

Maindee Festival Operating Schedule

Version 1.2 (April 2015)

About this document

This document is the Operating Schedule for the Maindee Festival to be held on May 30th 2015 at Maindee Primary School, Rodney Road, Newport NP19 0AP

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this document replaces all previous versions

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B1: Statement of Intention

Over the last 19 years, the Maindee Festival has developed into an annual free outdoor event that is, popular, safe and inclusive for local young people and families from diverse social, religious and ethnic backgrounds.

The Festival is a celebration of social inclusion and community creativity. Prior to each festival we provide a programme of arts workshops with local schools, youth and community groups that culminate in a carnival-style street parade. This is immediately followed by a programme of events on our Festival site.

Following a community consultation held in 2007, and with the agreement of the School's Headteacher and Governing Body, the Association moved the location of this annual community event to the grounds of Maindee Primary School in 2009. The 2015 Festival will be held at the School on Saturday May 30th 2015.

The Maindee Festival Association was granted a Premises License (Ref: 09/1093/LAPRE) by Newport Licensing Authority from 30th May 2009. The event will run under the terms of this license.

This operating schedule, describes the overall arrangements for the event, our policies, partnership arrangements and the strategic and operational measures we will take to promote these four objectives:

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

In respect to these four objectives, the Newport Licensing Authority has provided guidance on specific areas of concern that it recommends might be addressed in this operating schedule. These are covered in summary in the following four subsections. References to more detailed information in the operating schedule that is relevant to these areas is included where appropriate.

B1.1 Prevention Of Crime & Disorder

CCTV – The site has a permanent CCTV installation. Location and duration footage is retained for a 28 day period.

Gate Supervision – SIA qualified door supervisors will be employed. See B17

Weapons and drugs: The Festival has an established “no tolerance” policy against the use of illegal drugs, fighting and the carrying of weapons.

Glass: All alcoholic drinks will be served in biodegradable plastic containers. See B8.

Crime Prevention – our website carries safety advice and our stewards are trained to advise visitors on the presence of pickpockets.

Capacity – The capacity of 2999 will be controlled. See B18.

Proof of Age – The Bar will operate the “Check25” system. See B8.

No alcohol promotion – irresponsible promotions and ‘all-night inclusive’ offers will not be permitted. See B8.

B1.2 Prevention of Public Nuisance

Hours: The opening times are during normal daylight hours

Noise Pollution: A noise pollution plan has been developed. See B6.

Police – all persons causing problems will be reported to the Police

Bottles & Glasses – All drinks will be served in PLA containers. See B8.

Queues – If full capacity is reached, the pedestrian queue will be monitored by SIA door supervisor to prevent any unwanted disturbance. See Appendix 1

Last entry time – not applicable

Light Pollution – the premises are open in daylight hours only.

Capacity limits – will not be exceeded. See B18.

Noise Assessment – Levels of amplified music will be moderated. See B6.

Waste: We have a waste policy to minimise the festival’s environmental impact. A waste management plan will operate. See B9.

Alcohol Delivery – will take place at times that will not disturb person living in, or businesses operating in the vicinity

Pyrotechnics, explosives, fireworks – will not be used.

Urinating/Vomiting – around the premises will not be accepted and persons found doing so will be evicted from the site and may be handed over to the Police.

B1.3 Public Safety

Fire Risk Assessment – See B10 & Appendix 4 (Risk Assessment)

Exit Routes – See Appendix 1 (Site Plan) and B18.

Stairs/Steps – Level site with no stairs or steps. Access steps and ramp for main stage.

Emergency Lighting – Not applicable as event is in daylight hours.

Fire Evacuation Procedure – notices of the procedure in the event of a fire are displayed at prominent places throughout the premises

Staff Training – all staff will be trained in general site safety and a site evacuation drill will be held on site on Thursday July 1st 2010 at 19.00hrs.

Materials – All tents and temporary structures will use flame retardant materials. (See B12)

Fire Drills – all staff will be trained in the use of fire extinguishers. A site evacuation drill will be held on Thursday June 31st at 18.30hrs.

Fire Extinguishers – all portable equipment will be checked before and during the event.

Emergency Vehicles – an emergency vehicle route will be available at all times and will be kept clear and free from obstruction

Disabled/visually impaired/hard of hearing customers – stewards will be trained to be vigilant about the needs of people with disabilities, especially in case of site evacuation.

First Aid – 4 dedicated first aiders will be on duty (See B11)

Accident Book & Incident book– only members of the Festival management team will fill in this book, which will be held at all times in the Event Control Office. It will be available for inspection as and when required by an authorised officer.

RIDDOR – HSE guidance on RIDDOR will be followed.

Suspended items – lighting and speaker installations will be well secured and any suspended items will have a secondary method of support in the form of chains/brackets

Electrical installations – checked on a regular basis by a competent person.

SIA Door supervisors – Six SIA door supervisors will be on duty during opening hours and a log maintained

Capacity – will be controlled with a clicker method (See B18)

Regular site inspections – will be undertaken to enable any broken glass to be removed

Drinking water – will be available at all times free of charge

Notices/posters – promoting responsible drinking will be placed in the bar area

Lighting Rigs/Staging/Sound Systems – will be installed by a competent/qualified person (See B12)

Special effects – will not be used.

Seating – the main arena area will be a standing area

Stewards – 15 safety stewards will be provided in addition to SIA supervisors and will wear identifiable yellow tabards

B1.4 Protection of children from harm

CRB checks – All Trustees and Children's Workshop leaders will be CRB checked (See Appendixes 8&9)

Designated area – a designated events area (Garden Stage) suitable for younger children will be sited away from the bar area.

Adequate drinking vessels – PLA cups will be available for younger children

Adequate toilet facilities – 1 x disabled portaloo and 3 portalooes will be provided with a dedicated waste bin for the safe and hygienic disposal of soiled nappies.

Proof of age – The Check 25 system will operate in the bar tent (See B8).

Bar staff – will be trained in identifying under age persons and instructed to ask for proof of age, and to advise senior members of staff if persons are purchasing alcohol for consumption by under age persons. (See B8)

Special effects – will not be used during the event

Adult supervision – chaperones /CRB checked stewards will be available at all times to supervise children who are performing.

B2: Event Overview

The event will broadly follow the pattern established at previous Festivals. On the day before the event contractors will arrive on site to erect tents, portaloos etc. During the morning of the event traders will arrive and set up stalls. The street parade will arrive on site at 13.00hrs. An afternoon and early evening of amateur and professional music and dance performances will run on the main open air stage until 20.00hrs, when the event will end. Visitor numbers will be controlled to a maximum of 2999 on site.

Item	Description	Notes
Date	Saturday May 30 th 2015	1
Public entry times	12.00hrs – 20.00hrs	
Site closes	21.00hrs	
Bar times	12.30hrs – 19.30hrs	2
Food trading	12.00hrs – 19.30hrs	3
Main stage	12.00hrs – 19.30hrs	4
Location	Maindee Primary School, 108 Corporation Rd	5
Premises type	Outdoor level grass and hard standing areas	6
Site Limit	2999 persons	7
Event type	Community festival with outdoor amplified music	8
Audience profile	Full mix: families, young adults, adults	9

Notes

1. The Festival will be held on one day. The Premises License (see Appendix 3) is for Saturday and Sunday on one weekend each year. This is to allow flexibility over the day (a future one day Festival may be held on a Sunday) and to potentially allow the event to extend, at some future point, over both days.
2. The bar will close 1.5 hours before the site closes and 30 minutes before the end of performances on the main stage. (See B8 for further information)
3. See B21 for further information
4. See B6 (noise) and B12 (Stage and temporary structures) for further information
5. See Appendix 1 for site plan
6. The site is level. It is grassed with hard-standing areas. Its typical use as the grounds of a Primary School indicates the excellent general safety of the site and the absence of any physical hazards.
7. The Fire Service Events Safety Officer has advised a maximum capacity of 2999 based on the overall size of the site and the availability of emergency exits. See Appendix 1 for site plan; B19 for Emergency Plan and B18 for gate and number control.
8. The event has an established reputation for promoting the performance of live music and dancing from diverse cultures with appeal to a wide age range.
9. See B3 for further information

B3: Visitor Profile

The visitor profile is based on visitor surveys undertaken at previous events:

- The style and character of the Maindee Festival typically attracts a relaxed and trouble free crowd. Over the last 18 years the event has welcomed over 45,000 visitors, with only one serious injury (broken scapula following fall) and three arrests (drunk and disorderly).
- 75% of visitors live within walking distance of the site.
- 95% of visitors live in Newport.
- The festival parade will include a large number of children (aged 4-11) who, with their families, will arrive on site in the early part of the afternoon. As the afternoon proceeds, more teenagers and young adults will arrive on the site for the afternoon DJ set (17.30hrs – 19.00hrs).
- There will relatively few (<5%) older visitors (60+).
- The Festival particularly attracts people from minority ethnic communities who will make up approximately 50% of the total visitor numbers.
- The average time visitors will spend on site is 3 hours.
- Depending on weather, a total visitor number of 3000 – 6000 is expected, with a maximum of 1500 - 2999 at any one time.

