



SIMMER DOWN FESTIVAL BIRMINGHAM

FREE FAMILY FUN DAY
MUSIC & ARTS FESTIVAL



HANDSWORTH PARK, SUN 23 JUL 2017

EVENT MANUAL

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The purpose of the manual is to provide a comprehensive governance framework for the event. It is the primary source of reference for festival producers, stall holders and artists as it contains all policies and procedures pertaining to the event.

SIMMER DOWN FESTIVAL 2017

SECTION 1: FESTIVAL INTRODUCTION

Rooted in North Birmingham and located in the beautiful surroundings of Handsworth Park, **Simmer Down Festival** (SDF) is a free family fun-day festival, which celebrates Birmingham's rich cultural diversity by paying tribute to the centrality of reggae and other musical genres that have contributed to Birmingham as an international city of culture.

The festival's inter-cultural programme features internationally acclaimed artists alongside the very best in homegrown talent. The programme is delivered across three stages including the bandstand, marquees and consists of live music, dance, spoken word, plus educational workshops and participation activities. In addition, there is a dedicated young people's programme in the Children's Meadow area alongside a number of fun activities for all the family including face paintings, small rides, a community cricket match and a selection of belly-busting food stalls offering a diverse range of treats from across the city.

In just over 6 years SDF has grown to become one of the fastest growing and most diverse free festivals in Birmingham. In 2014 SDF paid tribute to Birmingham's 'Reggae Greats' as part of its 'Home Coming' theme attracting an audience of 12,000 people firmly establishing it as one of Birmingham's flagship festivals.

Simmer Down Festivals CIC was formed in response to the festival's rapid growth. It was established as an independent multi agency partnership with its own board of trustees reflecting a range of stakeholders. This unique partnership involves city's leading arts organizations', community groups, schools, colleges and local businesses. The wide-ranging partners contribute their vast experience, expertise and knowledge in planning and delivering the event and ensuring that it is a safe and positive experience for both the local residents and out of the city visitors.

The SDF CIC Board of Trustees manages Simmer Down Festival along with one sub committee. The one sub-committee, festivals programming committee report to the Board. Sub-committee members are made up of artists, promoters, festival coordinators, arts venues, arts development organizations, local business, and community and council representatives. Each program strand is planned and delivered by designated teams that work to individual action plans. The festival director oversees the overall artistic program and the festival producer oversees operational delivery – two festival coordinators support both the director and the producer.

All SDF CIC Board of Trustees are well established and highly respected within the local community and in their professions..

Simmer Down Board of Trustees

Jesse Gerald – Former Community Development & Play Manager Perry Barr Constituency.

Sharon Palmer MBE - CEO Regional Action West Midlands

Cllr. Waseem Zaffer MBE – (personal capacity)

Jonathan Morley - Director of Programmes, Writers Centre, Norwich

Jan Kimber – Handsworth resident and Former Perry Barr Constituency Director

Simmer Down Patrons

Apache Indian - Amlak Tafari

Board Observers

Mukhtar Dar –Independent Festival Director - **Alex Williams** - Independent Festival Producer

Experience of Producing Festivals

This year will be the seventh year of SDF, many of the organisations and individuals involved in planning and delivering the festival have been involved from the beginning when it was first established as a free family festival as part of the Perry Barr Arts Forum. The key delivery partners including Perry Barr Arts Forum, The Hippodrome, Birmingham Opera Company, Celebrating Sanctuary, all have substantial experience of planning and delivering festivals and large scale outdoor events. These have included Jamaica in the Sq. Festival (5-day city centre festival), A34 Festival and 4 Squares Weekender. Our production teams is highly professional and have substantial collective experience in liaising with artists, suppliers, local authorities and engaging and responding positively to the need of local residents.

The Festival director has programmed SDF over the last six years, he has managed the planning and delivery of Jamaica in the Sq. Festival, the A34 festival and sits on the steering Committee of the 4 squares Festival, The Festival Producer has extensive experience of events management and has also been involved in SDF from the onset. Both the festival producer and director are supported by Board of Trustees, which also include Gerv Havill (Managing Director of the Lunar Festival, The Mostly jazz, Soul and funk Festival and the Mostly Jazz Festival) Jesse Gerald and Jan Kimber both of who were involved in establishing the festival as part of the Perry Barr district constituency.

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SECTION 2: HEALTH AND SAFETY STATEMENT

Simmer Down Festivals CIC is the accountable body for the safety of the public and staff on the event site, so far as is reasonably practicable during dispersal. Simmer Down Festivals CIC will dispense this responsibility in conjunction with Leon Security Group.

Leon Security Group contracted by Simmer Down Festivals CIC will manage Crowd Safety, provide onsite security and support road closure points. Leon Security Group will ensure that all security staff is trained to provide security services within the law are properly briefed prior to the event and have access to mobile communication units.

During the event security staff will work directly with the Event Producer, through an internal chain of command and linked by radio.

Briefing prior to and on the day, will include:

- The strategy and intention of the operation.
- The role of the Security and Staff
- The minimum rolling road closures.
- Allowing easy access through road closures points to attend places of worship
- Emergency vehicles (flashing Blue) allowed access at all times.
- Allow access to TOA / Private Hire Taxis

The festival staff and Stewards will be updated at a briefing given prior to their deployment. All security and staff should not **Smoke /Drink Alcohol** while on duty.

Further health and safety protocols on the day include:

1. All road closures will be instigated and maintained throughout the event.
2. Disabled access will be provided.
3. Adequate sanitary provision will be provided on site.
4. Adequate cleansing will be carried out on site.
5. Catering facilities include water distribution points will be provided on site.
6. First Aid facilities along with a field hospital will be provided on site.
7. An extensive communication system will be operational on site to maintain contact with all parties involved in the organisation and management of the event.

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SECTION 3: COMMUNICATIONS

The key site management and operational delivery team will be located in the control unit and will be in radio contact with all production and operational staff includes the following:

Event Control Unit:

Alex Williams	Festival Producer
Safety Officer	Rob Dudley
John Duffy	Security Manager
Purdy Bhogal	Production Manager
Janice Sanusi	Stalls Coordinator
Marie Duffy	Lost Children Supervisor

COMMS CONTROL

Sunday 23 July 09.00hrs – 22.15hrs

Radio Control List

NO	NAME	ORGANISATION	CHANNEL	In	Out
1	Jesse Gerald	Licensee			
2	Mukhtar Dar	Festival Director			
3	Alex Williams	Festival Producer			
4	Johnathan Leon	Security supervisor			
5	John Duffy	Security Manager			
6	Holly Rd Main Gates				
7	Pit Supervisor				
8	Back Stage Supervisor				
9	Back Stage Entrance				
10	Grove Lane Entrance				
11	Holly Rd Entrance				
12	Hamstead Rd (Extra Carpark)				
13	Hinstock rd (Car Park Entrance)				
14	Bridge (From Hamstead Rd)				
15	Back Stage Entrance (Second Stage)				
16	Workshop Marquees				
17	Crowd Control Barriers to pond				
18	Patrol and Response Teams				

