance, should it be required. The ambulance will be able to drive off the main field directly onto the drive, with no obstacles such as pedestrians in the way. In the event of wet weather, the main site field is well-drained, and will not become so waterlogged that emergency vehicles cannot drive. If the weather is poor enough that this occurs, then the event will not take place.

A full risk assessment will be provided by the British Red Cross in conjunction with the Event Safety Manager before the event, which will be made available to event management and security staff on the event site before the event. This will also be available for local authorities.

Details of Medical Tent:
The area provided for first aid will be a well-lit gazebo with sides and a hard floor, with electricity and drinking water provided. The ambulance will be close by, but the post will be self-sufficient should the ambulance have to leave the site. Chairs and a table will be provided for use by the staff and patients.

The tent will be located near to the main stage (for details see site map in appendix), where the largest number of people will be, thus ensuring that anyone who needs help will be able to access it quickly. Toilets for patients will also be located in a trailer very close by.

Points of Contact:
Medical Manager: As the BRC are a volunteer organisation, they cannot provide details of who will be the medical manager until closer to the time, however a the current point of contact is Phil Entwistle (PEntwistle@redcross.org.uk, XXXXXXXX)
Event Safety Manager: Noah Sprent – XXXXXXXX

Information for Guests:
The medical tent will be clearly marked on the map, which will be given to all guests. It will also be clearly visible from the main site, with a marquee and ambulance. All staff working on the site will be informed about the location of the medical tent, and therefore guests will be directed easily should they require attention. Should it be required, ambulances will be guided onto the event site by coach marshalls, who will be fully briefed as to how this will be managed before the event is to take place.

Staff Break Area:
During the event, the staff will be allowed to rest on-site, where they choose, and will be allowed access to the refreshments that are available for guests. There will be staff toilets provided, which will be separate from those used by guests.

Detailed map of site:
Copies of the maps will be immediately available for external agencies in the event of a major incident or emergency, and correlation of the chosen grid system with the British National Grid system should be known.

10 – Fire Precautions & Equipment

Fire safety equipment provisions: Rented from **Executive Fire, Oxfordshire (01865980608)**

1 x Powder and 1x Water extinguisher stand – POWER GENERATORS
1 x Powder and 1x Water extinguisher stand – MAIN MARQUEE
1 x Powder and 1x Water extinguisher stand – SECOND STAGE
1 x Powder and 1x Water extinguisher stand – STRETCH TENT
1 x Powder and 1x Water extinguisher stand – MAIN SITE BAR MARQUEE
1 x Powder and 1x Water extinguisher stand – SMALLER BAR NO. 1
1 x Powder and 1x Water extinguisher stand – SMALLER BAR NO. 2

See site plan for location of extinguishers

A fire risk assessment has been carried out and the following issues are identified:

Main area:

- Electric systems for sound, and for lighting will be suspended over the stage on a truss structure. There will be black backing material behind the stage to enhance the effect of the lighting system.

- Throughout the tent, further lighting will be hung on additional trusses to provide dancefloor lighting.

- The main sources of fuel for a potential fire would be the marquee itself, and the backing material behind the stage. It is an enclosed space and would therefore trap smoke within it, raising the temperature and the risk of fire by convection as well as conduction.

Catering vans:

- Cooking hazards apply to the vans producing hot food. Hot surfaces left unattended, close to loose flammable material, are a potential hazard

Bar tent:

- This open plan structure will be lit by LED flood lights
- Alcohol is flammable, and if spilled on the bar surface could pose a risk.

Fairground Rides:

- The fire risks posed by the fairground rides are largely based on the risk of electrical failures in the machines.
- Any drink spillage on the electrics could also cause a hazard.
- Escape from the rides in the event of a fire could be slow, in the case of the Ferris wheel.
- Fairground rides will be providing their own fire fighting equipment and risk assessments have been provided (see appendix)

Second Stage:

- Electrical faults could cause a fire in the vicinity. As an open structure, there is more wind flow through the tent than there will be in the larger but enclosed marquee.