B4: Premises License Objectives

The Association proposes to provide regulated entertainment and to sell alcohol (the two “*licensable activities*”) at the Festival.

In respect of these activities, we need to ensure that we take all reasonable measures within our control to ensure that these four licensing objectives:

- the prevention of crime and disorder,
- public safety,
- the prevention of public nuisance and
- the protection of children from harm,

are effectively supported by this operating schedule and our event management on the day.

The style, character and reputation of the event is well established. We wish to protect and enhance this reputation.

In this respect we believe that there are three critical areas that we need to get right:

1. That alcohol is sold and consumed in a responsible manner.
2. That the event is safe, especially for children and vulnerable adults.
3. That local residents are not disturbed by unreasonable noise levels.

B5: Premises Description

(See Appendix 1 for site plan)

The premises form the grounds of Maindee Primary School, Rodney Road, Newport, NP19 0AP.

The site is normally used as the outdoor play area for the School and, as such, is a safe and hazard-free area.

This photograph shows the main area of the site to the rear of the School taken from the grassed and wooded bank on the southern boundary.

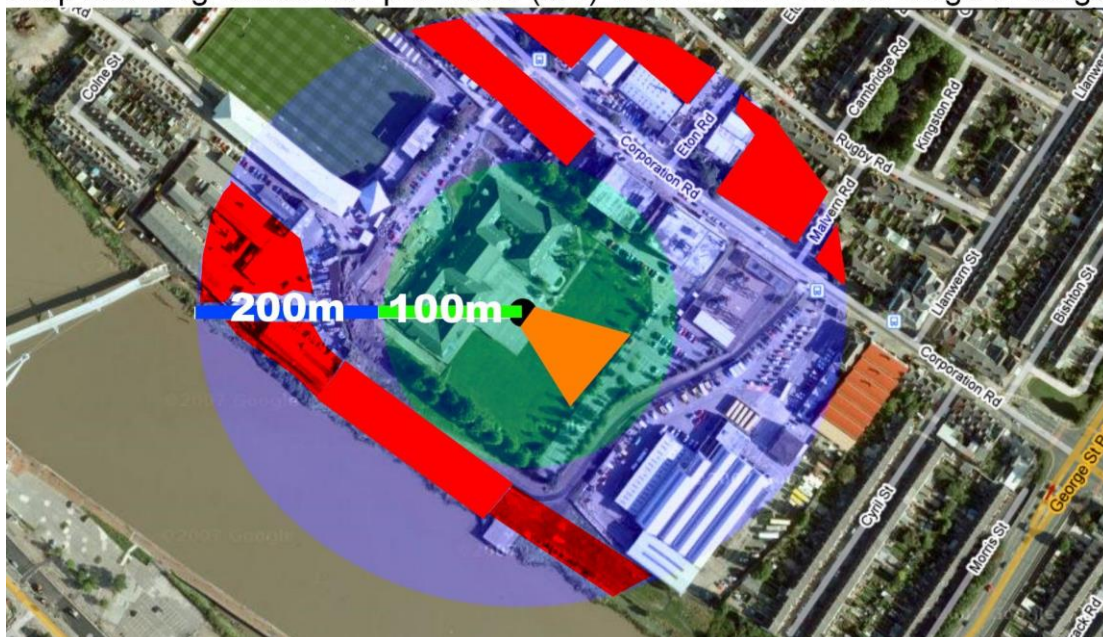


B6: Noise Pollution

We want our visitors to enjoy amplified live music performances. At the same time we want to ensure that visitors and local residents not attending the festival are not unreasonably disturbed by excessive noise pollution.

The site map below shows the location of the main stage at the centre (black) and the arena (marked orange) where the main stage PA system will be focused. There are no noise sensitive premises within 100m of the stage (the School buildings are excluded as the event period falls outside school hours). The larger (blue) shaded ring shows areas within 200m of the main stage. Areas marked in red show residential housing within this 200m range.

Map showing residential premises (red) within 100m-200m range of stage



Our principle approaches to limiting noise pollution are:

- To locate and orientate the main stage PA away from noise sensitive locations.
- To end all amplified music by 20.00hrs and PA announcements by 21.00hrs
- To focus amplification on quality of sound rather than volume.
- To programme a variety of types of music, so that no one musical type dominates.
- In partnership with the NCC Pollution Control Team to monitor noise levels during performances¹.
- To provide local residents with a telephone number (01633 263309) that they can call at any time during the event to complain about noise levels.

We will liaise with all relevant parties e.g. NCC Public Protection and Environmental Services, sound system supplier, sound engineers and performers prior to and during the licensed event.

A letter will be distributed to the local residents living nearby the event informing them of aspects of the festival that might be relevant to them. This letter will include a telephone number that they can use during licensed hours to complain about excessive environmental noise.

We will ensure that any sound system supplier, sound engineer, sound equipment operator or performer is informed of any noise conditions of license and that they will be required to comply with any instructions given to them by the Licensee or relevant officers of Newport City Council.

¹ We submitted this section to NCC Environmental Health in 2009 for comment

We will ensure that the speaker systems at the main stage and in any performance tents are constructed in such a way that the sound is principally directed at the audience in that area.

The identity and contact details of all sound engineering and other personnel having direct control over sound levels associated with any music performance, reproduction of pre-recorded music, rehearsal or sound check shall be provided to Newport City Council in advance of the event.

A main stage sound mixer desk shall be located at a distance not greater than 25 metres from the main stage public address system (P.A.). No delay tower(s) shall be used in conjunction with this system. Any exposed cables to the sound desk will be protected by 1m matting rolls

No artist's public address system (P.A.) or other loudspeaker system associated with any music performance, reproduction of pre-recorded music (and other sounds), will be operated outside of the licensed period, other than for safety purposes or for short periods of sound checking.

The main stage artist's public address (P.A.) loudspeaker system shall be made available for sound check purposes no later than 1 hour prior to any period of live or recorded music. All sound checks shall be conducted to the satisfaction of Newport City Council or any nominated person(s) acting on behalf of the same.

We have previously sought advice from the NCC Public Protection offices on their recommended maximum noise levels in the arena and at any occupied noise-sensitive premises near to the site.

We will ensure that noise levels at the sound mixer position, or at any position from which noise is generated, or at the nearest noise sensitive residence, do not exceed the noise limits as advised above.

B7: Regulated Entertainment

The 2015 programme of regulated entertainment is currently under development and will be finalised in May 2015. This year's programme will be broadly similar to previous year's which have been delivered without complaint or incident.

The main stage programme will include:

- Local Talent Show (13.00hrs – 15.00hrs)
- DJ sets (15.15hrs – 17.15hrs)
- Bands (17.30hrs – 19.30hrs)

The garden stage and spoken word tents will operate from 13.00hrs to 18.30hrs with low levels of amplification for speech and music/

B8: Sale of Alcohol

The Festival is a family friendly event and so we wish to promote a positive, low key and responsible approach to alcohol sale and consumption.

Alcohol will be sold between 13.00hrs and 19.30hrs from one tent. The bar will sell beer, cider and wine only.