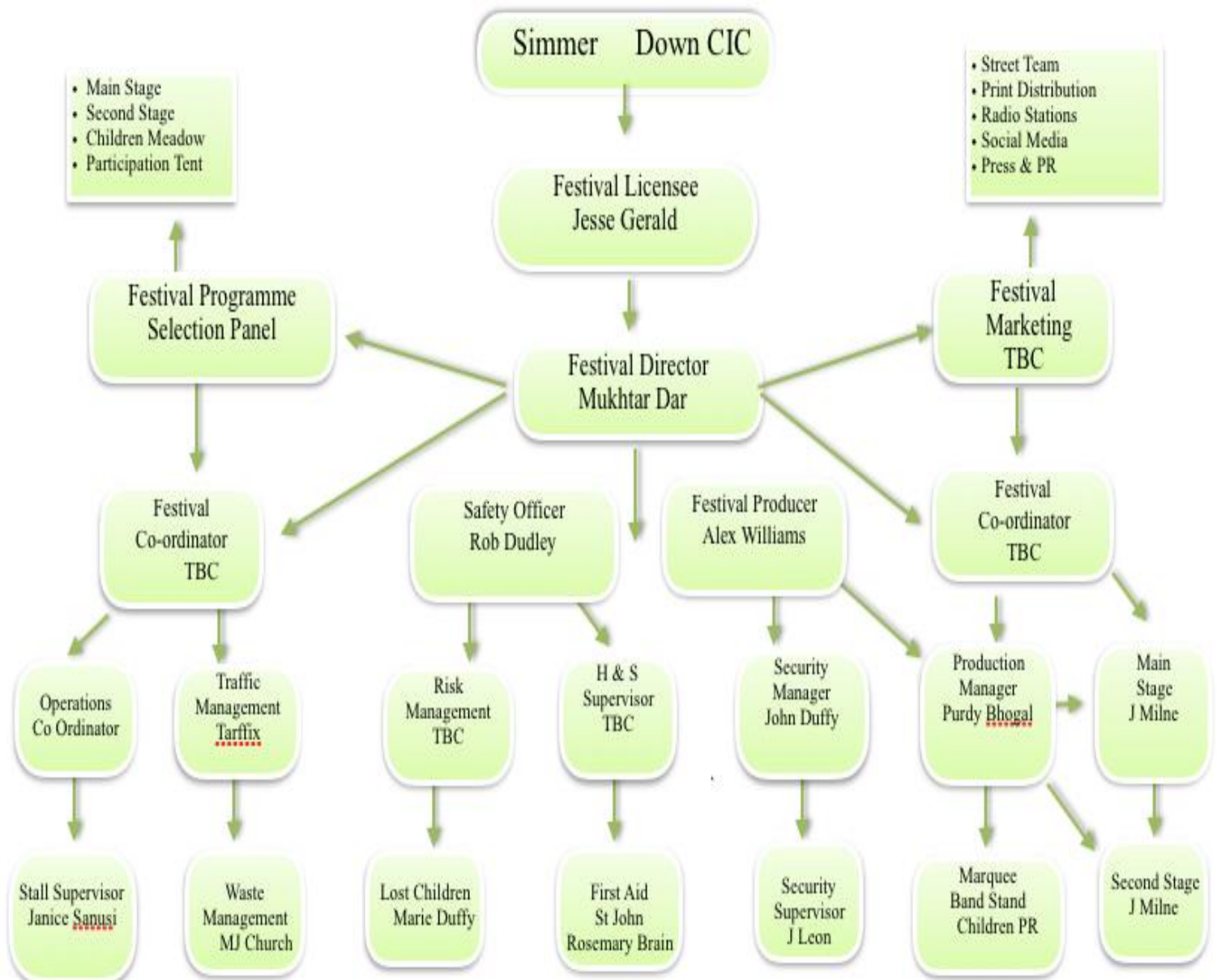
Contacts

Key Production/ Operational staff and suppliers

ROLE	COMPANY	CONTACTNAME	CONTACTNUMBER
Festival Licensee	SDF CIC	Jesse Gerald	07971 570873
Festival Director	Kalaboration	Mukhtar Dar	07736 923865
Festival Producer	AW Music	Alex Williams	07411 952168
Festival Coordinator		TBC	
Production Manager		Purdy Bhogal	07956 564156
Safety Officer	The Fair	Rob Dudley	07446 876496
Security Manager (Control room)	Leon Security	John Duffy	07824 618464
Security Supervisor	Leon Security	Leon Tyson	07888 275505
Operations Coordinator		TBC	
Stalls Coordinator		Janice Sanusi	07817 145962
Main Stage Artist Liaison		TBC	
Second Stage Artist Liaison		TBC	
Children's Meadow Coordinator		TBC	
Participation Tent Co coordinator		TBC	
Perry Barr Arts and Craft Tent		TBC	
Press and Media Liaison		TBC	
Main Stage Artist Hospitality	Boat House Cafe	TBC	
Main Stage Host/ Compere		TBC	
First Aid	St John	Rosemary Brain	0121 524 1109
Waste Management	MJ Church	Hannah Whittle	01225 891591
Sanitation (Toilets)	Excloosive Ltd	David Prince	01283 575749
Traffic Management	Traffix	Paul Wright	0800 8199001
Main Stage Supplier	J Milne	John Milne	07973 238640
Main Stage PA Supplier	J Milne	John Milne	07973 238640
Second Stage Supplier	J Milne	John Milne	07973 238640
Barriers and Fencing supplier	Event Hire	Jonathan Leon	0845 118 0002
Mobile control center	Commbus	Claire Macload	01675 463555
Marquee Hire	Birmingham Hire	Danny	0121 507 1931

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SECTION 4: EVENT MANAGEMENT



The Event

Simmer Down is a family festival with a wide range of ages and ethnicities attending from local communities and further afield. The festival takes place in Handsworth Park and this year 2017 will take place on Sunday 23 July 2017.

The Festival will officially commence from 12:30 and finish at 19:30. Throughout the day there will be live performances on the designated stages plus workshops and participatory activities alongside food and craft stalls selling their produce and merchandise.

The festival has no reported negative history albeit it drugs, alcohol, theft, drug dealing, excessive drinking, anti-social behavior or any other related problems. That said festival co-ordinators have again worked to ensure policies and practices will be in place to ensure the festival again is a family orientated event. For this reason, the event management manual has been drafted and will be a key document around which the festival is managed and controlled.

To safeguard residents and festival goers an exclusion zone will be implemented on the day containing roads bordering Holly Road, Hinstock Road, Philip Victor, Hamstead Road, Grove Lane, from 8.00am - 9.00pm.

All households within the exclusion zone have been provided with letters containing two red vehicle passes to gain entry to Holly Road and Philip Victor. Public parking will be available in Handsworth Park via Hinstock Road and Hamstead Road.

This year Holly road entrance will become a pedestrian only entrance/egress, Grove lane entrance will become the traders and artist entrance/egress. Residence passes will also be issued to residence on Hinstock rd and the coned area of Grove Lane and Hamstead Rd.

Audience

As a free family music and arts festival, which celebrates Birmingham's rich cultural diversity, SDF's eclectic programme attracts a mixed audience of all ages and ethnic backgrounds.

The Festival programme is uniquely accessible to all sections of society, reaching out to every demographic both regionally and nationally. Over the last five years SDF has firmly established itself as been rooted in the diverse communities of North Birmingham; as such it attracts substantial family attendance from the local constituency as well as across the city and an increasing number of visitors traveling from the region and nationally.

Main Site Plan



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Event Management Cont

Alcohol and Bar

Alcohol

Alcohol will be on sale within the festival licensed area. Our policy will be to restrict the consumption of alcohol on the licensed festival site areas. However, we recognise that outside of the festival site alcohol will be on sale. This includes the Cricket Club and a number of off licenses outside of the park on adjacent roads.

Security personnel will ensure that all members of the public are aware of our alcohol consumption policy as they enter the festival site and will conduct visual inspections of large containers / crates perceived to be carrying alcohol.

Security personnel patrolling the festival will keep a watching brief for any alcohol being consumed and be on the alert for anyone becoming drunk and/or at risk of engaging in anti-social behavior. If for any reason alcohol needs to be confiscated from a member of the public the security personnel will pour the alcohol away and dispose of the empties in a locked bin.

If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively, alerting their manager and call for assistance from St John Ambulance and/or the police if associated criminal activity is being conducted.

Security teams stationed in the lower half of the event site will ensure that no alcohol is being consumed in the areas around the Children's Meadow, Children's Rides, Workshop Marquee and Bandstand.

Alcohol Management Plan

Policy Statement

As bar operators, Moseley Folk Ltd is committed to working safely and within the law. The operators support the four prime objectives of the Licensing Act 2003 and the New Mandatory Licensing Condition – Selling Alcohol Responsibly.

Licensing Objectives

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

Moseley Folk Ltd is keen to work closely and constructively with the key authorities in pursuit of these objectives. The operators are committed to the responsible retailing of alcohol and recognise that it is a fundamental part of the business. Moseley Folk Ltd aims to participate fully in the drive against 'binge drinking' and its related effects, as outlined in the Alcohol Harm Reduction Strategy for England. SDF recognises that good management has a direct bearing on the security, safety and well being of both guests and staff. When required, the operators will only use security staff who are SIA accredited. SDF will at all times observe the law with regard

to the sale of alcohol and all other products by:

- Supporting 'test purchasing' conducted by police and licensing authorities as a way of helping to enforce the law
- Not serving alcohol to anyone whom we believe to be intoxicated
- Not permitting promotions limited to very short periods of time such as happy hour schemes
- Not serving customers whom we believe to be under 18 years of age nor to anyone whom we suspect of passing alcohol to under 18s.

If a customer looks under 25 years of age we will ask for a recognised form of ID

- Not offering any incentives to our customers to drink irresponsibly
- Providing our staff with access to information about units of alcohol and alcohol by volume in order to provide that information to customers
- Observing all other conditions of licensing law

Staff Training

The operators are committed to educating, training and supporting its managers and staff so that they are able to carry out their duties under this policy and the law. Bar managers have attended a relevant training course (organized by an industry recognized body such as the BII) in relation to the supply of alcohol.

Staff briefings prior to events are carried out by the Operations Manager (a personal license holder) and cover topics such as:

- Weights & measures
- Bar operational times
- Customer service
- Cash handling & stock control
- Challenge 25 & preventing under age sales
- Recognised and acceptable forms of ID
- Unauthorised licensable activities
- Recognising the signs of drunkenness
- Recognising the signs of drug use
- Conflict management

Organisation

Operations Manager

The Operations Manager will have overall responsibility for bar operations and strategic decision making and specifically for liaison with the Premises License Holder. The Operations' Manager is a Personal License Holder and will also act as Designated Premises Supervisor (DPS) and will be responsible for authorising the sale of alcohol. The Operations Manager will also be responsible for ensuring all members of bar staff receive suitable training in their duties and responsibilities and that this training is recorded. In accordance with the Premises License, the Operations Manager will give the order for opening and closing of the bars.

Bar Supervisors

The Bar Supervisors are responsible for the day to day supervision of the bar staff and effective management of bar operations, and in particular the enforcement of the Premises License pertaining to alcohol sales. The Bar Supervisors report to the Operations Manager.

SIA Security Operatives

When deemed necessary by the risk assessment, SIA Security Operatives will be deployed at strategic positions during the bar opening hours. All security operatives will hold an SIA Licence, carry a two way radio and be easily identifiable. Security duties include but not restricted to:

- Protection of property
- Protection of staff
- Protection of company income
- Maintaining public order within the bar area
- Enforcement of the Premises Licence
- To support the bar staff in preventing 'under age' drinking
- Respond effectively to any given emergency
- Liaison with the Local Authority and Emergency Services

Procedures for the sale of alcohol

Underage alcohol consumption and drunkenness will not be tolerated by Moseley Folk Ltd.

The following measures illustrate the procedures for the sale and supply of alcohol on the premises:

The Operations Manager (DPS) will oversee the supply of alcohol and will be responsible for the management and implementation of the procedures.

All alcohol sales will be sold in accordance with the Premises Licence.

No alcohol will be sold to persons under the age of 18. If the customer looks under the age of 25, ID will be requested. Acceptable forms of ID are:

- Driving Licence
- Passport
- 'PASS' Prove it cards

'Challenge 25' signage will be prominently displayed at all points of sale where alcohol is supplied.

MFL will not tolerate drunkenness and disorderly behavior.

MFL will not tolerate rude and abusive behavior.

MFL have the right to refuse the serving of alcohol at their discretion.

The ABV of all drinks being sold will be clearly displayed.

All drinks will be served in the correct measures and in accordance with the law.

No free samples of alcohol will be distributed or 'happy hour' schemes adopted.

A copy of the Premises Licence will be prominently displayed.

Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited.

Customers will have access to free water.

Weights and Measures

Drinks will only be sold in approved measures as required by the Weights and Measures Act. These are:

- Pints, half pints (or half pint multiples) and the rarely used third of a pint for draught beer, lager and cider
- Multiples of 25 ml or 35 ml for gin, rum, whisky and vodka except when they're served as part of a cocktail
- 125 ml or 175 ml for glasses of wine
- Only officially stamped (bearing the crown or CE mark) measures, metering equipment or glasses will be used. For example, beer can be served using metered pumps or in stamped glasses
- Spirits will be measured through stamped optics or using stamped measures
- The tariff will always denote what quantities drinks are sold in and the ABV will be clearly displayed

New Mandatory Licensing Conditions –

- Selling Alcohol Responsibly
- Drinking games are prohibited
- Dispensing of alcohol directly into the mouth is prohibited (dentist chair)
- Ensure that customers have access to free tap water
- Use an Age Verification Policy (Challenge 25)

Ensure that customers have the opportunity to choose small measures of beers, ciders, spirits and wine. The operators will ensure that:

Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- Beer or cider: 1/2 pint;
- Gin, rum, vodka or whisky: 25 ml or 35 ml; and
- Still wine in a glass: 125 ml and 175ml

Capacity

Based on the festival artist line up and good weather permitting we anticipate in between 13,000 – 14,000 people attending this year's festival. However, our license application and the infrastructure put in place caters for 19,999 people attending the festival.