Sunken Garden:

- The stretch tent is the only marquee on site to be furnished with soft furnishings; these are a hazard as they are closely packed and would act as fuel for a fire. The tent is open at the sides, which means that wind flow through the tent may be significant.
- The tent covers a small stage with small-scale electric systems for decorative lighting and a microphone.

Secret Garden:

- The only structures in this area are portable toilets, which do not pose a fire risk. This area is a potential escape route should a fire take place in the neighbouring gardens, rendering the normal escape route inaccessible. This is unlikely, but should it occur, then the fencing that bars the exit past the tenants' housing will be moved by the security guard on duty in the garden. The fencing will be easily removable.

Hanging lanterns garden:

- The hanging Chinese lanterns are powered by electric cables that form a trellis over the garden. The lanterns hang from this trellis. This garden is an enclosed space designed to create a den of coloured light.

Additional Risks:
Generators:

- As the main source of power for the large structures on site, this is the site of a huge amount of electricity.

Entry Road:

- This is where coaches will come into the site. It is also a road that would need to be crossed in the unlikely event of a whole site evacuation, and the road down which fire engines would enter the venue if they were called. It is a private road with access to the venue and is only wide enough for one vehicle.

Driveway:

- There are no major structures here bar fencing, which protects the owner's croquet lawn at the front of the house. However, it is where the gardens area and the main arena meet, and is likely to have people crossing it at any given point during the course of the night.

Cloakroom marquee:

- Tightly packed, enclosed marquee with coats and other belongings acting as potential fuel.

The Event Organiser has arranged a meeting with two members of the fire rescue service on 2nd May to assess access points for emergency vehicles and discuss any further fire risks that may be present at the event – this feedback will be considered and carefully integrated into the Event Management Plan and made available to all members of staff and relevant authorities.

11 – Communications

There will be 34 radios in operation throughout the night. The team from Safe Security Ltd will have 14 radios and one channel of the radio system will be dedicated solely to their use. The 11 Ball committee members on duty at the event will have a radio set each. 9 of the student workers who are on marshalling duty or otherwise helping the committee will each have radios.
One channel will be for the Ball committee only.
All on the radio system will use a third channel.

Standard radio practice will be in operation: any statement will be ended with "over". Any statement that does not require a response from others on the radio will end with "over and out".

The committee members on duty will also have their mobile phones on them, all of which will be

set to loud. The numbers for these phones are given as appendix 6, as are the numbers for our security manager/ fire safety manager, our production/AV coordinator, and our coach manager. These numbers will also be provided to the authorities in the form of this event management plan.

In the event of an emergency, radio silence will be observed across all channels bar the channel used by the security team. This is not to be broken, but all other radio users may tune into this channel.

12 – Waste Management

45 bins will be placed around the site.

2 dedicated litter pickers will ensure that any waste not in bins is tidied up. 8 committee members will be employed the day after the event to ensure the event site is entirely clear of waste.

Due to the nature of the event, dedicated recycling procedures would be almost impossible to police, however the vast majority of the waste, the cups used for drinks, will be biodegradable.

After the event finishes at 03:00am on Sunday 14th May, the entire site used for the event will be clear of waste by 21:00pm.

Guests will not be permitted off of the event site at any time so there will be no waste outside of the event perimeter at any point.

13 – Toilets

There are no public toilets available on the event site so we have hired Portable Toilets Limited to provide toilet facilities for the event. These toilets will be a mixture of high-quality trailer toilets and a few 'portaloos'.

- 9 portaloos and 14 urinals for men will be provided on the event site
- 13 portaloos for women will be provided on the event site
- 1 disabled portaloo will be provided on the event site

Portable Toilets Limited will be responsible for delivering and collecting the portable toilets.
The toilets will be maintained on the night by the ball committee and hired student workers.