We are aware that binge drinking, and alcohol-related crime and disorder and public nuisance are important concerns for the Licensing Authority. We fully share these concerns and will ensure that the sale of alcohol will be well controlled at all times through the following measures:

- Alcohol will not be served to anyone who appears to be drunk, or under 25 without proof of identity.
- Apart from the presence of the bar on site, no alcohol advertising, promotions, or related-sponsorship will take place.
- Visitors creating disorder or who appear drunk or who are abusive will be ejected from the site and may be handed over to the police.
- At the discretion of the DPS and in full consultation with the Event Control Team and police officer in charge, visitors will be allowed to take alcohol out of the beer tent for consumption on the premises. Alcohol will not be allowed to be taken off the premises.
- The DPS will seek to prevent alcohol sales to people who intend to pass on alcohol to people who are drunk, or under age. Stewards will be trained to be vigilant to any potential breaches.
- The Bar will close 30 minutes before the end of the Festival

We are working to reduce the amount of waste that cannot be recycled at the Festival and to avoid risks from cans and glass. Beer and cider will be served in CE stamped, biodegradable pint and half pint PLA cups (supplied by www.biopac.co.uk and endorsed for use at outdoor events by the Metropolitan Police). No drinks will be served in glass or cans. Wine will be sold in units of 175ml, and served in PLA cups.

The DPS on the license application is John Hallam.

B9: Waste Management

We are working to reduce the amount of non-recyclable waste generated at the event by banning the use of plastic cutlery and containers by food and drink traders. For safety reasons, no glass containers will be permitted on site.

An adequate range of general waste and recycled waste bins will be provided and removed from site. Litter picking will operate throughout the event and a

full litter pick will take place on Sunday 8th July on the site and surrounding areas.

Stewards will be vigilant to ensure that combustible waste materials, such as paper and cardboard, do not create a fire risk.

B10: Fire Safety

The open air site, made up of areas of grass and hard standing is a general environment with a low fire risk.

Traders will be instructed to only bring sufficient LPG for their requirements. Spare LPG bottles will be stored in secured areas. Traders will be instructed not to change bottles when members of the public are present. Public Protection Officers will be encouraged to inspect the traders. Traders will be required to produce a risk assessment. Traders will be required to have had all portable gas appliances tested or inspected.

All enclosed areas will be no smoking areas.

Sufficient waste containers will be provided. Waste bins will be situated at least 10 metres from any structures. Stewards will be trained to watch out for rubbish being piled up anywhere outside e.g. next to tents or vehicles. Traders will be required to keep their area free of litter.

The staff will be mature sensible individuals. Security will be in place during opening hours. Training in the use of fire extinguishers will be provided.

Stewards will be trained to look for possible fire risk on site and a vigilant watch will be maintained. Sufficient staff will be trained to ensure safe egress from site.

Suitable fire fighting equipment will be provided for the stage and main tents covered areas. The main stage diesel generator will have a 1 x 9kg powder. Traders will be required to provide suitable equipment. Fire points will be signed. All extinguishers will be checked for location and anti-tamper devices at start of event and during event.

All emergency exits routes will be kept clear at all times.

The site is of sufficient size and of an open character to support safe egress. Suitable signage will be in place.

B11: First Aid

A First Aid point will be established to the left of the main stage. Persons requiring more serious treatment will be taken into the School premises to await ambulance collection.

The scores on the table below (based on HSE guidance) indicate the need for 4 x First aiders to be on site at all times.

First Aid risk scores			
Event nature	Details	Score	Totals
(A) Nature of event	Music Festival	3	
(B) Location of event	Outdoor in confined location	2	
(C) Standing/seated	Standing	3	
(D) Audience profile	Full mix in family groups	2	
Subtotal			10
Event intelligence	Details	Score	Totals
(E) Past history	low casualty rate previously (<1%)	-1	
(F) Expected numbers	<3000	2	
Subtotal			1
Additional factors	Details	Score	Totals
(G) Expected queuing	No significant queuing	0	
(H) Time of year	Summer	2	
(I) Nearest A&E	Less than 30 minutes by road	0	
(J) Profile of care	Choice of A&Es (RGH + UHW)	1	
(K) Additional hazards	No additional hazards	0	
(L) On site facilities	No additional on-site facilities	0	
Subtotal			3
Overall event score:			14

We will contract with an appropriately experienced and qualified supplier for this provision.

B12: Stage and temporary structures

It is recognised that the failure of any temporary structure could have a devastating effect.

Contractors will be appointed for their expertise and good safety record at past events.

To control the risk, we will plan and monitor the contractors supplying the temporary structures to ensure the structures are designed to adequate standards, in a good state of repair and that they are erected and taken down using safe working practices.

In line with *The Management of Health and Safety at Work Regulations 1999*, we will require all contractors to supply in advance written risk assessments and to have identified the most appropriate means of reducing those risks.

All temporary demountable structures used on site will be accompanied By risk assessments covering the design and erection and fire certificates

All structures erected on site will be accompanied by a handover

certificate, and signed off by the Safety Officer before use.

All documentation to be presented to the licensing authority for approval on request.



Stage

The main stage will be of similar type as shown in this photograph.

- Able to carry a point load of 22 Newtons per square metre
- over a 50mm by 50mm area without causing damage to the floor and
- without causing excessive deflection of floor panels.

Marquees

Other significant temporary structures will be one 60' x 30' marquee:

- Supplied by reputable contractor.
- Capable of withstanding expected wind forces and bad weather conditions.
- Flame retardant materials used. Newly manufactured materials should be of inherently flame retardant fabric when tested to *British Standard 5438 tests 2a and 2b with 10 second flame test or British Standard 7157 tests or British Standard 3120.*
- Contractors to follow *MUTA Code of Public Safety – Use and Operations of Marquees January 1998.*

B13: Signage

The site will be adequately signposted to avoid confusion.

Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*.

Fire warning systems shall comply with *British Standard (BS) 5839*.

B14: Protection of children and vulnerable adults from harm

The Festival has a special appeal to children.

We have operated effective children protection and safety policies for children and vulnerable adults for several years (See Appendixes 8&9).

The sale of alcohol at the Festival creates risks for children:

- Abusive behaviour from drink adults
- Consumption of alcohol by children

We will be vigilant in regard to both these risks (See B8).

B15: Sanitary Facilities

In addition to sanitary facilities inside the school building, we will provide access to six x WCs, including 1 for disabled people accessible directly from the festival site.

B16: Communications and Multi Agency Protocol

The Festival management team and stewards will use 20 hand-portable 2-way multi-channel radios.

The School's reception office will be the event communications office, where a landline is also available (Tel No: 01633 263309).

Public mobile telephone networks have good signal at the premises.

The event management team will ensure all necessary assistance and co-operation is given to the members of the emergency services. This will include the instruction and training of event staff on what to do in the event of an emergency.

B17: Security and Stewarding

We have two main areas of concern regarding security:

- Drunken or abusive behaviour on site
- Gate control if we reach our site capacity of 3000

The premises license holder will conduct a risk assessment of all areas and assess the level of security and stewarding required using experience, knowledge and information from previous Maindee Festivals.

We have discussed the provision of SIA licensed door supervisors with Anglo Welsh Security who will provide and manage an appropriate number of door supervisors. We expect this to be 8 personnel.

We will recruit and train 20 volunteer stewards to undertake a range of safety, traffic and pedestrian control and number control duties on site during the event.

The number of stewards required at the event has been determined as a result of a risk assessment carried out by the Safety Officer, taking into account:

- The nature of the site
- The nature of the expected audience
- The performance
- The stewarding of exits

All stewards on duty will be identifiable by an approved standard fluorescent tabard and have access to permanent radio contact with radio control.-

B18: Gate management, emergency exits and number control

Current guidance for a safe density for standing audiences is 0.5m² or two persons per square metre (with an acceptable level of three persons per m² directly in front of a stage).



The white square on this site plan shows an area equivalent to 1500m² which, based on this guidance, would be the space required to provide 0.5m² space per person for a standing audience of 3000.

We held site meetings with South Wales Fire Service in 2009 to discuss capacity and the provision of emergency exits.

We will limit capacity to under 3000 at any one time. (eg 2999 max).

This table shows the width of the four gates on the site.

Gate	Description	Width
A	Main pedestrian entrance / exit	2.9m
B	Dedicated vehicle entrance	4.5m
C	Emergency pedestrian exit	5.4m
G	Emergency pedestrian exit	2.8m

The Guide to Safety at Sports Grounds advises 1m exit width per 109 people per minute.