Experience has shown that there will be peaks and troughs throughout the day necessitating a flexible approach to managing capacity (specifically crowd control). Whilst the audience will be dispersed across the festival site, during peak times the majority (when the headline act is performing) will be congregated around the main stage area.

As the event is staged in an open park area, this has the acknowledged benefit that there is no enclosed area so there is no physical restraint to crowd dynamics. It needs to be appreciated that there will be included in this number people who are in the park for reasons not related to the actual event (taking a short cut, visiting the leisure centre or going for a jog etc.) but it is felt that this will provide the best opportunity to gain a reasonable assessment of approximate attendance.

Crowd management will be managed as followed:

1. Determining numbers

Security staff deployed at entrance/exit points for the event areas of the park will be click people in/out and report numbers to event control every 30 minutes. This ratio of reporting will be increased once the numbers exceeds 12,000 then the reporting frequency will be increased to every 15 minutes. Any crowd pressure or build up at any of the entrance / exit points for the park will be reported immediately to event control so that extra security resource can be allocated accordingly. We will also take photographs of the crowd at hourly intervals and more regularly if the event begins to reach capacity.

2. Implementing crowd management

If at any point the counted numbers reach 18,000 then the Festival Producer, in consultation with the Safety Officer, and Security Manager will decide to continue with a contingency plan to reinforce entrance/exit points and implement a one in/one out policy. The one in/out policy will in essence be a holding situation restricting access to the park until numbers have effectively reduced, all security personnel will be in radio contact with event control.

If at any point during the event the Festival Producer, in consultation with the Safety Officer and Security Manager deem that the number of spectators is a risk to health and safety or security then the decision to close the event down will be taken, but only after all key event personnel have been made aware and are put on "high alert" status.

3. Crowd management beyond capacity

The Festival Producer will inform the Production Manager who will instruct the host/compare to make an announcement from the stages that the event is being shut down due to health and safety reasons. If the host/compare is unable to make this announcement for any reason then the Festival Licensee will inform the public.

Crowd Management

Any crowd pressure or build up at any of the entrance / exit points for the park will be reported immediately to event control so that extra security resource can be allocated accordingly.

In addition to "static" security positions at key points there will be dedicated patrol and response security teams allocated to all areas of the event site with particular emphasis on the food stalls and the extended grass area in front of the main stage.

Front of stage barriers will be in place to deal with audience pressure at this focal point. The area between the stage and the front of stage barriers (the 'pit') will be set up so as to assist the work of security and medical staff. An important role of security staff working in the pit will be to extract members of the audience who are in distress, so the pit will have an unobstructed working area behind the barrier which will be large enough to allow those in the pit to lift members of the audience into it.

A built in elevated platform inside the front of stage barriers will help with the lifting of people and enable security to monitor the audience and identify anyone in distress. Entrances and exits from the pit will be unobstructed to allow clear access for medical staff and 2 x first aiders and an ambulance will be based at this location from 12.00 to 8.00pm

The pit area will be kept clear of anyone other than security and medical staff. Any arrangements for media to work in the pit area will be planned to ensure that their activity does not interfere with the work of security or first-aid staff.

At peak times (2.30pm and 7.30pm) 2 x security personnel will be assigned to on- stage positions and one of these will be specifically tasked with having an overview of crowd dynamics in front of the main stage so that any areas of concern can be identified and extra security resource allocated accordingly.

The steward on the door of the marquee will monitor the numbers going in and out the marquee ensuring that the flow remains within the designated capacity. However access will be restrict once the numbers reach 80 in the marquee.

Dispersal Policy

Dispersal will be managed in several ways to ensure a swift exit from the festival site immediately after event closure. This will include plans for facilitating safe and orderly exit from managed car park areas as well as people leaving all the festival site licenced areas.

Dispersal will be delivered through 3 multi-tasked groups (blue, black and purple).

Each group will be responsible for clearing designated areas and will work to ensure:-

Swift exit from site:

The security personnel will work to ensure all exit points are covered. These points will be covered throughout however; staff levels will be increased at least 30 minutes before timed closure. Back stage and Event control will be managed by festival organisers.

After a general dispersal effort as highlighted, one team will remain in each sector with the second blue team and the second black team joining forces to undertake a sweep of the whole event area targeting any specific remaining areas of loitering as identified by personnel who remain on duty at the exits, by the stage and at event control.

Exit from car park:

Mobile patrol teams will be deployed at the car parks 30 minutes before event closure to ensure cars exit the site safely and follow the route outlined by the cones. The teams will be in radio communication with each other and will be tasked to quickly address and alleviate gridlock points and manage any traffic flows issues.

Visitors leaving the area:

The dispersal plan will be reiterated via the compare on the main stage after the main acts closes the festival. The compare will announce to members of the public the need to leave the festival site in an orderly fashion, taking the various designated exit routes and ensuring due respect to residents with regards to noise control.



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
DISPERSAL PLAN**

Drugs and Smoking

We will not be able to restrict smoking at the event but we will ask people to dispose of any smoking related litter in waste bins and ask people not to take drugs in the area, reminding them that this is a family event. Anybody suspected of taking drugs on the site will be removed and the police will be called.

The SIA security has the responsibility to protect the event from coming into disrepute under the licensing Act 2003.

All staff must report any suspicions use of drugs to a member of the security team. If there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively and will alert their manager and call for assistance from St John Ambulance and/or the police as appropriate.

Search Policy

The number of security personnel on duty at entrance / exit points will be allocated hand held metal detectors to assist in the searching efforts. Secure bins for prohibited items will be placed at each entrance / exit point and a patrol and response team specifically tasked with emptying these and supervising hand over or disposal as required.

Simmer Down is a family festival with a wide range of ages attending from all the local communities and it has no history of violence, theft, drug dealing, excessive drinking, anti-social behavior or any other related problems, has been reported. Security personnel will look out for- Private sound systems, glass bottles, fireworks, flares, any goods for unauthorised trading, air horns or megaphones, weapons, cooking Equipment.

As described in the sections covering alcohol and drugs and smoking, if there are any significant problems being caused by either drink or drugs, security personnel will deal with the matter calmly and sensitively and alert their Security Manager and call for assistance from St John Ambulance and/or the police as appropriate should criminal activity be involved.

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SECTION 5: EMERGENCY PROCEDURES

All emergency communications will be handled by Event control, which is based on the upper area on the left hand side of the stage, benefiting from a good overview of the entire site. Evacuation will be handled by the festival producer, Safety Manager, and Security Manager based on the following documentation to be issued to all security and stewards in advance of the event:

Emergency Evacuation Procedures:

In the event of an emergency situation arising security, festival staff and stewards will first be alerted by radio with the message **"ALL SECURITY, STAFF AND STEWARDS TO POST"** all staff should then be ready to receive further instructions.

In the event of the site being evacuated, security, festival staff, and stewards will ask the public to simply leave the area, taking their possessions with them.

In the event of a FIRE the message will be **"CODE RED"** Staff and stewards should investigate the area to judge the scale of the emergency and deal with the situation appropriately, Festival management and security also to respond immediately and deal with the situation appropriately.

Fire

Small fires:

The code word for a small fire that does not require the fire brigade intervention is **"SPARKLES"**.

A small fire would be defined as a non-structural fire. e.g. a small fire in a bin that can be moved outside and extinguished.

Large fires

e.g. structural:

The code word for a large fire i.e. Marquee **"CODE RED"**.

In the event of **"CODE RED"** being alerted to The Event control, the Festival Producer, Security Manager will respond with the Safety Manager. They will make the immediate decision whether to call the Fire Brigade/Police and affect a full Evacuation. If a full evacuation is called the Safety Manager will instruct the sound engineer and stage manager to stop the music, ready for announcements to be made. The Safety Manager/Security Manager/Production Manager will make the full evacuation announcement over the PA system on all stages. In the event of a large fire, the event will only restart if only deemed safe to do so by the fire service

The following announcement will be made over the PA. **'Ladies and Gentlemen, due to circumstances beyond our control we must ask you to vacate the area, taking your possessions with you'**.

Roaming patrols will assist in directing festival goers towards the nearest available exit. The Security Manager and Safety Manager will delegate stewards to each of the exit points, or to be part of the roaming patrols, to control festival goers. In the event of a **SUSPECT PACKAGE OR THREAT** the message will be **"CODE BLACK"**

Festival Management team and Security to respond immediately and deal with appropriately.

If **SUSPECT PACKAGE OR THREAT CONFIRMED** the message will be **“CODE BLACK ALERT”**. Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **CROWD RELATED PROBLEM** the message will be **“CODE BLUE”** Festival Management team and Security to respond immediately and deal appropriately.

In the event of a **MEDICAL PROBLEM** the message will be **“CODE WHITE”** Festival Management team, St John First Aid team, and Security to respond immediately and deal with appropriately.

In the event of a **STRUCTURAL PROBLEM** the message will be **“CODE YELLOW”** The Festival Management, Safety Manager and Security to respond and deal with appropriately.

Staff rendezvous point is at The Leisure Centre once the area has been cleared. In the case of adverse events requiring the evacuation of Event Control – both rendezvous and Event Control will move to another location. This location will be given to the appropriate people on the day.

Emergency Access Routes

The access/exit route for emergency service vehicles is via the middle double gates on Holly rd, these gates will be manned by Senior stewards and will be in contact with event control by radio at all times, should we have an emergency, communication will be made by radio to event control and the SIA operatives manning the main Holly road entrance. Holly rd security staff would then close the gates to prevent anyone else coming in. The Holly rd quick response team would be sent to the gate to take control of the patrons inside the gate. Emergency vehicles would not be in contact with the public.



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
EMERGENCY EVACUATION**

SIMMER DOWN FESTIVAL 2017

SECTION 6: EVENT SCHEDULE

Artists' facilities

Arrangements have been made to use the Sons of Rest for backstage arrangements. The building will be closed to the public and secured via solid Harris fencing to the side of the stage and via SIA guards.

We will close off the back of the stage area with solid Harris fencing to ensure a secure backstage monitored by SIA Door Supervisors.

Artist Parking

The Artists Car Park is on Grove Lane
(see main site map)

All artists bringing equipment will be asked to park in the Artist Car Park by the duck pond and will not be allowed to drive down to the stage. One vehicle employed by the event organisers will be charged with taking equipment down to the stage and will be controlled by the organisers.

Entry to the ARTIST'S CAR PARK by car will only be with a valid parking pass.