14 – Catering

Hot food and drink, including alcohol, will be provided from the hours of 6:30pm on Saturday 13th May until 02:30am on Sunday 14th May, according to conditions set by Environmental Health.

Alcohol will be provided from bars within marquees and also outdoors within the event site. Hot food will be provided from 5 different stalls inside small marquees across the event site. Coffee and other hot drinks (including some alcoholic options) will be served from 9:30pm to 02:30am from a coffee van within the event site.

Drinks will be provided based on a token system. Guests have a wristband with tear off tokens that are handed to member of bar staff in return for a drink. Each guest will have five tokens and once these have been used they have to report to a member of staff (likely a member of the security staff) who will be able to distribute another wristband if the guest is deemed capable of more drinks. A member of the security team will be supporting each bar manager throughout the evening.

Stefan Kokot from London Mixology has agreed to be the Designated Premises Supervisor for the event. He also holds a Personal License.

The following caterers have been contracted for the event:

Vendor	Providing	Contact Details
Taste Tibet	Curries and Momos	tastetibet@gmail.com
TOST	Toasties	bazandwill@gmail.com
Jamon Jamon	Paella	nick@jamonjamon.co.uk
Verracchia Caterers	Various Food Items	neillcherville@gmail.com

London Mixology	Drinks (including alcohol)	events@londonmixology.co.uk
Barista Baby	Hot Drinks (including alcohol)	baristababy@hotmail.com

All caterers have provided health and safety documents as required, which have been submitted to Warwick District Council.

15 – Lighting

The lighting for the event will be provided by Origin Technical Productions and the event will not be in darkness at any point due to lighting of the grounds and inside marquees.

The event will start in daylight at 6:30pm BST and the sunset time is predicted to be at 8:49pm on Saturday 13th May 2017.

16 – Noise Management Policy

The AV equipment for the event will be managed by Origin Technical Productions – our first point of contact is Ben Cox, who will also be a key contact on the night of the event.

There will be three different stages across the event site, which will have both live and recorded music played between the hours of 7:00pm and 3:00am.

There will be three stages across the event site, which will each have a PA system – these will at no point be louder than the specific limit. Between the hours of 19:00 and 23:00, the music noise levels measured or predicted at one metre from the facade of the nearest noise sensitive premises, which we have identified to be 9 Church Road, shall not exceed 60dB LAeq over a 15-minute period. The nearest noise sensitive premises to the largest PA system, located in the main marquee for Stage 1, is 250m away from the system.

Between the hours of 23:00 and 00:00, the music noise levels measured or predicted at one metre from the facade of the nearest noise sensitive premises shall not exceed 60dB LAeq over a 15-minute period. We will be applying some low frequency restrictions after 23:00 managed with hay bale baffles.

None of the PA systems of stages are directly facing any nearby residents.

Noise levels will be monitored and adjusted by 5 technicians from Origin Technical Productions throughout the night.

We have hired **SPL Track** for the purposes of noise assessment and management, who have completed a full noise management plan of the site prior to the event and will be monitoring the noise level during the event to ensure that all of the regulations for noise production are adhered to and that noise levels are at a safe level without disrupting nearby residents.

Fairground attractions are not permitted to use sound systems for either voice or music at any

time.

See Appendix for noise Management Plan

Stage 1:

- This will be located within the main park area (see map)
- This will be located within a marquee with defined entrances and exits, which will reduce the sound from the PA system that can be heard outside – the maximum capacity for this tent will be 1200, but we would not expect more than 900 to be in this area as the number of guests is 1160.
- This will be a point source PA system with a cardioid sub array, which will be pointed away from neighbouring houses to ensure that sound is directed inside the marquee and away from any neighbouring areas – this system is designed to cancel out sound from behind the PA system as much as possible
- In addition, the entirety of the front park area will be powered by a pair of super silent diesel generators, which meet the toughest European requirements on noise levels
- We will be deploying hay bale baffles behind the sound system to minimise the impact of noise
- This stage will be rotated to face away from Church Road to ensure that the impact of noise is minimised
- The music performed on this stage will be as follows:
    - 7:30pm-8:30pm – 'Daft Punk'd' (Daft Punk Tribute Act)
    - 8:30pm-10:00pm – Dan Shake (DJ)
    - 10:00pm-11:00pm – Artwork (DJ)
    - 11:00pm-12:00pm – Artwork b2b Jigsaw (DJs)
- At 12:00pm this stage will become a silent disco, which will run until the end of the event at 03:00am to ensure that noise is minimised in this area