In the event that a site evacuation is required, a target evacuation time of 8 minutes is proposed. With a site limit of 2,999 in place, emergency exits from the premises would need to support a flow rate of 375 people per minute.

This would require a total available exit width of 3.5m to be available at all times.

Assuming the widest pedestrian exit (5.4m) is unavailable for any reason, the total width of remaining pedestrian exits is 5.7m.

A slip resistant approach will be laid on the grass/earth approaches to emergency exits C&G (see Appendix 1 : site plan). All other routes are via hardstanding.

At any time during the event we will ensure that there will not be more than 2999 people on the premises. This will be achieved through an “in-out” counting system operated by stewards, using hand-held click counters, positioned on each gate and controlled by a Collator.

Before the gates open at 12.00 the collator will make a head count of people on site and record this. In the event of that count not taking place a figure of 200 will be assumed for this.

Every 30 minutes after 12.00hrs counters will have their current figures collected by radio by the collator. Counters and Collator will be on a dedicated radio band.

The collator will keep a central record of ingress and egress throughout the event (see example sheet below) until the event closes.

The collator will calculate the current visitor numbers ($A-B=C$)

Hand tally devices will be used by counting stewards, and reset to zero after each report has been made and confirmed back by the collator.

When the total on site figures exceeds “2500” threshold the frequency of monitoring will increase and counters will report figures of ingress and egress every five minutes.

When the total reached “2999” a – “one in – one out” monitoring system begins.

Gates will be closed to new admissions and a queue initiated outside the main entrance (Gate A).

As each 5 visitors leave, 5 visitors will be admitted from the queue.

Time	A	B	C
	total enter	total exit	Total on site
13.00			
13.30			
14.00			

B19: Emergency Plan

The Event Control Office (ECO) will hold an approved list of contacts for external emergency services.

A communication protocol will be agreed between the event organisers and the police.

In the event of a major incident or any situation that endangers the safety and well being of visitors, all key personnel will rendezvous at the ECO to decide the plan of action.

The site has been designed to ensure that there is are adequate means of escape in the event of an emergency and there is allowance for the free flow of the public during the event.

The event takes place during daylight hours.

All stewards will operate around a clear chain of command and will be trained in site evacuation techniques.

Any crowd problems will be dealt with by extra deployment of stewards and announcements through the PA systems on site and/or handheld loudhailers.

No public vehicles will be allowed to drive on site. Site vehicles will only be permitted to drive on site during quiet periods.

All emergency exits will be appropriately signed.

All incidents, accidents and near misses are to be reported and filed in the festival log book held in the ECO.

B19.1 Stopping the Event

If the event is to be stopped (either permanently or for an undefined period) the Stage Manager will be informed of the nature of the problem and what actions are required. The Stage Manager should then ensure that the act is aware of the problem and that the crowd is informed:

WE ARE SORRY, BUT THERE IS A PROBLEM AND WE HAVE TO STOP PERFORMING WHILE THIS GETS SORTED OUT

If a site evacuation is then instructed, the following announcement will be made on the main stage PA:

HELLO EVERYONE, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE FESTIVAL HAS TO BE STOPPED. WILL YOU PLEASE MAKE YOUR WAY OUT OF THE SITE AND PLEASE FOLLOW THE INSTRUCTIONS OF THE STEWARDS.

HELLO EVERYONE, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE FESTIVAL HAS TO BE STOPPED. WILL YOU PLEASE IMMEDIATELY WALK OFF THE SITE USING ALL THE AVAILABLE EXITS

B19.2 Aim of Site Evacuation Plan

a) Visitor Evacuation

To ensure the swift and safe evacuation of people from the site via gates A, C and G.

b) Emergency Access

To provide emergency services with a dedicated route onto the site via Rodney Road and Gate B which avoids conflicts with pedestrians.

c) Communications

To ensure effective communication between staff, emergency services and with crowds and general public/press.

B19.3 Triggers for activation of the plan

Minor incidents can lead to major incidents:

Minor emergencies or incidents that do not require the full intervention of the emergency services, NHS or local authority will be dealt with through the Festival Safety Plan.

Minor incidents can become major incidents if not properly contained and managed.

Minor incidents include:

- Small-scale crowd disturbance
- An isolated serious injury, or even a fatality, that will not lead to other people getting injured
- A small fire that is contained and will not spread across the site

All minor emergencies or incidents must be immediately reported through the chain of command to the event control team.

Defining a major incident:

A major incident is a situation generally arising with little or no warning, causing or threatening death, injury, or serious disruption, to people and services, which cannot be dealt with by the Festival staff and the public services operating under normal conditions.

A major incident at the Festival will require the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- the initial treatment, rescue, and transport of a number of casualties;
- the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for the large scale combined resources of two or more of the emergency services;
- the mobilisation and organisation of the emergency services and supporting organisations, eg local authority, to cater for the threat of death or serious injury to a large number of people.

B20: Environmental Protection

We are concerned to ensure that the Festival environment does not unreasonably cause unreasonable noise pollution (See B6) or litter (See B9).

B21: Traders

A list of all food outlets will be submitted to relevant Newport City County Council Officers in advance of the event.

All food traders to be registered with their home authority and comply with prevailing food hygiene regulations.

At the booking stage, traders are discouraged from bringing petrol generators.

Traders' needing power (gas or electricity) for any purpose will carry relevant fire fighting equipment

All traders using LPG will comply with current gas safety legislation and all gas appliances brought on site will have been inspected by a GAS SAFE registered fitter within the last 12 months

Traders will only be permitted to store enough LPG for a 24-hour period or 200kg, whichever is least.

We publish guidance for traders on our website at <http://maindee.org/index.php?page=traders>

B22: Weather

The Event Management Team will monitor weather forecasts prior to the event to help prepare for inclement or extreme weather conditions. Any outdoor electrical fittings will be secure (16amp / 240v) all cabling will be weatherproof.

Trees on site will be checked for dead/unsafe branches prior to the event. Should any structures become unsafe they will be evacuated.

In the instance of extreme heat, free water will be provided on site.

The use of sun cream and hats will be promoted. A supply of sun cream would be available at Information.

B23: Welfare

We will ensure adequate welfare facilities are provided.

B24: People with Special Needs / Mobility

We recognise that need to give particular attention to the needs of visitors with special needs or mobility problems.

In this respect we will:

- pay particular attention to the ease of access and egress
- Provide special parking facilities
- Provide 1 disabled Portaloo
- Ensure stewards' training includes advice on assisting people with special needs or mobility problems.
- Provide chairs on request to older people or those with mobility problems

B25: Liabilities and Insurance

We shall secure and hold public liability and employers insurance cover for the licensed event, having regard to the capacity of the licensed site and the nature of activities on the site during the licensed period.

Appendix 2 - Risk Assessment

This risk assessment lists what could cause harm to people at all stages of the Maindee Festival on the Maindee Primary School site, and in surrounding areas, such as on the local streets used for the foot parade, where normal risks may increase as a result of the numbers of visitors to the area.

The aim of the risk assessment is for Maindee Festival Association to decide whether we have taken enough precautions or should do more to prevent harm. Our aim is to make sure that no one gets hurt or becomes ill. In this respect the important things we need to decide are whether a hazard is significant and, if so, whether we have it covered by satisfactory precautions so that the risk is small.

The **risk** means something that has been identified that can cause harm.

The **likelihood** is the chance, expressed as a percentage, that somebody will be harmed by the hazard.

The **severity** is the potential severity (“H”, “M” or “L”) of the harm. High (H) implies potential death or very serious injury. Medium (M) implied injury requiring hospitalisation. Low (L) implies injury requiring first aid only.

The **risk level** (“A” to “E”) is set out according to the following criteria:

Risk Level*	Interpretation
A	Intolerable risk. Immediate action(s) must be taken to eliminate the hazard or to eliminate its source, regardless of the cost.
B	Should not be tolerated unless risk reduction is impracticable or if its cost is grossly disproportionate to the improvement gained.
C	Should not be tolerated unless the cost of risk reduction exceeds the improvement gained.
D	Broadly acceptable risk. But risk reduction should still be made in an inexpensive measure can be found.
E	Trivial risk. No further action required.
* Based on “Research to develop a methodology for the assessment of risks to crowd safety”; HSE; 1998	

Mitigation is the actions we are taking in advance, or plan to take at the festival, to minimise the risk or the impact.