Accreditation

Artists will be provided with wristbands to gain backstage access - this means that only band members and staff will be admitted backstage. There is no space backstage for friends and family so any meeting will be held in the public space!

Artist WCs

There will be 5 toilets + 2 urinals back stage in the Sons of Rest Building for artists and staff.

Proposals for Music and Ancillary Entertainments

Live music will be performed on 2 stages, Main Stage and a second Stage
Main Staging is supplied by J Milne, Birmingham. J Milne are providing PA systems for the main stage

The team of sound engineers will be briefed before set up by our independent sound monitor regarding the conditions set out in the Premises License detailed in the earlier section, Control and Configuration of Sound Systems.

Workshops and Other Activities

In addition to the music there will be an organised programme of other activities for all ages and interest.

Each provider will be required to have Public Liability Insurance, undertake a Risk Assessment, with specific reference to any structure provided, and any relevant professional certification. Copies will be held by the organisers

For activities aimed at children or where a provider is likely to be alone with children we ask for the relevant personnel to be CRB/DBS checked.

Main Stage Running Order (Artist details to follow)

No:	Times	Artist
1	12.30 - 12.35	Host Welcome to Simmer Down Festival
2	12.35 - 13.05	30 Min Set
3	13.05 - 13.20	15 Min Set
4	13. 20 - 14.05	45 Min Set
	20 Min interlude - Band set up and change over	
5	14.25 - 14:55	20 Min Set
	20 Min interlude - Band set up and change over	
6	15:15 - 15:45	30 Min Set
	20 Min interlude - Band set up and change over	
7	16:05 - 16:35	30 Min Set
8	16:35 - 17:05	30 Min Set
9	17:05 - 17:45	40 Min Set
	30 Min Interlude - Band Set up and change over	
10	18:15 - 19.30	45 Min Set
	19:30 - 19:45	Host close

Site Build and De-Rig schedule

Date	Activity	Contractor	Timing
DELIVER, BUILD AND SERVICE			
Fri 21 July	Toilets	Excloosive Loos	11am
Fri 21 July	Bar installation	MFL	11am
Sun 23 July	Kids rides install	Harry's Fun fair	9am
Sat 22 July	Main stage install	J Milne	9am
Sat 22 July	Second stage install	J Milne	9am
Sat 22 July	Main stage PA system install	J Milne	12pm
Sat 22 July	Second stage PA install	J Milne	2pm
Sat 22 July	Main Backstage perimeter and fencing	Event Hire	3pm
Sat 22 July	Second stage perimeter and fencing	Event Hire	3pm
Sat 22 July	Fencing and Barriers installed	Event Hire	3pm
Sat 22 July	Generators install	J Milne	TBC
Sun 23 July	Festival dressing and sponsorship banners	Festival Staff	9am
Sun 23 July	Participation Tents and Marquees installed	Birmingham Tent Hire	9am
Sun 23 July	Event control bus installed	Commbus	10am
Sun 23 July	Children's Meadow area constructed	Festival Staff	10am
Sun 23 July	Car Park payment booth in positioned	Festival staff	10am
Sun 23 July	Waste Management (Litter picking)	MJ Church	9am
Sun 23 July	Catering stalls erected	Stall holders	6am-
Sun 23 July	Festival signage and notices displayed	Festival staff	9am
Sun 23 July	Traffic management in place	Traffix	8am
Sun 23 July	St John Ambulance in place	St John	10am

DE-RIG, DISMANTLE AND COLLECT			Timings
Sun 23 July	De-rig main stage	J Milne	9pm
Sun 23 July	De-rig second stage	J Milne	9pm
Sun 23 July	De-rig main stage PA	J Milne	9pm
Sun 23 July	De-rig second stage PA	J Milne	9pm
Sun 23 July	Main back stage perimeter	Event hire	10pm
Sun 23 July	Second stage perimeter	Event hire	10pm
Sun 23 July	Event control bus	Commbus	9.30pm
Sun 23 July	Remove marquee and participation tent	Birmingham tent hire	9pm
Sun 23 July	Festival dressing and sponsorship banners	Festival staff	9pm
Sun 23 July	Toilets removal	Excloosive	9pm
Sun 23 July	Children's Meadow area dismantle	Festival staff	9pm
Sun 23 July	Festival signage and notices removed	Festival staff	9pm
Sun 23 July	Traffic management dismantled	Traffix	10pm
Sun 23 July	Car park materials	Festival staff	9.30pm
Sun 23 July	Waste removal and site clean up	MJ Church	10pm
Sun 23 July	St John Ambulance dismantle of structure	St John	9.30pm
Sun 23 July	Catering stalls dismantled	Stall holders	9pm
Sun 23 July	Remove fencing and barriers	Event Hire	9pm
Sun 23 July	Kids rides	Harry Rides	9pm
Sun 23 July	Final inspection check of site and sign off	Festival Producer	10.30pm
Mon 24 July	Generators collection	J Milne	9am
Mon 24 July	Bar dismantle	MFL	8am

Structures

Main stage,
Back stage dressing rooms (Sons of Rest)
Second stage,
Event Control (Double Decker Bus 15mtrs long x 4.38mtrs high)
Children rides & Inflatable's
Bar Marquee 20m x 9m
2 Participation marquees (12m x 9m)
Children's play 4m round tent
Staff Marquee 3m x 3m
VIP Marquee 3m x 4m
First Aid Control (16m x 4m)
First Aid unit by main stage
Information Control (3m x 3m)

In the event of any structural failure, the Safety Manager and Festival Producer will assess the situation and will either deploy the designated response team/repair team or if the structural failure is considered dangerous, the evacuation procedure will be implemented immediately.

The probability of structural failure is assessed as very low. Structures have been sourced from reputable companies and copies of the relevant safety documentation and public liability insurance can be found in the contractor appendix.

Heras Fencing and Crowd control Barriers are hired from Event Hire.

Public Car Park

Controlled public parking sites will be available in Handsworth Park via Hinstock Road and Hamstead Road. In total these will accommodate up to 700 vehicles. The sites will be managed by security and mobile patrol staff throughout. Staffing ratios will change throughout the day reflecting peak periods to ensure parking is safe and support the wider traffic management plan See Page 101/103 for plans. An additional 100 cars will be parked at the Handsworth Wood Girls Academy

SIMMER DOWN FESTIVAL 2017
SECTION 7: GENERATORS SPECIFICATIONS

Area	Date/Time in	Date/Time out	Power Supply
Main Stage	Sat 22 July 12 Midday	TBC	80KVA 63amp Three Phase
Main Stage Lighting and screens	Sat 22 July 12 Midday	TBC	40KVA 63amp Three Phase
Second Stage	Sat 22 July 12 Midday	TBC	40KVA 63amp Three Phase
Event Control	Sat 22 July 12 Midday	TBC	30KVA Single Phase Supply 4 x 13A Outlets
Participation Marquee	Sat 22 July 12 Midday	TBC	20KVA Single Phase Supply 4x 13A Outlets
First Aid	Sat 22 July 12 Midday	TBC	20KVA Single phase supply
Bar	Sat 22 July 12 Midday	TBC	60 KVA

SIMMER DOWN FESTIVAL 2017
SECTION 8: FIRST AID PROVISIONS

INFORMATION TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 9: HEALTH AND SAFETY

Lost Children/Vulnerable persons

The Simmer Down Festival is very much a family friendly festival, and attracts people from all over the country.

On arrival at the festival all parents will be given a white wristband to write their mobile number on, then placed on their child's wrist in case of emergency.

The **Lost Children station** will be located at the lower deck of the Event control double Decker bus between 11am and 9pm.

Lost Children Policy

This policy identifies arrangements for the safe care of lost children until they are re-united with parent /guardian.

General Arrangements

Special "lost child" staff will be on duty throughout the event. These staff will be with existing enhanced DBS status.

Security, stewards and event staff will be briefed to be alert to children in distress at which point they should liaise with the "lost child" staff to identify potential problems.

A clearly advertised collection point will be designated and supervised at all times.

Lost children will not be left in the sole care of a single worker at anytime.

Support from Emergency Services and/or other relevant agencies will be requested if necessary.

Our "Lost Children" supervisor will be Marie Duffy.

Specific Procedures

In circumstances where a lost child is not quickly re-united with parent / guardian it may be necessary to make an announcement over the PA system. In such circumstances, announcements will not refer to children specifically or give personal details or names etc. If it's during a performance, it will be made as soon as possible to try to reunite them with their parent/carer.

The signature of parent / guardian plus proof of identity should be sought prior to the child being released from care.

If a lost child seems reluctant to go with a parent / guardian then advice and assistance will be requested from the Police.

All incidents will be recorded and reported.

SIMMER DOWN FESTIVAL 2017

SECTION 10: NOISE CONTROL

Noise Control

We are keen to prevent noise disturbance to local residents over and above that anticipated in an open air family festival. Under the terms of the Premises License live music will stop by 8pm.

Throughout the festival security personnel will ensure mega horns do not enter the site or are removed if found on site. We also seek to control noise during dispersal (see policy).

Monitoring noise levels

Our Production Manager and his team will be monitoring and recording sound levels to ensure that our event complies with the conditions set out in the Premises License. The Safety Manager will be in radio contact with Event control and will swiftly instruct a turn down if we are in danger of breaching the levels.

The monitoring of on-site music noise levels will be continuously monitored and/or on a 15-minute basis and off-site music noise at least every 60 minutes.

The Production Manager will document the levels found, to demonstrate compliance with the limits prescribed below and make the documented results available to the Local Authority representatives on demand and present the same to the Authority in writing no later than 5 days after the end of the Event.

The Production Manager will agree with the Local Authority the monitoring equipment, methodology and locations, no later than 1 month before the Event and comply with the reasonable requests by Local Authority representatives to reduce the music noise level in order to achieve or maintain compliance with the conditions on the day.

On-Site Noise

In order to prevent public nuisance and to reduce the risk of hearing damage to members of the audience, we will adhere to the guidelines as stipulated in the Purple Guide:

The Equivalent Continuous Sound Pressure Level of the Event shall not exceed 107 dB LAeq in the main stage audience and second stage audience areas. The sound levels will be measured from the start of the first act until the end of the last act.

- (a) The Equivalent Continuous Sound Pressure Level will be measured at the mixer desks positions and will not exceed a rolling average of 98 dB LAeq, (15 minutes).
- (b) The peak sound pressure level will not exceed 140 dB L C at any part of the festival site, at anytime.
No member of the audience shall be allowed within 3 metres of any loudspeaker stacks.