Stage 2:

- This will be located in the gardens of Sherbourne Park, at the side of the house (see map)
- This will be located underneath a saddlespan S2000, a covered marquee with one open end, which is designed for an audience of a maximum of 500 people
- This will also be a directional PA system rotated to the West, away from Church Road, and amplified at a low level due to the type of music (acoustic) performed on this stage
- The performers on this stage will be entirely student bands or bands with at least one

student at Oxford University

- There will be no music on this stage after 12:00pm
- The music performed on this stage will be as follows:
    - 7:00pm-8:00pm – The Violent Sequence
    - 8:00pm-9:00pm – The 52s
    - 9:00pm-10:00pm – The Path Ahead
    - 10:00pm-11:00pm – Keep It Trill
    - 11:00pm-12:00pm – Küjeliai

Stage 3:

- This will be located in the sunken lawn of Sherbourne Park, near to the house (see map)
- This will be located inside a covered stretch tent with a capacity of 100
- The third PA system will be for comedy and very low-level acoustic music. This will not be audible outside of the sunken lawn area as we are very much intending this to be a quiet zone
- There will be no music on this stage after 12:00pm
- The music performed on this stage will be as follows:
    - 7:15pm-8:00pm – Toby Hudson (jazz piano)
    - 8:00pm-9:00pm – Stefan Harvey (comedy)
    - 9:00pm-9:45pm – Toby Hudson (jazz piano)
    - 10:00pm-11:00pm – The Oxford Imps (comedy)
    - 11:00pm-12:00pm – Karaoke

17 – Lost Children Policy

There will be no guests under the age of 18 permitted on the site at any time.

18 – Event Insurance and Cancellation

All contracted companies have provided proof of Public Liability Insurance, with a minimum £5M limit of indemnity, but with a number of contracted companies providing a £10M limit of indemnity

Our insurers for the event will be in the form of an insurance premium from the insurers of St. Anne's College, Oxford – Lucas Fettes.

19 – Equality Impact Statement

Those who may required any assistance for the duration of the event, including those with disabilities or those who may have difficulty with aspects of communication throughout, are encouraged to make contact with the Ball President and the Event Management Team prior to the event.

Every effort will be made to accommodate those attending the event that may require extra assistance at any point.

A full information booklet for the event will be produced with a site map (with evacuation routes), information regarding catering and entertainment and emergency contact details for members of staff and the Event Management.

20 – Security and Disorder

Security will be provided by Safe Security Limited. This will be managed by the security manager on site, James Knox.

There will be one security manager and 13 SIA registered security guards on site for the event. These will be positioned across the event site, including areas that are deemed high risk, such as at event perimeters, coach queuing areas and by hazards on site such as the pool area. Two security guards will be on patrol in the pool area in particular, which will also be fenced off with security fencing to ensure guests are not at risk in this area. There will also be security patrols around the perimeter, particularly near the river as this is deemed a high-risk area.

Security fencing will be deployed around the entire perimeter of the event site so that guests will be unable to exit the site at any point other than via coaches.

The security team will be monitoring the front of the stage to ensure that no crushing situation is able to occur. Marquee sizes have been carefully considered to avoid risks such as crushing.

All members of the security team will communicate via radios, which will have one channel solely dedicated to security at all times.

The security team reserve the right to perform random drug searches and confiscate drugs at any point. These will be disposed of in a drugs bin.