The **owner** is the member of the MFA Committee who will have immediate responsibility for monitoring the management of the hazard at the event.

The **O/C** (open = “O” closed = “C”) shows whether adequate management plans for the hazard have been prepared and approved.

Festival Site (Maindee Primary School)							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
B01	Harm or injury to school children on site during build-up and take down periods.	15%	H	A	Safety Plan for children on site during build up and take down period to be operated as in previous years	Safety Officer	O
B02	Vehicles on site during build-up or take down periods, or festival period caused injury to pedestrians.	15%	H	A	<p>All vehicles on site (from start of build-up to final site closure on Saturday will:</p> <ul style="list-style-type: none"> - have a 10mph speed limit enforced - be stewarded to and from their destination. - not move on site during normal school break periods, unless otherwise causing a hazard. - Display a vehicle permit. - be diesel only if remaining on site during event (except in designated car parking areas) 	Safety Officer	O
B03	Conflict between children's play and build up / take down of stage and fencing on playground.	50%	L	A	<p>All active build-up or take down will be stewarded at all school breaks. A temporary fenced area will be created to separate the stage from the school playground during build up (and during take down if this happens on the Monday after the event)</p> <p>The school staff will instruct children not to approach any active areas during build up or take down.</p> <p>Contractors will ensure that tools and equipment are kept out of reach of children at all times.</p>	Safety Officer	O
B04	Site becomes overcrowded beyond its capacity.	15%	H	A	<p>Data from previous events indicates this is low risk</p> <p>Attendance will be limited to a maximum of 2999 at any one time.. The premises benefit from increased area of level grass and clear pedestrian ingress and egress routes .</p> <p>2 x additional emergency exits will be created in boundary fence.</p> <p>Counting system on all gates to ensure compliance with licensed limit for site.</p>	Festival Manager	O
B05	Trips over tent pegs, guy ropes, or other trip hazard resulting in minor injuries.	75%	L	B	<p>All tent pegs will be topped with foam padding. Guy ropes will have coloured ties. Public access routes will avoid guy ropes, which will be fenced off from public traffic areas.</p> <p>Constant inspection of trip hazards by stewards</p>	<p>Site Officer</p> <p>All</p>	O

Section C – Fire Safety							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
C01	No fire risk assessment is undertaken	15%	H	A	A fire risk assessment will be undertaken and the findings addressed in the operating schedule.	Festival Manager	O
C02	Bottled gas (LPG) is ignited	15%	H	A	Traders will be instructed to only bring sufficient LPG for their requirements. Spare LPG bottles will be stored in secured areas. Traders will be instructed not to change bottles when members of the public are present. Public Protection Officers will be encouraged to inspect the traders. Traders will be required to produce a risk assessment. Traders will be required to have had all portable gas appliances tested or inspected.	Festival Manager	O
C03	Smoking in enclosed areas causes fire	15%	M	B	All enclosed areas will be no smoking areas.	Festival Manager	O
C04	Waste on site is ignited	50%	M	A	Sufficient waste containers will be provided. Waste bins will be situated at least 5 metres from any structures. Stewards will be trained to watch out for rubbish being piled up anywhere outside e.g. next to tents or vehicles. Traders will be required to keep their area free of litter.	Festival Manager	O
C05	Careless behaviour in relation to use of appliances results in fire	25%	H	A	The staff will be mature sensible individuals. Security will be in place during opening hours. Training in the use of fire extinguishers will be provided.	Festival Manager	O
C06	Small undetected fires get bigger	50%	H	A	Stewards will be trained to look for possible fire risk on site and a vigilant watch will be maintained. Sufficient staff will be trained to ensure safe egress from site.	Festival Manager	O
C07	Suitable equipment is not available to control egress routes from tents.	15%	H	A	Suitable fire fighting equipment will be provided in covered areas. Diesel generators will each have 1 x 9kg powders. Traders will be required to provide suitable equipment. Fire points will be signed. All extinguishers will be checked for location and anti-tamper devices at start of event and during event.	Festival Manager	O
C08	Suitable signage is not in place to support safe egress	15%	H	A	The site is of sufficient size and of an open character to support safe egress. Suitable signage will be in place.	Festival Manager	O

Section D – Protection of Children and Vulnerable Adults							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
D01	No policy on protection of children and vulnerable adults	15%	H	A	A policy of children and vulnerable adults will be produced and approved by MFA Committee. The policy will be communicated to Festival volunteers and contractors.	Welfare Officer	C
D02	Risk of abuse	15%	H	B	Those stewards and workshop leaders working in the children's play area will typically be CRB checked. Children will be supervised by more than one steward at any one time in the children's play area.	Festival Manager	O
D03	Lost children become distressed	25%	M	B	A lost children's area will be provided and staffed at all times by competent persons.	Festival Manager	O
D04	Children become at risk through consumption of alcohol	30%	H	A	An under-25 check system will be operated at the bar. All visitors who appear to be under 25 will be ID checked. Steward will be trained to be vigilant with regard to under-age drinking. A suitable first aid provision will be made.	Trader Manager	O

Section E – Physical Safety / First Aid							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
E01	Inadequate provision of first aid and paramedic response leads to harm	15%	H	A	A suitably qualified and trained first aid provision will be provided throughout the licensed period. The level and character of this response will be based on an approved scoring methodology. (see B11 in Operating Schedule)	Festival Manager	O
E02	Ambulances cannot access site to attend incidents	15%	H	A	A dedicated emergency vehicle route will be provided and maintained on to the site at all times.	Festival Manager	O
E03	Public are unaware of first aid provision	15%	M	A	A first aid point will be provided in a prominent location and clearly signed. Stewards will be trained to know the location of the point and to assist people requiring attention to that point.	Festival Manager	O

Section F – Environmental							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
F01	High wind creates risk of collapse of temporary structures	15%	H	A	Method statements/risk assessments will be supplied by contractors. Stewards will be trained in evacuation techniques. A bad weather plan will be implemented in case of severe weather alert for area.	Festival Manager	O
F02	Sudden rain creates crush hazards in enclosed spaces	50%	M	A	Sudden downpours on site will cause people to seek shelter in tents. Stewards will be trained to ensure that in such an event they move into tents to open up egress routes.	Festival Manager	O
F03	Sustained wet weather creates slip hazards on grassed exit routes	40%	H	B	Approaches to emergency exit routes via grass will be anti slip	Site Manager	O

Section G – Crowd Disorder							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
G01	Antisocial or aggressive behaviour leads to widespread crowd disorder that cannot be managed by the festival management team	10%	H	A	A team of 8 SIA Stewards will be on duty during festival hours. The event control team will undertake a dynamic assessment of the situation. Subject to assessment, a handover of responsibility to the police for the event will take place.	Festival Manager	O
G02	General disorder on site	15%	M	A	An adequate provision of stewards will be provided and community safety officers and Police will be on site to manage the general (low) levels of public disorder associated with an event of this style and character.	Festival Manager	O

Section H – Alcohol and Drug Related Problems							
No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
H01	Drunkenness creates personal health problems and potential for disorder	20%	M	A	The sale of alcohol on site will be in accordance with the Premises License recognising any conditions of license applied by the licensing authority. People who appear to be drunk will not be served alcohol. People who are drunk and abusive will be removed from the site and may be handed over to the police. No glass containers will be used. Challenge 25 will apply. Children will not be allowed in the bar service area. With the agreement of the DPS and Police, alcohol may be taken out of the bar area.	Safety Officer	O

H02	Use of illegal drugs creates personal health problems and potential for disorder	30%	M	B	The festival will adopt a zero tolerance approach to the use of illegal drugs. Stewards will be trained to advise people suspected of using illegal drugs that this is banned on site. Suspected usage will be reported to the police.	Safety Officer	O
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Section I – Traders and Food Safety

No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
I01	Food poisoning	20%	H	A	Traders will be informed that they are required to comply with prevailing food hygiene regulations and will be informed that they will be subject to inspection on site from the relevant authorities and closure if they fail to comply.	Safety Officer	O
I02	Dangerous goods	20%	M	C	Traders will be required to comply with prevailing Trading Standards regulations and will be informed that they will be subject to inspection on site from the relevant authorities.	Safety Officer	O
I03	Fire on Traders pitch / van from LPG	10%	H	A	Traders will be informed that they are required to comply with prevailing regulations on the use and storage of LPG and that they will be subject to inspection on site from the relevant authorities.	Safety Officer	O