Off-Site Noise

In order to prevent public nuisance and comply with our License requirements we will ensure that we adhere to the guidelines as stipulated in the Purple Guide:

Between 10.00 and 20.00hours, the Equivalent Continuous Sound Pressure Level of the Event shall not exceed 48 dBLAeq, (3 minutes) when measured 3 metres from the facade of any noise-sensitive premises.

Between 10.00 and 20.00 hours the music noise of the Event shall not exceed 70dBLmax in either of the 63Hz or 125Hz octave frequency bands, when measured 3metres from the facade of any noise sensitive premises.

Monitoring will be every 15 minutes to enable the overall noise levels to be established. Noise levels for the audience will be checked at head height at the front-of-main-stage barrier.

Careful consideration has been given to the location of stages to ensure minimum impact on local residents. Both the main stage and second stage along with the associated P.A speaker systems are directed towards Hamstead Road away from Holly Road and Hinstock Road. This is the longest distance in-terms of the sound travelling in the breath of the park before it hits residential housing. The Production Manager and his team will undertake propagation tests to determine appropriate control limits, around the perimeter of the park, and at Front of House to ensure we comply with the sound limits set out in the License.

This is an example of the monitoring table that will be used on the day

Location	Date	Time (Hrs/Min s From	Time (Hrs/Mins) To	Noise Levels Continuous Sound Pressure (DbL A)		Average	Noise Levels Peak Pressure (DbL C)		Average	Levels taken by Officer Name
				Min	Max		Min	Max		
Main Stage by out front Engineer desk										
Main Stage by stage pit barriers										
Second Stage out front by Engineer desk										
Second stage by stage crowd control barriers										
Holly Rd perimeter										
Grove Lane perimeter										
Hinstock Rd perimeter										
Hamstead Rd perimeter										

SIMMER DOWN FESTIVAL 2017

SECTION 11: FENCING AND BARRIERS

Fencing and Barriers:

There will be 410 Crowd Control barriers, a figure arrived from site visits and measuring the areas required with a measuring wheel. Each food stall holder using a Jerk pan, will have two (2) Crowd Control barriers around each pan in a V Shape, which will be secured to the ground.

Totals: 10 Pit barriers, 58 Solid Hoarding, 15 Haras fencing, 175 Road Safety Barriers,

Location	Type	No	Use	Additional Information
Main Stage Front	Pit Barriers	15	Stage Safety Zone	-
Main Stage	Solid Hoarding	60	Backstage Area	Inc' pedestrian gate panels for emergency exit
Pond	Pedestrian Barriers	55	Water Safety Zone	-
Hinstock Rd Car Park	Road Safety Barriers	50	Demarcation	-
Hamstead Rd Car Park	Road Safety Barriers	50	Demarcation	-
Staff / Artists Car Park	Road Safety Barriers	25	Demarcation	-
Traders Car Park	Road Safety Barriers	25	Demarcation	-
Food Stalls	Pedestrian Barriers	60	Hot Safety Zones	Based on 15 stalls x 4 barriers each
Second Stage	Pit Barriers and Heras Fencing	10	Backstage Area	Panels will be "cloaked" so effectively solid
Generators	Pedestrian Barriers	35	Exclusion Zones	Based on 7 generators x 5 barriers each
Entrances / Exits	Pedestrian Barriers	30	Queue Crowd Control	5 entrance / exit points x 6 barriers each
Children's Rides / Fun zone	Pedestrian Barriers	30	Perimeter	-
Internal pedestrian entrance	Haras fencing	11		
Contingency	Pedestrian Barriers	25	Spare	-
Contingency	Road Safety Barriers	25	Spare	-
Contingency	Heras Fencing	5	Spare	-

Internal pedestrian entrance from Hinstock Rd

The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored and managed as they enter the main event area. This arrangement, together with cones and barriers used to define the extent of the car park areas, will also help to prevent “rogue” vehicles from entering the main event area.



This year the event organisers have reached out to representatives of relevant motorcycle groups in an effort to include those in the event in a controlled manner and positive talks have taken place. A dedicated area (shown as the blue x) for these group to park and “show” their bikes has been agreed.

Emergency Vehicle Access

Emergency vehicles (including SJA) will have a dedicated entrance / exit point as indicated on the plan below utilising the gate and service road in between Gates 1 and 2



Fencing & Barriers

Pit Barriers – Front of main stage for safety zone. (15 No)



Solid Metal Hoarding

Main backstage area including vehicle gates to allow direct access / egress for artists “shuttle bus” and pedestrian gates for emergency exit.
(60 No)



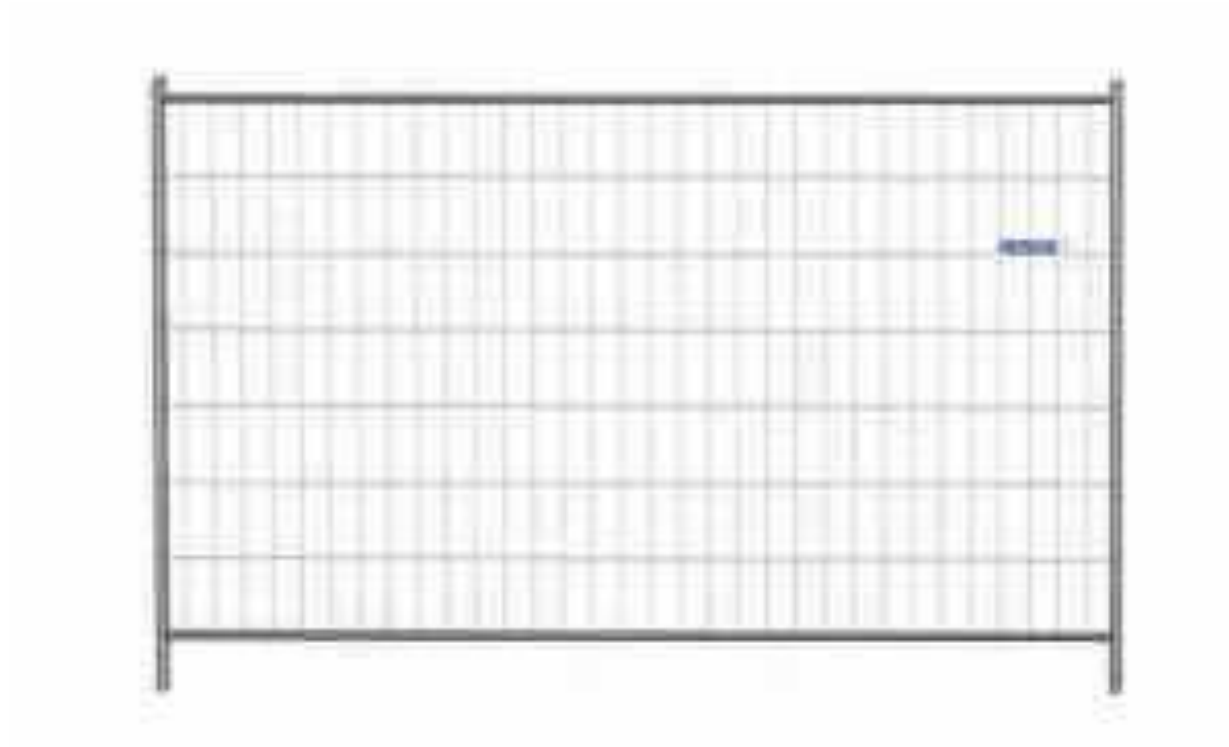
Pedestrian Barriers

Various locations for both demarcations of pedestrian routes and to aid in the control of pedestrian flow in / out of the event. Also, to prevent access to safety critical areas such as water hazards and jerk pans etc. (410 No)



Mesh Panel Fencing

To create the internal park boundaries that will funnel persons entering the event from Hinstock Road through the newly created Gate 5a. (75 No)



SIMMER DOWN FESTIVAL 2017

SECTION 12: SECURITY PROVISIONS

Overview

The Leon Group has provided the security management for the festival since its inception and in 2013 was recognised for its work when selected as a finalist in the Event Security Team of the Year section of the prestigious Fire & Security Excellence Awards.

The Leon Group has a hugely experienced senior management team (all of whom will be deployed at this event in supervisory positions) and a highly skilled motivated workforce who work at hundreds of events every year.

With a strong emphasis and safety and training The Leon Group prides itself on maintaining the highest professional standards and is proud to be a part of this great festival.

Security provision for the 2017 “Simmer Down” Festival has been planned using a combination of past experience of the event, sound knowledge of the location, good understanding of the expected audience profile and new risk assessments that take into account the proposed amended layout plan for 2017.

All security (SIA licensed) and stewarding personnel will be briefed for this event using the tried and trusted IIMACH method –

Information

Intention

Method

Admin

Communications

Health & Safety

The cover arrangements include “fixed” elements (at key locations such as all relevant park entrance / exit points), “specialist” provision (such as in the pit at the front of the stage) and a substantial “mobile” presence, to both patrol the event site as a highly visible presence and to offer a response capability for any relevant incidents.

The specific positions, roles and responsibilities of the security team are listed elsewhere in this document, the team will include both male and female members and all security and stewarding personnel will be clearly identifiable from their uniform which will include some element of hi-viz clothing.

There will be a varying level of cover on the day of the event from 6.00am to 9.30pm with maximum coverage between the expected “peak” hours of 2.30pm and 7.30pm.

The Event Security Co-ordinator (ESC) will be based in Event Control throughout the event and the Assistant Event Security Co-ordinator (AESC) will be based adjacent to Event Control at the designated “Security Control”. In addition to being experienced SIA licensed individuals, both the ESC and AESC hold spectator safety qualifications.