We have no reason to believe that there will be violent or disorderly behavior at the event. Our security team has worked at over 200 college balls that follow the same format and have never experience a problem. In the unlikely event that this should be the case, the security team will detain the offending person or persons until such a time as the first coaches are due to leave the event. They will be escorted, on the coach, by a member of the Ball committee back to Oxford. At no point will guests be able to leave the perimeter of the event site.

21 – Severe Weather

In the event of high winds, necessary precautions shall be taken in order to ensure the safe running of the event. Origin Technical Productions have a wind management policy to guide the management of high winds and the risks it poses to temporary structures (see appendix).

The front park area of the event site is well drained as the area is used for paddock – as such, rain in the time before the event is due to take place is unlikely to cause a problem. There are solid access routes for emergency vehicles to gain access to the site, which will be unaffected by severe rain. Ground reinforcement for coaches is to be hired to ensure that vehicles are able to move across the proposed route map for loading and unloading of guests on and off of the site.

In the event of a thunderstorm with lightning near the event site while the event is taking place, guests should be loaded onto coaches in order to seek shelter from potential lightning strikes. This will be managed efficiently and effectively by members of the security team, coach marshalls and ball committee through the queuing and loading areas. If the risk is deemed too great for the event to continue, guests will be evacuated off site and returned to Oxford.

If there is significant severe weather in the days running up to the event, the ball committee will consult with the rest of the staff team and college officials regarding the cancellation of the event. Guest safety will be prioritised at all times and if the event is deemed unsafe to go ahead due to the condition of the site or the risk posed to guests and staff then it will be cancelled. This will also be in consultation with relevant authorities at Warwick District Council.

Appendix 1 – Event Schedule

Tuesday 9th May – Friday 12th May 2017

8:00am OTP crew and vehicles arrive on site and commence structure construction and technical rigging.

8:00pm OTP crew and vehicles leave site.

Saturday 13th May – Sunday 14th May 2017

8:00am OTP crew and vehicles arrive on site and commence final checks, sound checks and event preparation.

18:00pm Show commence.03:00am Show end.04:00am OTP crew and vehicles leave site.

Entertainment Schedule:

Stage 1 (see map):

- 7:30pm-8:30pm – ‘Daft Punk’d’ (Daft Punk Tribute Act)

- 8:30pm-10:00pm – Dan Shake (DJ)
- 10:00pm-11:00pm – Artwork (DJ)
- 11:00pm-12:00pm – Artwork b2b Jigsaw (DJs)
- 12:00pm-3:00am – Silent Disco

Stage 2 (see map):

- 7:00pm-8:00pm – The Violent Sequence
- 8:00pm-9:00pm – The 52s
- 9:00pm-10:00pm – The Path Ahead
- 10:00pm-11:00pm – Keep It Trill
- 11:00pm-12:00pm – Küjeliai

Stage 3 (see map):

- 7:15pm-8:00pm – Toby Hudson (jazz piano)
- 8:00pm-9:00pm – Stefan Harvey (comedy)
- 9:00pm-9:45pm – Toby Hudson (jazz piano)
- 10:00pm-11:00pm – The Oxford Imps (comedy)
- 11:00pm-12:00pm – Karaoke

Sunday 14th May – Wednesday 17th May 2017

Approx. 10:00am OTP crew and vehicles arrive on site for deconstruction. Approx. 18:00pm OTP crew and vehicles leave site.

Appendix 2 – Site Plans

See “2.0. Sherbourne Site Plan” for plan of site

See “2.1. OTP Production Site Plan” for production plan of site and event layout

See “2.2. Technical Site Plan” for plan of security guard placement, emergency exits, fire provisions and assembly points

Appendix 3 – Public address Scripts & Media holding statements

Start of all speeches;

“Attention. Attention. Due to circumstances beyond our control, this event must stop. All guests are required to listen to the security team and to follow their directions for their own safety. “

*In the event of an **emergency on the main site** (main marquee, fairground rides, outdoor bar in saddle tent, catering vans):*
[Script for announcement given in **smaller garden, sunken garden, or by hanging lanterns**, following initial "attention, attention"]:

"Please exit via the nearest gate. The fire assembly point is directly in front of the stage tent, next to the house. Marshalls will guide you. Please do not run, but walk towards the fire assembly point."