Section J – Area Surrounding Festival Site

No	Risk	Likely-hood	Severity	Risk Level	Mitigation	Owner	O/C ?
J01	Fly parking in Rodney Road creates emergency vehicle access problems	75%	M	B	Discuss enforcement of parking access restrictions on day with Police, Highways. Recommend street closure order and full vehicle stewarding in place from junction with Grafton Rd to school entrance. Traffic Marshalls to be on duty and inspect area throughout day to prevent potential access problems.	Safety Officer	O
J02	Outdoor PA caused noise pollution in surrounding streets	10%	L	C	Main Stage will be positioned to mitigate noise pollution. PA levels will be maintained at reasonable level throughout event.	Safety Officer	O
J03	Waste accumulated on surrounding streets causing environmental problem.	20%	L	C	Surrounding streets will be cleared of litter after event before 12.00hrs on Sunday.	Safety Officer	O

Appendix 2 - Health and Safety Rules for Festival Crew

The purpose of this document is to provide a simple reference for Health and Safety guidance that all stewards at Maindee Festival must adopt. It is intended to better ensure the health and safety of the Festival Crew and others at the event.

You should read this document and sign that you have done so, before starting work at the Festival.

Supervision for activities will be the responsibility of area organisers. Stewards working in teams will be advised of how to conduct the required activities by their area organisers.

Stewards must not interfere with anything provided to safeguard their Health and Safety

Stewards must take reasonable care of their own Health and Safety.

Stewards must ensure that they are not under the influence of Alcohol or Drugs (other than prescription drugs). No machinery or vehicles should be used if under the influence of Alcohol or Drugs.

Stewards should not attempt activities that they are not physically capable of. Supervisors should be advised of any relevant conditions, and the limitations that it imposes.

Stewards must not conduct activities in a way other than that indicated by the appropriate area organiser as this may compromise their or other's health and safety.

Stewards must not use equipment (plant, equipment, vehicles) that they have not been trained in the use of, and unless instructed to do so by a supervisor.

Stewards should take particular care to act responsibly when conducting work at height. This must only be done when instructed to do so, and when the correct instruction has been provided. If working more than 6ft above the ground or a floor a safety harness must be used.

Stewards should take particular care to act responsibly when conducting work that requires the lifting of objects.

Stewards should ensure that they wear appropriate protective clothing etc. for activities. For most work no special equipment is required, but the following are items that may be appropriate:

Hard hats in "hard hat" areas. Generally this will be in areas where work is being conducted above – such as around stages when they are being constructed or dismantled.

Gloves – particularly when carrying items with sharp edges (such as fencing panels)

Sun cream should be worn when spending extended periods in the sun.

Ear Plugs should be worn in areas of high noise – such as around amplified music or loud drumming.

Care should be taken in wearing clothing and footwear that will generally avoid risk of injury from sharp or heavy objects etc.

Stewards should take care when working in areas that are poorly lit. If necessary supplementary lighting should be obtained, or work should be continued when there is more light.

Emergency evacuation / crowd control – the procedure on the back of the issued site plans should be read and understood. Stewards should always ensure that they have a copy.

If Stewards are attacked or threatened with a view to gaining access to an area of the site, stealing money or goods or for any other reason, they must act in such a way as to minimise danger to themselves.

Area supervisors will have been made aware of fire procedures and the use of fire extinguishers. Stewards should familiarise themselves with the location of these in their work area and in particular with the different types of fire extinguishers. It should be noted that the primary purpose of fire extinguishers is to assist a safe exit from a fire – and not to attempt to put out a fire completely. Care should also be taken to note what type of fires the different types of extinguishers should be used on.

Any Health and Safety issues or concerns should be reported to supervisors or to the site services crew.

On reading this form completely Stewards should sign that they have done so, and that they will abide by the statements within it.

The complete Health and Safety Policy for the event is available at the Festival Information Tent for inspection at any time.

Signed:

Name (print):

Date:

Appendix 3 - Health and Safety Policy

1. Policy Statement

1.1. This is the Health and Safety Plan for the Maindee Festival. We will minimise safety risks and do all we can within our resources to ensure that the Street Parade and Festival is a safe and trouble free experience for Maindee Primary School staff, pupils and parents, visitors, festival staff, festival contractors, our partners and the general public.

1.2 This Health and Safety Policy demonstrates MFAs responsibility for health and safety and our commitment to ensuring that it is an integral part of Maindee Festival organisation at all levels.

1.3 The Policy has been approved by the MFA Committee

1.4 Maindee Festival Association will:

- provide adequate control of the health & safety risks arising from our work activities;
- consult with our volunteers and contractors on matters affecting their health and safety;
- provide and maintain a safe site and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for volunteers and contractors;
- ensure all volunteers are competent and adequately trained to do their tasks;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

1.5 Our volunteers and contractors have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with MFA to help it comply with the law and work within our general safety concerns. All volunteers and contractors have to:

- co-operate with Festival Management Team on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in Section 2 of this document).
- Read and sign the rules for volunteers and contractors
- Volunteers to be aware of MFA Volunteer Policy.

Signed:

Date: **December 2008**

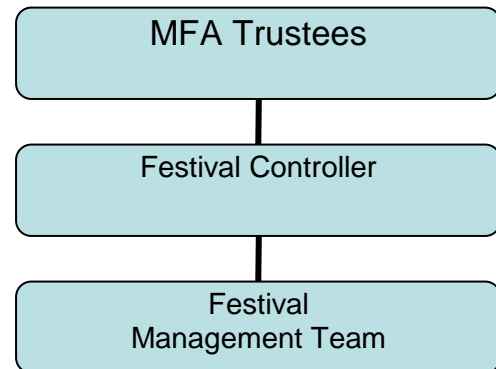
Review Date: **February 2015**

Appendix 4 - Festival Management Team

Maindee Festival is organised by the Trustees of the Maindee Festival Association, who hold the legal responsibility for safety.

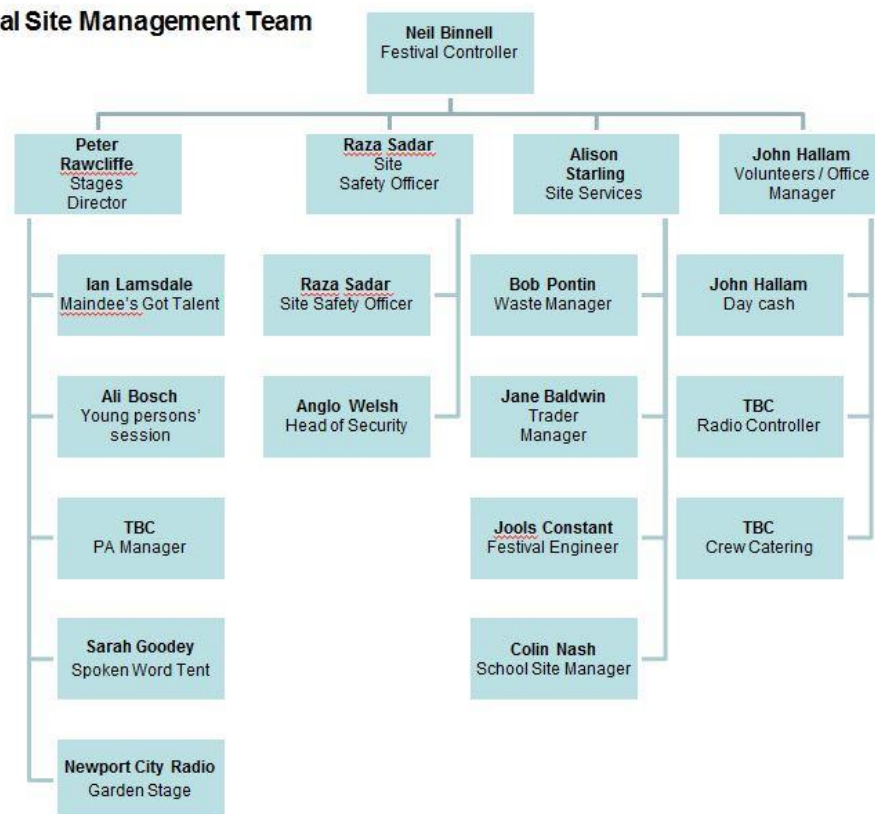
The Trustees will appoint a Festival Controller and Team who will hold delegated responsibility for the overall safe delivery of the Parade & Festival

The Festival Management Team will report to the Festival Controller on all aspects of safety during the Festival.