Event Deployment Plan (SIA Security)

No	Role	Type	On Duty	Off Duty
1	Security Co-ordinator	SIA	10:30	21:30
2	Assistant Security Co-ordinator	SIA	10:30	21:30
3	Backstage Security Manager	SIA	11:30	21:30
4	Response Team 1 Leader	SIA	12:00	20:30
5	Response Team 2 Leader	SIA	14:30	21:30
6	Response Team 3 Leader	SIA	12:00	20:30
7	Response Team 4 Leader	SIA	14:30	21:30
8	Response Team 5 Leader	SIA	12:00	20:30
9	Response Team 6 Leader	SIA	14:30	21:30
10	Pit Supervisor	SIA	12:00	20:00
11	Entrance 1 Supervisor	SIA	11:30	20:30
12	Entrance 2 Supervisor	SIA	11:30	20:30
13	Entrance 3 Supervisor	SIA	11:30	20:30
14	Entrance 4 Supervisor	SIA	11:30	20:30
15	Entrance 5 Supervisor	SIA	11:30	20:30
16	Entrance 5a Supervisor	SIA	11:30	20:30
17	Entrance 6 Supervisor	SIA	11:30	20:30
18	Bar Supervisor	SIA	11:30	20:00
19	Lost Children	SIA	12:00	20:00
20	SJA Treatment Centre	SIA	12:00	20:00
21	Pit	SIA	12:15	19:45
22	Pit	SIA	12:30	20:00
23	Pit	SIA	12:15	19:45
24	Pit	SIA	12:30	20:00
25	Second Stage	SIA	12:15	19:30
26	Second Stage	SIA	12:15	19:30
27	Artists / Traders Parking	SIA	06:30	11:30
28	Artists / Traders Parking	SIA	11:30	20:30
29	Bar	SIA	12:00	20:00
30	Bar	SIA	12:00	20:00
31	Bar	SIA	12:00	20:00
32	Emergency Vehicle Gate	SIA	11:00	20:30
33	Response Team 1	SIA	12:00	20:30
34	Response Team 1	SIA	12:00	20:30
35	Response Tem 2	SIA	14:30	21:30
36	Response Tem 2	SIA	14:30	21:30
37	Response Team 3	SIA	12:00	20:30
38	Response Team 3	SIA	12:00	20:30
39	Response Team 4	SIA	14:30	21:30
40	Response Team 4	SIA	14:30	21:30

Event Deployment Plan (SIA Security) Continued

No	Role	Type	On Duty	Off Duty
41	Response Team 5	SIA	12:00	20:30
42	Response Team 5	SIA	12:00	20:30
43	Response Team 6	SIA	14:30	21:30
44	Response Team 6	SIA	14:30	21:30
45	Entrance 1	SIA	11:30	20:00
46	Entrance 1	SIA	11:30	20:00
47	Entrance 1	SIA	11:30	20:00
48	Entrance 2	SIA	11:30	20:00
49	Entrance 2	SIA	11:30	20:00
50	Entrance 2	SIA	11:30	20:00
51	Entrance 3	SIA	11:30	20:00
52	Entrance 3	SIA	11:30	20:00
53	Entrance 3	SIA	11:30	20:00
54	Entrance 4	SIA	11:30	20:00
55	Entrance 4	SIA	11:30	20:00
56	Entrance 4	SIA	11:30	20:00
57	Entrance 5	SIA	11:30	20:00
58	Entrance 5	SIA	11:30	20:00
59	Entrance 5	SIA	11:30	20:00
60	Entrance 5a	SIA	11:30	20:00
61	Entrance 5a	SIA	11:30	20:00
62	Entrance 5a	SIA	11:30	20:00
63	Entrance 6	SIA	11:30	20:00
64	Entrance 6	SIA	11:30	20:00
65	Entrance 6	SIA	11:30	20:00
66	Breaks / Contingency	SIA	14:30	19:30
67	Breaks / Contingency	SIA	14:30	19:30
68	Workshop Marquee	SIA	12:00	19:00
69	Food Stalls Patrol	SIA	12:00	20:00
70	Food Stalls Patrol	SIA	12:00	20:00
71	Backstage Entrance	SIA	11:30	20:30
72	Backstage Entrance	SIA	12:30	20:30
73	Backstage Vehicle Entrance	SIA	12:00	20:30
74	Stage Steps	SIA	12:30	19:30
75	Dressing Room Entrance	SIA	12:30	20:30
76	Artists / VIP Escort	SIA	12:30	20:30
77	Artists / VIP Escort	SIA	12:30	20:30
78	Artists / VIP Escort	SIA	12:30	20:30

Event Deployment Plan (Stewards)

No	Role	Type	On Duty	Off Duty
1	Entrance 1	STW	11:30	19:30
2	Entrance 1	STW	12:30	20:30
3	Entrance 2	STW	11:30	19:30
4	Entrance 2	STW	12:30	20:30
5	Entrance 3	STW	11:30	19:30
6	Entrance 3	STW	12:30	20:30
7	Entrance 4	STW	11:30	19:30
8	Entrance 4	STW	12:30	20:30
9	Entrance 5	STW	11:30	19:30
10	Entrance 5	STW	12:30	20:30
11	Entrance 5a	STW	11:30	19:30
12	Entrance 5a	STW	12:30	20:30
13	Entrance 6	STW	11:30	19:30
14	Entrance 6	STW	12:30	20:30
15	Artists / Traders Parking	STW	06:30	11:30
16	Workshop Marquee	STW	12:00	19:00

In addition to the personnel listed in the tables above, there will be another 4 x SIA licensed security personnel and 15 x Event Stewards deployed for the road closure programme which is detailed elsewhere in this document.

Entrance / Exit Points

Gate 1 is the double gates on Holly Road (opposite Thornhill Road) which will be pedestrian only this year (in previous years this has also been the entrance for traders and artists causing a potential conflict between vehicles and pedestrians).

Gate 1a is the double gates in the middle section on Holly Road in between entrance 1 & 2, this entrance/exit is for emergency/exit vehicles only, and will be kept closed, until required for emergency purposes only. (shown on page 37)

Gate 2 is the main Leisure Centre entrance (vehicle access for leisure centre only - not event parking). For safety purposes all persons entering at this point, even if they are only intending to use the Leisure Centre, will be counted as attending the event.

Gate 3 is the pedestrian only single gate on Grove Lane.

Gate 4 is the double gates on Grove Lane which will be the access / egress point for traders and artists this year. Pedestrians entering / exiting at this location will do so via the dedicated pedestrian side gate and will be separated from vehicle movements via barriers.

Gate 5 is the double gates on Hinstock Road which is the access point for the largest of the event car parks. Pedestrians entering / exiting at this location will do so via the dedicated pedestrian side gate and will be separated from vehicle movements via barriers.

Gate 5a is the "internal" pedestrian only check point for people have entered via Hinstock Road, either on foot or to utilise the car park areas.

Gate 6 is the bridge link over the railway line from the Hamstead Road side of the park and is pedestrian only.



SIMMER DOWN FESTIVAL 2017

SECTION13: STALL HOLDERS (CATERERS / ARTS AND

Food Stalls Holders

Each food stall holder must provide copies of a risk assessment, with particular emphasis to their structures, Public Liability Insurance and Hygiene Certificates for all Caterers.

All electrical equipment must be compliant with current Gas and Electrical regulations. Each contractor is given a fire risk safety checklist to complete after set up and before final inspection before opening the site to the public.

Arts and Craft Stall Traders

All Caterers attending this event will provide all documents as requested. PLI / Certificates / Fire extinguishers. All this information will be passed to Food Safety Team and copy will be available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. All bottles in use will be secured with barriers. Allow three meters space between each stall.

All providers will be required to provide their own Fire Extinguishers, and all gas pipes will be checked by the Gas Safe Engineer who will be on duty.

Traders must ensure that:

- Health and safety laws & guidelines are followed.
- No alcohol can be sold
- Refuse is cleared from relevant areas.
- They co-operate with all other areas and personnel involved in the event.
- They comply with all license conditions and co-operate fully with our Safety Officer.

Food Stall Holders Policy:

- 1.) All mobile traders **must** be registered with a Local Food Authority with a star rating of 4 or above
- 2.) All Food Handlers must provide certificated proof of having undergone up to date basic Food Hygiene training to a minimum acceptable standard. (Usually Level 2 or basic Food Hygiene).
- 3.) All mobile traders must be able to demonstrate that their units are adequately equipped with basic hand washing facilities.
- 4.) All traders must be suitably equipped to be able to check the temperature of both hot and cold food that they prepare and store on site by use of thermometers including probe thermometers that are to be used for monitoring the internal temperatures of hot food prior to service. Where probe thermometers are used these should be used in conjunction with probe wipes to prevent any potential for cross contamination.

- 5.) All mobile traders must provide and use appropriate HACCP based Food Safety Management documentation. This will usually mean the provision of record logs that clearly document the recording of fridge/freezer/cool box temperatures; hot food temperature checks, cleaning methods etc. Furthermore, in those instances where Food is not made at the event site, then traders will need to provide documented details of the time and place where food intended to be sold later at the event site was prepared.
- 6.) All mobile traders must be suitably equipped with sufficient cleaning materials including spray sanitizers and/or disinfectants to ensure all areas are clean and free from physical, chemical and/or microbiological contamination. Particular attention must be afforded to all food contact surfaces as well as other articles that come into direct contact with food.

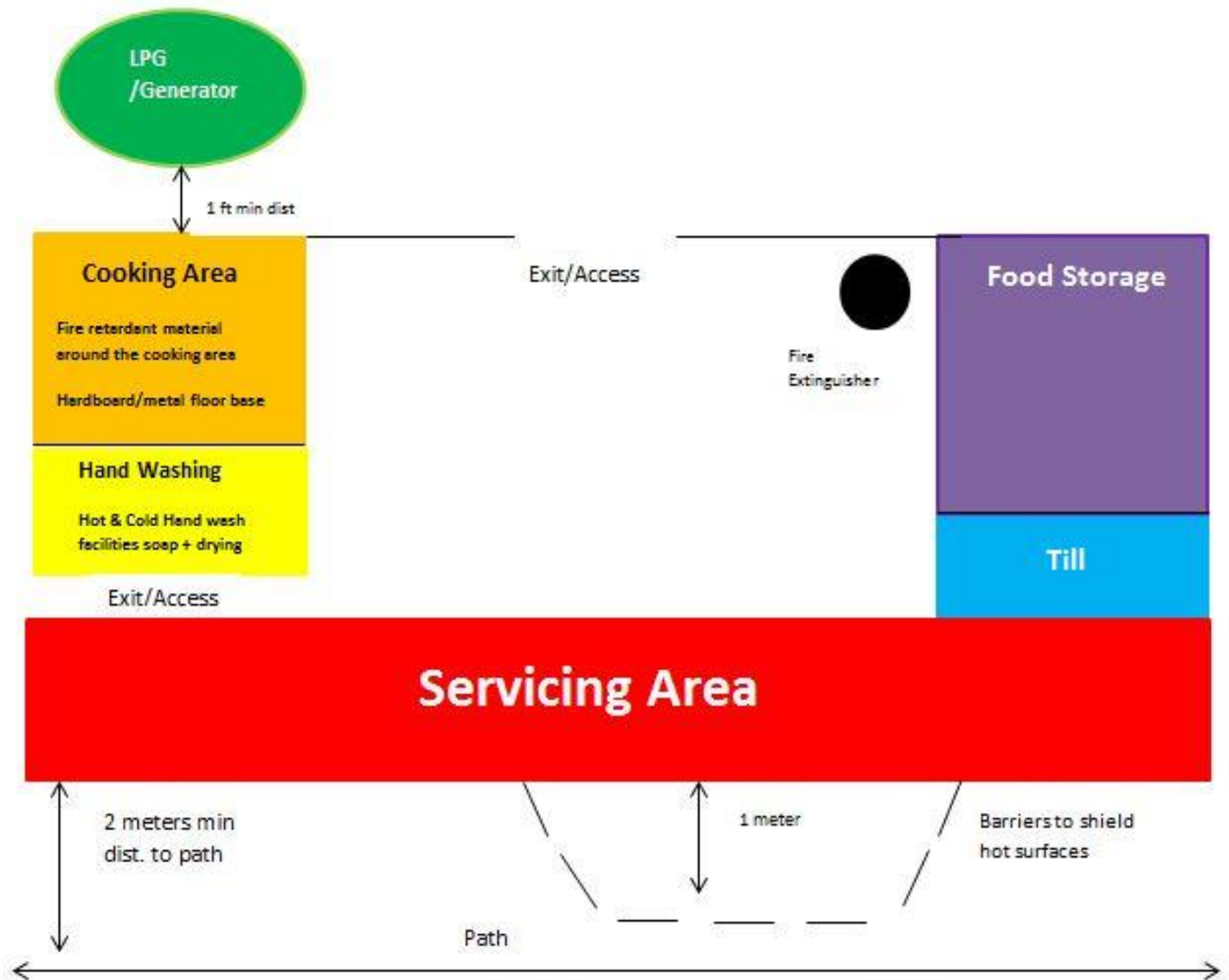
You should have regard to the requirements of the Health and Safety legislation.