[Script for announcement given on **main site** – this will be given by multiple guards across the area, following initial "attention, attention"]

"Please make your way towards the walkway at the front of the arena. Do not run. Guards will direct you through the walkway and across the drive, and towards the fire assembly point."

*In the event of an **emergency in the gardens** (secret garden, sunken garden, hanging lanterns)* –
PLEASE NOTE: This is dependent on where in the gardens the emergency has occurred. If a fire has broken out in the hanging lanterns garden, then guests will need to be evacuated through the rear of the property next to the tennis court. This is out of bounds for the purposes of the evening, but in the event of an emergency the way will be cleared for guests to depart around the back of the house and arrive in the driveway. From this point they will be directed to the fire assembly point in the main arena.
If it has broken out in the garden closer to the tennis courts, then guests will be evacuated through the hanging lanterns section.

[Script for announcement in the **main arena,** following initial "attention, attention"]

"Please make your way [out of the marquee by the marked exits] [and/or] toward the fire assembly point, which is located <u>on the far left field of the front park area.</u> Marshalls will guide you across the main site. Please do not cross the walkway, but remain in the field."

[Script for announcement made in the **hanging lanterns** section: guard must stand by the gate to the smaller garden and direct guests away from it, towards exit towards the second stage]

"Please leave via the exit towards the main garden. Do not approach the exit behind me. Marshalls will guide you towards the walkway to the main arena. The fire assembly point is located across the walkway in the main arena."

[Script for announcement made in the **smaller garden – Please note, the fences will be moved to**

one side to allow crowd movement past the tennis courts]

“Please exit to your left. Walk past the tennis courts, and please follow the marshalls who will be escorting you around the house and to the front drive. You will then be directed across the walkway to the fire assembly point in the main arena.”

[Script for announcement given in the **sunken garden**]

“Please leave via the exit to the right of the garden. Do not attempt to push past the fences around the pool. Please walk through the exit and to your left; you will be guided by marshalls to the front of the house. You will then cross the walkway and arrive at the fire assembly point in the main arena.”

Script to be given at a fire assembly point:

“Thank you for your cooperation.” [Either] “The emergency is under control and we will inform you as to when it is safe to continue the event.” [or] “Please remain quiet and listen to the guards and the marshalls who are directing you. We are [going to keep guests at the fire assembly point] [going to escort guests onto coaches to evacuate the premises] [going to escort guests onto the far field for emergency evacuation.”

Appendix 4 – Key Contacts

Name	Role	Number
Tegan Eldridge	Ball President	XXXX
Frances Ball	VP – Logistics and Security	XXXX
Robin Smith-Ryland	Property Owner	XXXX
Ben Cox	Production/AV Coordinator	XXXX
Noah Sprent	Event Safety Manager	XXXX

Appendix 5 – Risk Assessments

Production: See “5.0. Method Statement” for Risk Assessment Method Statement. See “5.1. Origin Technical Productions – Risk Assessment” for Production Risk Assessment

Wind: See “5.2. Wind Management Policy” for Wind Risk Assessment and Management

Fire: See “5.3. Fire Safety Risk Assessment” for Fire Risk Assessment

Security: See “5.4. Security Risk Assessment” for Risk Assessment

Transport: See “5.5. Coach Risk Assessment” for Risk Assessment

Fairground: See “5.6. Ferris Wheel Risk Assessment”, “5.7. Dodgems Risk Assessment” and “5.8. Photobooth Risk Assessment”

Appendix 6 – Noise Management Plan

NMP: See “6.0. Noise Management Plan”