The Festival Management Team (membership tbc) is responsible for the safe operational management of the Parade and Festival. The team will be managed by the Festival Controller. The Festival Safety Officer will advise the team on all matters of safety. Each member of the team will hold specific responsibility for safety within their operational area. A Festival Office will be established in the Maindee Primary School, which will act as the base for the Festival Management Team.

2015 Festival Site Management Team



Festival Controller

The Festival Controller holds the senior responsibility for safety on behalf of Trustees. He/she will manage the members of the Festival Management Team, delegating specific areas of responsibility as detailed below. He will liaise with the Police Liaison Officer (tba by Police). If required, he/she will authorise the shut down of the parade, festival, individual events, trading activities or any area of the site that is unsafe.

He/she will be responsible for day payments and cash management, under the advice of the Office Manager.

Stages Director

The Stages Director is responsible for the safe and timely load in and load out of musicians' equipment and other equipment needed for events on the sites (four) stage areas. He/she will appoint a main stage manager, a garden stage manager, a spoken word stage manager to be responsible for maintaining the timeliness and safety of scheduled performances in those areas. He/she will also be responsible for controlling noise pollution. He/she will advise the Festival Controller and other members of the Team, of unmanaged risks within his/her span on control. In the absence of the Festival Manager, or the Festival Safety Officer, the Stages Director can authorise the termination of any event on site that is unsafe, or that is continuing beyond its agreed time limit.

Parade Director

The Parade Director is responsible for the safe and timely build up, parading and take down of the parade. He will pace the parade, and ensure its safe and timely arrival on the Maindee Primary School site and subsequent dispersal. The Parade Safety Officer will liaise with the Parade Director over the road closure for the parade. (see separate Parade Schedule Doc)

Festival Safety Officer

The Safety Officer will advise MFA and the Festival Controller on all aspects of safety for the event. He will manage a dedicated Safety Team. He will hold responsibility for safety policy development and parade and site safety during the operational period. He will develop the risk assessment and monitor the implementation of this Safety Policy. He will ensure that logged hazards are managed effectively and advise the Head of Site Services and others of unmanaged hazards. In the absence of the Festival Controller, he will liaise with the Police and other services, to authorise the shut down of the festival, individual events, trading activities or any area of the site that is unsafe. She/he will ensure that an accident book is maintained in the Festival HQ and that all serious accidents are investigated. He will appoint and manage a safety team to include Head of Security, Site Safety Officer and Parade Safety Officer.

Head of Site Services

The Head of Site Services is responsible for the safe build up, take down and general maintenance of the site including: get in arrangements for contractors and traders, the erection of tents and other physical structures, the provision and maintenance of electricity supply, toilets, water, fire extinguishers, site signage, waste management and first aid provision. He/she will advise the Festival Controller, or other members of the Team, of unmanaged risks within this span on control. She will be responsible for identifying all equipment/plant that needs maintenance or presents any hazard. She will work with the Safety Officer to ensure the safety of school pupils during build up or take down periods that co-incide with school hours. She will manage a Site Services team to include Festival Engineer, School Manager, Trader Manager, Waste Manager.

Festival Volunteers / Office Manager

The Office Manager is responsible for payments and day cash management, Welfare Officer , Crew caterer and Radio Controller. She/he will have delegated responsibility for the operation of the MFA Volunteer Policy during the event.

Trader Manager

The Trader Officer will be responsible for development of a safe and effective traders plan. This will include the allocation and direction of traders to locations and pitches, safety of traders structures (including inflatable structures), ensuring that traders meet standards for waste management, including disposal of grey water, safe use of bottled gas or generators, food hygiene and trading standards (in liaison with Trading Standards) and the collection of trading fees. He/she will ensure that traders comply with festival rules for trading hours and movement of vehicles, goods and equipment on site during traders load in, festival hours and traders load out. He /she will advise the Festival Controller and other members of the Team, of unmanaged risks within their span on control.

Radio Controller

The Radio Control Officer will be responsible for the provision, maintenance and operation of a robust radio communication system between members of the festival management team, the Police, first aiders and emergency services. She/he will ensure that radios are deployed and retrieved, that radio users are trained properly and that use during the event is effective and disciplined. She/he will operate a radio control point throughout the event, based in the festival office.

Head of Security

The Head of Security will report to the Safety Manager during festival operational hours. He/she will manage a team of SIA Stewards, who will each have specific zones of responsibility. He /she will advise the Safety Manager or the Festival Director of unmanaged risks within their span of control and report security incidents. He / she will liaise with other members of the Festival Management Team on relevant matters to do with security and stewarding. The Head of Security will support the Gate Controller on gate control and safe visitor ingress and egress to and from the site.

Welfare Officer

The Visitor Welfare Officer is responsible for the overall wellbeing of visitors, with a particular concern for the welfare of children, vulnerable adults, older people and people with disabilities. He/she will ensure that the MFA policies on equal opportunities and children and vulnerable adults are recognised at the event. He/she will advise the Festival Office Manager and other members of the Team, of unmanaged risks within their span on control. She will liaise with the Police and other relevant authorities to hand lost children over to their care as required. She will have delegated responsibility for the operation of the MFA Children and Vulnerable Adults Safety Policy during the event.

Police Liaison Officer

The Police Liaison Officer will be appointed by the Police to provide a single point of contact for communication between the Festival Management Team and the Police in the pre-planning and delivery of the event.

Waste Management Officer

The Waste Officer will be responsible for the safe and timely collection, re-cycling and disposal of all waste on site and the maintenance of toilets and handwashing facilities.

Appendix 5 - Safe Children, Young People and Vulnerable Adults Policy

1. Policy Statement

- 1.1 Maindee Festival Association (MFA) will take all reasonable steps to ensure the safety of all children, young people & vulnerable adults participating in pre-festival workshop, the street parade and all Maindee Festival events.
- 1.2 MFA believes that the safety of children, young people & vulnerable adults is paramount on all occasions.
- 1.3 MFA recognises the importance of the guidance contained within Chapter 22 of the Event Safety Guide published by the Health and Safety Executive.

Date: April 2007

Last Reviewed: February 2014

2. The objectives of this policy

- 2.1 To protect children, young people & vulnerable adults participating in the Maindee Festival and associated events from:
 - HARM: Injury; Abduction; Attack; Emotional distress
 - ABUSE: Verbal; Physical; Sexual; Bullying
 - EXPOSURE TO INAPPROPRIATE: Attitudes; Language; Materials; Actions
- 2.2 Through these objectives MFA is committed to ensuring that all possible situations are risk assessed to ascertain the level of risk involved. MFA will then endeavour to establish suitable control measures to reduce the risk to acceptable levels. Both artists and stewards must be aware of the risk assessment and control measures in place.
- 2.3 This MFA Safe Children, Young People & Vulnerable Adults Policy will be accessible to all artists and stewards and also available for inspection to all.