Event Organisers, Mobile Caterers and Stallholders have health and safety responsibilities towards employees, the general public and to themselves. Your attention is drawn to the following health and safety risks:

Food stalls: Any covering used above or around food stalls should be such as not to ignite easily if it were to come into contact with a naked flame. Materials used for the construction of food stalls should be of fire retardant material. Polythene or plastic sheeting must **not** be used.

- a A Fire Certificate should be made available for marquees and stalls.
- b All pipe work and connections to LPG cylinders must be in good order and have undergone maintenance checks by the caterer or if hired, by the Hire Company.
- c Siting and storage of LPG cylinders and generators must be in accordance with the requirements of the Fire Prevention Officer. LPG cylinders must be stored outside marquees / stalls and barrier off.
- d Fire extinguishers must be in good working order and have been serviced in the last 12 months. Water extinguishers must **not** be used. Note: Further advice regarding fire extinguishers can also be obtained from your local fire prevention department.
- e Hot liquids and large heating appliances should **not** be sited on the serving areas. Any other hot holding equipment or heating plates should be **shielded** from the general public by using barriers extending 1 meter from the serving area.
- f **See example below of a preferred stall layout.**

STALL HOLDERS PLAN



Stalls Layout

(Not To Scale)

(Example)

FESTIVAL STALLS AREA PLAN

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 14: TRAFFIC MANAGEMENT

Traffic Management:

In consultation with the District Engineer Perry Barr (Alan Woodcock) and Traffix the following traffic management system will be in place throughout the festival both within the vicinity of Handsworth Park and also on site. The system will consist of coning off roads, directional signs and deploying mobile traffic patrols to monitor and maintain traffic flows.

To minimize traffic congestions and reduce the levels of inconvenience experienced by local residents our traffic management system has identified duly affected roads and the measure to address potential problems. The road and our proposed measures are as follows:

- a. Road closure of Holly Rd between Grove Lane and Hampstead Rd.
- b. Road Closure of Philip Victor Rd between Grove Lane and Hinstock Rd
- c. York Rd, Thornhill Rd, Whitehall Rd, Landsdowne Rd, Crick Lane, will have "Road closed to Frontages" with diversion signs.
- d. "No parking cones" will be placed on the park side from Holly rd to Hinstock Road
- e. "No parking cones" will be placed on both sides of Hinstock Road.
- f. "No Parking cones" will be placed on Phillip Victor Road
- g. "No parking cones will be placed on both sides on Hamstead Road from Wellsbourne Rd to Church Hill Rd.

To prevent any cul-de sac situations from Soho Rd, half barriers will be placed part way on the roads below, these will be staffed by mobile patrols. The patrols will check for residence passes to Holly Rd, and to aid with diversion information.

- a. York Rd
- b. Thornhill Rd
- c. Whitehall Rd
- d. Landsdowne Rd

The 5 Day Notice which will be introduced to legally close Holly Road and Philip Victor Road and will also include the provision of Residents Parking along the residential sections of Grove Lane, Hinstock Road and Hamstead Road within those lengths indicated on the traffic management drawing.

This may take the form of 'No Waiting at Any Time – Except for Residents' and not only will there be cones present but signs will be erected on the lighting columns along the lengths of the road where waiting by non-residents is to be prohibited.

Birmingham City Council's Parking Enforcement Team will enforce the restrictions on the day.

Traffix will also provide signs to be put on columns indicating that vehicles will be towed away, they have used such signs at other locations during events.

On the park side of Grove Lane, Hinstock Road and Hamstead Road, a No Waiting at Any Time will be introduced with no exemptions and again this will be indicated with signs on lighting columns and cones on street.

An integral feature of the traffic management system will be controlled parking sites which are sited in Hinstock Road and Hamstead Road, these will accommodate up to 700 vehicles and again these will be patrolled and managed. In addition, we are also able to park 100 cars at the Handsworth Wood Girls Academy on Church Lane.

We will also operate an on-site traffic management system

In addition, there will be active promotion (broadcast, flyers and all associated literature) to encourage festival goers to travel by local transport.

Door to Door Leafleting

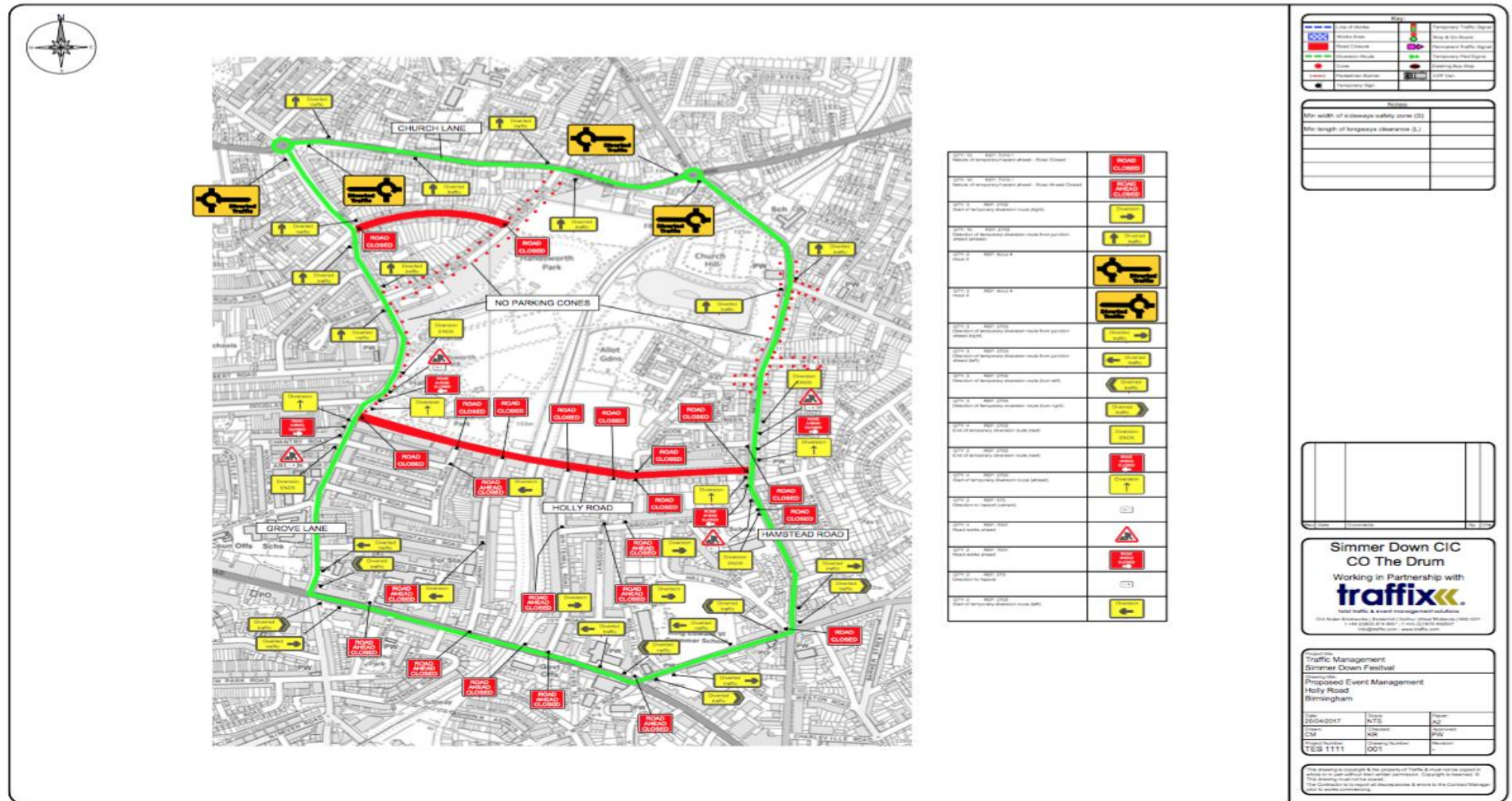
Over 3,000 door to door leaflets will be distributed to all the adjacent roads to Handsworth Park within 4 weeks of the events. These provide advance notices of traffic management plans including road closures, parking arrangements and residential passes.

Volunteers

Up to 50 volunteers will be provided by BSVC, Birmingham Volunteer Service and Aspire4u. The volunteers will work at all times within the law, and will be based on the following instructions:

- a) Directly under the control of the event organiser, through an internal chain of command.
- b) Will be linked by radio, which will enable them to be contacted at all times.
- c) Will be properly briefed prior to the event, this will include:
 - i) the strategy and intention of the operation.
 - ii) The role of the volunteers

Traffic Management Plan



Road Closure Staffing

4 x SIA licensed security personnel and 15 x Event Stewards will be deployed for the road closure programme.

All road closures will be instigated and maintained throughout the event.