3. Protection from harm and abuse

- 3.1 All Festival venues will have:
 - Adequate lighting and ventilation
 - Adequate supervision

- Access to toilets and running water within a reasonable distance
- No smoking in all covered or enclosed areas
- Provision for the regular and safe disposal of rubbish
- Suitable levels of adult supervision at all times

3.2 Activities

- Each activity and event will have a maximum number of participants
- Age guidelines will be defined for all daytime activities where children or vulnerable people are unaccompanied by parents or carers
- Leaders of all craft and making things activities will be expected to adhere to the "Guidelines for Working in Craft Activities within the Maindee Festival". See appendix A of this policy
- MFA has a commitment to the equality of opportunity for all children, young people and vulnerable adults, including those with disabilities to actively participate within its events

3.3 Adult Supervision

- Events must be arranged and managed by responsible and suitable adults who have relevant expertise and experience.
- A named person will have overall responsibility for organising the children's events.
- Workers and volunteers must not be under the influence of alcohol or drugs
- Workers and volunteers must be deemed to be medically fit
- MFA will ensure that appropriate First Aid cover is provided.
- All workers and volunteers must know the nearest First Aid point and all emergency procedures
- MFA will make every effort to ensure that all people working with children, young people and vulnerable adults are fully briefed on all aspects of event safety and protection issues
- All accidents must be recorded on an accident form, to be held in the Festival accident folder
- Children under 8 years must not be left unattended

- It is inadvisable for children under 8 years to leave the event unless accompanied by a parent or carer
- All artists and stewards must take all possible steps to avoid the inappropriate handling or touching of any child

3.4 Behaviour Management

- All artists and stewards must be conversant with procedures for discipline and dealing with uncooperative children
- MFA will not accept disruptive or unruly behaviour from any child which spoils the enjoyment by others
- Bullying and physical abuse from one person to another, will not be tolerated
- Corporal punishment (smacking, slapping and shaking) is illegal
- Practices that threaten, frighten or humiliate people must not to be used

3.5 Lost Children or Vulnerable Adults

- All stewards must be aware of the Lost Children or Vulnerable Adults Procedure as stated in stewards briefing notes. Children who are lost will be taken to the designated lost children's area.
- In most cases a lost child or vulnerable person should not be in the Festival's care for more than half an hour before being handed over to the police or Social Services.

4. Protection from sexual abuse

4.1 MFA is totally committed to protecting vulnerable people of all ages from sexual abuse. We require our Trustees and workshop leaders to be CRB checked. It is neither practically possible nor legally required, for all artists and volunteer stewards working within the Maindee Festival, to be police checked or to have a Criminal Records Bureau Disclosure.

4.2 However, MFA is confident that a significant majority of artists and volunteer stewards working with vulnerable people at the Festival do fulfil these requirements.

4.3 To ensure that children are protected from both sexual and all other types of abuse, MFA reserves the right not to employ in any capacity:

- Any person with a known history of sexual abuse to children
- Any other person that they feel presents a danger or threat to the safety of children

4.4 MFA will endeavour to take all reasonable steps possible, to ensure that there are no situations where any artist or volunteer steward is working within a situation where they have sole charge and unsupervised access to children.

4.5 MFA is totally committed to reviewing this Policy every two years, to ensure that there is neither complacency nor negligence in its commitment to protecting children from abuse.

4. Protection from exposure to inappropriate activities, actions, language and materials

4.1 The Festival is committed to:

- Booking childrens performers whose acts have been previously viewed or who provide creditable references
- Ensuring that performers or stewards do not swear, use lewd actions or make inappropriate references to sexual or illegal activities
- Ensuring that artists and stewards avoid overt criticism or sarcasm to any child
- Providing artists with guidance about the age range of children
- Ensure that all artists and stewards avoid stereotypical attitudes, racist terminology or gender bias

MFA Chairperson

Name _____ Signed _____ Date _____

GUIDELINES FOR WORKING IN CRAFT ACTIVITIES WITHIN THE FESTIVAL

It is not possible to remove risk altogether in craft activities, but it is essential to reduce any such risk to acceptable levels by careful planning and selection of materials to be used.

All people working in craft activities must be safety conscious at all times and activity leaders should carry out a basic Risk Assessment on their activity before arriving at the Festival.

Stewards are present to help with activities and to minimise risk.

Stewards will carry out regular checks on materials being used. If they are not happy with materials being used they must be withdrawn from use immediately.

THE USE OF MATERIALS AND TOOLS

Ensure that all adhesives, paints, varnishes etc. are suitable for use with children i.e. are non-toxic and non-allergenic.

Check all materials, especially re cycled junk materials, thoroughly for cleanliness, staples etc.

Be aware that some children are allergic to unexpected substances like sandpaper and some even react to substances, which are generally considered to be safe. The Festival informs parents via the Children's Programme that substances like sandpaper and PVA may be used.

Be especially careful with the use of "sharps" e.g. scissors, craft knives. It is best to use only round-ended scissors and restrict the use of real "sharps" to adults. Consider carefully the need to use tools in your sessions, it may be safer to pre-cut the items.

Be constantly aware of the location of your tools, and at the end of each session make sure that all are accounted for.

Hot glue guns, staple guns and other similar tools should be kept away from children and should only be used by adults.

Any possible sources of heat e.g. hot water, hot irons should be kept out of the reach of children and supervised at all times. Always consider how essential such things are to the success of the activity and plan for their safe use.

(end)

Appendix 6 - Child Protection Policy

1. Policy Statement

Child abuse is a global phenomenon. It occurs in all countries and in all societies. It involves the physical, sexual, emotional abuse and neglect of children. It is nearly always preventable.

Maindee Festival Association (MFA) believes that:

- Children have the right to a happy, healthy and secure childhood
- The abuse of children is an abuse of their rights as set out in the UN Convention on the Rights of the Child
- Child abuse is *never* acceptable.

MFA will take all reasonable steps to ensure the safety of all children, young people & vulnerable adults participating in pre-festival workshop, the street parade and all Maindee Festival events from abuse.

Date Created : **April 2002**

Last Reviewed: **February 2014**

Maindee Festival Association (MFA) believes that:

This document describes our commitment to prevent abuse and protect children with whom we come into contact.

The aim is to help raise awareness of child abuse and of what is expected of staff, within the MFA

THE PROBLEM OF ABUSE

Child abuse is a global phenomenon. MFA works with many children and young people living in Newport, South Wales. Sadly, a proportion of these children will have experienced abuse, or will be at risk of abuse in one form or another.

MFA's child protection policy recognises this fact and aims to ensure that the problem of child abuse and how to prevent it is addressed in every aspect of our work with and for children.

MFA, CHILDREN'S RIGHTS AND CHILD ABUSE

MFA supports the vision of a world where the lives of all children reflect the international standards set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation.

The child protection policy aims to translate this commitment to children's rights into a practical reality through our work with children.

SAFEGUARDING CHILDREN

Through its emphasis on prevention, the policy aims to minimise the risks of children being abused.

MFA will also do all it can to ensure that children who are being abused, or who are at risk of abuse, are supported and given protection.

It is also possible that, on occasions, staff and others engaged by MFA or its partners to work with children, may pose a risk to children and abuse their position of trust.

The policy demands the highest standards of professional practice in work with children and describes the values and principles that must underpin our approach to children.

MFA's POLICY COMMITMENT

MFA's child protection policy covers all contact with children at any MFA event or activity. We will ensure that our staff, volunteers, contractors or partners:

- are aware of the problem of child abuse
- safeguard children from abuse through good practice
- report all concerns about possible abuse
- respond appropriately when abuse is discovered or suspected.

WHAT ARE MY RESPONSIBILITIES UNDER THE POLICY?

All staff, volunteers and other representatives of MFA must be familiar with the policy and be aware of the problem of abuse and the risks to children.

Everyone is responsible for defending the rights of children and, where possible, preventing any abuse of children.

This means raising any concerns you may have about the safety of children and/or the behaviour of adults.

WHAT SHOULD I DO IF I SEE OR SUSPECT POSSIBLE ABUSE?

Beyond immediate action to intervene to protect a child in cases where actual or potential harm is directly witnessed at that time, as a small voluntary organisation we do not have the expertise or authority to act on behalf of a child at risk. You therefore should:

- discuss the matter with an officer of MFA, or a trusted adult in the first instance to clarify your concern and then:
- Contact Newport Social Services Duty Desk on 01633 235407 (office hours)
- If there is a need for intervention out of hours, contact the police.

Concerns for the safety and well being of children can arise in a variety ways and in the whole range of different settings in which we work. For example, a child may tell you or display signs that they are being abused; someone may hint that a child is at risk or that a colleague is an abuser; you may witness or hear about abuse in another organisation.

If you have any suspicions or concerns regarding possible child abuse, or if there is anything with which you feel uncomfortable, you should raise these concerns with an officer of the Association or a trusted adult and then contact the Newport County Borough Council Social Services Duty Desk (01633 235407).

The important thing is to act on your concerns!

ISSUE DATE: April 2007

MFA Chairperson

Name _____ Signed _____ Date _____