Added operations:

1. Closure of Philip Victor Rd (Residence passes)
2. Closure of Holly Rd (Residence passes)
3. Residence passes for Grove Lane between Douglas Rd and Herbert Rd
4. Residence passes for Hamstead Rd between Church Hill Rd and Wellsbourne Rd
5. Four enforcement officers on Hinstock Rd
6. Two Enforcement officers on Hamstead Rd
7. Two Enforcement officers on Grove Lane
8. Traffic management stewards will be contracted from Leon Group
9. Holly Rd entrance will be a pedestrian only entrance
10. Artists and trader's car park will be moved to Grove lane entrance

EXCLUSION ZONE – PHASE ONE 08.00 – 21.00

No	Road Name	No Staff	Start Time	Finish Time	Duties
	HOLLY ROAD CLOSURES				
1	York Rd/Holly Rd	1	08.00	21.00	
2	Thornhill Rd/Holly Rd	1	08.00	21.00	
3	Whitehall Rd/Holly Rd	1	08.00	21.00	
4	Landsdown Rd/Holly Rd	1	08.00	21.00	
5	Crick Lane/Holly Rd	1	08.00	21.00	
6	Grove lane/Holly Rd	1	08.00	21.00	
7	Hamstead Rd/Holly Rd	2	08.00	21.00	
8	Phillip Victor Rd	2	08.00	21.00	
	HALF BARRIERS				
9	York Rd	1	08.00	21.00	
10	Thornhill Rd	1	08.00	21.00	
11	Whitehall Rd	1	08.00	21.00	
12	Landsdown Rd	1	08.00	21.00	
13	Crick Lane/Broughton Rd	1	08.00	21.00	
14	Crick Lane/Hamstead Rd	1	08.00	21.00	
15	Hall Rd	1	08.00	21.00	
16	Leisure Centre entrance	1	08.00	21.00	
17	Emergency vehicles only Holly rd middle gates to Leisure centre	1	08.00	21.00	
		19			

SIMMER DOWN FESTIVAL 2017

SECTION 15: WASTE MANAGEMENT

Toilets Provisions

A proposed minimum of 35 single standard units, 30 Urinal units plus 5 disabled toilets will be provided by Excloosive Ltd.

All consumables, i.e. toilet paper, hand towels, soap, are included in the above, together with insurance on site, excluding vandalism.

Description	Location
10 x Female single units	Outside Cricket ground area
2 x Male 6 bay urinal unit	Outside Cricket ground area
2 x Disable unit	Outside Cricket ground area
25 x Female single units	Holly Rd end opposite main stage
3 x Male 6 bay urinal units	Holly Rd end opposite main stage
3 x Disable units	Holly Rd end opposite main stage

Litter Provisions

MJ Church will be the contractor who will provide litter pickers all day, plus trade and site waste collection all day. All rubbish will be segregated into at least two separate streams of waste, general and mixed recyclables.

On site will be:

8 Staff members

2 Supervisors

1 Operations manager

1 40 Yard skip

12 Builders bags

20 Waste Stations (4 x 240L bins segregated into General waste, food waste, Plastics, Metals, paper and card

5 x 360L wheelie bins to be used for glass only

SIMMER DOWN FESTIVAL 2017

SECTION 16: MISCELLANEOUS

Management of Welfare and Provision of Information

The Information Point is located next to Event Control. The Information Point will provide the following:

Free site maps and information, taxi bookings, local services, schedule of musical performances, schedule of workshop activities and other activities, lost property.

Any lost property handed in will be logged with details of where and when and by whom it was discovered. If the owner can be identified an announcement will be made on the main stage. If claimed the claimant will be asked questions to check if the item/s belongs to them. If unclaimed after the event it will be stored at our offices for 12 months.

Information:

Through briefing, Stewards and Volunteers will be aware of all necessary information and as such will act as representatives of the event. Any question that they can't answer can be fielded by event control, either by radio or in person.

Natural Highs

It is our policy to prohibit the sale of natural highs at our event and we will give all stallholders advance notice of our policy. Stalls Supervisor supported by security and the festival stewards will be tasked with enforcing this policy.

Wet Weather Plan

If due to severe weather or it becomes unsafe for the event to go ahead as planned, by 10am on the Sunday 23 July at the latest, the decision will be made for the event to be cancelled. This decision will be made in the days before the event if there is a severe weather warning in place. In the event of the event being cancelled the following people will be contacted to be made aware and to change plans accordingly: The Safety Advisory Group and local area offices.

SIMMER DOWN FESTIVAL 2017

SECTION 17: RISK ASSESSMENTS

Activity: Stage Management

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Collapse of Staging	Performers, Staff & public.	Company that will be used will have all Health and Safety And Risk assessment policies in place, plus a crash barrier will be installed between the crowd and the the stage	Low	Monitoring of stage while being erected, and Constructed by festival producer.	Festival Management and PA company
Use of plant	Staff and public	All plant must have the relevant certificate and must be operated by competent personnel only	Low	All operators must have relevant licenses to operate plant	PA Company
The use of power tools	Staff	Cordless tools must be used by contractors only	Low	No personal tools are allowed to be used on site	Stage, PA and site Companies
Working at Heights	Stage staff, public And performers	All work at height must be carried out by the relevant contractors, and must have method statement and risk assessment	Low	The festival producer and Safety Manager will oversee all relevant work and make sure all regulations and registration are In place	Festival producer, Safety Manager and contractors

Rigging of PA and Lights	All	PA company must assign competent rigging personnel	Low	Method statement and risk assessment required	PA company
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Activity: **Vehicle Movement**

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Vehicle collision with public or staff	Public and event staff	No vehicle will be allowed onto the public area after 11.30am, before 11.30am hazard lights must be used, and a speed limit of 5mph.	Low	Designated backstage minibus to be used by competent staff, for transporting artists and equipment	Event Security
Blocked access for Emergency vehicles	Public, event staff and operators	Event security to monitor all access/egress exits	Low	Regular monitoring and radio contact	Event security and Event producer

Activity: Crowd Control

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Congestion within Exits	Public	Constant monitoring of crowd flow by security	Low	All potential pinch points to be kept clear of all obstruction	Event Security
Crushing by the stages overcrowding on site	Public	Constant monitoring of crowd movement, plus crush barriers must be installed Constant monitoring by security staff and event management	Medium	Event security located by the stage keep a watchful eye and must monitor the area at all times Event Security to click festival goers in and out, and regular checks are sent to Event producer	Event Security
Evacuation of Site	All persons	Written Procedure / Plan available in Event Manual. All staff working (including Security) on this event will be fully briefed. Radio comms will be used.	Low	Training will be given one week before event for all festival personnel	All management, security and stewards

Activity: Risk of Fire

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Fire on temporary structures	Public, event staff and operators.	Fire Points must be clearly visible by the exits, all decorations or information banners must be certified in the terms of fire retardant in accordance with the relevant British and European standards	Medium	Fire risk assessment to be carried out by all contractors, event staff and operators	Safety officer and Event security
Fire from generator or electrical equipment	Public, Event Staff, operators	All generators must be diesel powered, RCD trips and isolators used. All must be isolated from the public, and fire points put into place	Low	All generators must be operated by competent contractor and electrical equipment. Generators will be fenced off with crowd barriers. Co2 Fire extinguishers will be placed by each generator. Must have the relevant PAT testing document.	Safety officer and contractor

Inflatables Cause friction burns	Children	Contractor will provide own Risk Assessment, Method Statement and PLI and copy will be available in Event Control. Provide own diesel Generators for Power supply and these will be fenced off. Provide own Co2 Fire Extinguishers	Low	Set as per Site Plan Contractor providing own R/A & Public liability insurance <ul style="list-style-type: none"> ▪ Safety inspection by Safety Advisor Sunday morning. ▪ Security staff on duty to oversee the inflatable area Crowd barriers around inflatables	Joint inspection carried out prior to event start. Security staff briefed to patrol area. Extra Barriers available if needed.
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Activity: Noise Control

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
PA Noise and sound Levels	All	PA will be operated by a professional and competent company, regular noise monitoring will be carried out by the Safety officer and PA company	Low	Written records of sound will be kept throughout the day.	PA company and Safety officer

Activity: **Waste Removal and Litter Picking**

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action By & Date
Over full bins trips, and fire hazard	All Persons	Waste management company to litter pick all day and ensure all bins are emptied on a regular basis	Medium	All contractors will be told to keep all packaging to a	Waste Management and Safety Manager
Litter	All persons	Continental Bins will be placed around the Catering areas, and around the park, litter picking all day. The cleaning of the Park after the event will be done by MJ Church	Low	To be picked during day and discarded in Continental containers and site cleaned after event.	Monitor on the day by Festival producer and Safety officer
Toilet Provision Single, 6 bay urinals & Easy Access units on site	All persons	These are ordered from Excloosive who will deliver and set up as per site plan.	Low		Monitor on day

Activity: Marquees

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Structure failure	All persons	<p>All marquees for this event have been ordered by Simmer Down CIC .Copies of PLI / Method of Statement / Flammability Test Certificate will be available in the Event Control.</p> <p>Fire Extinguishers – Co2 in each marquees</p>	Low	Additional risk assessment will be provided	Joint inspection by Festival Producer and Safety officer will be carried out on Sunday 23 July

Activity Stalls holders

Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Caterers	All Persons	<p>All Caterers attending this event will provide all documents as requested. PLI / Certificates / Fire Extinguishers. All this information will be passed to Food Safety Team and copy will be available for Safety check. Cooking will be done on Burners connected to LPG which will be stored outside the Tent. Only LPG Bottles allowed which are connected to the Burners. All bottles in use will be secured with barriers.</p>	Low	Continental containers provided for commercial waste and rubbish. Vendors notified of issues of waste disposal on site. See briefing pack. To be maintained by vendors near their sites.	Joint Safety inspection will be carried out prior to the event. Extra barriers will be available if needed. Security staff will patrol this area.

		Allow 3 metres space between each stall. Provide own Fire Extinguishers. Gas Safe Engineer will be on duty to check the gas pipes.			
Traders Stalls	All persons	All Traders will abide by BCC conditions sent out to all stallholders prior to booking. Fire Co2 / Foam Fire Extinguishers available on site.	Low		Joint inspection will be carried out prior to event. Extra Barriers available on Site if needed. Security staff briefed to monitor this area.

Activity: Medical Provision & Lost Children

Significant Hazards	Personas Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Medical Provision (St John Ambulance)	All	St John Ambulance will provide following medical cover and Infrastructure. <ul style="list-style-type: none"> • 2 x Ambulance 1 x Ambulance to located by the main stage from 11.30am, the other by the Holly rd middle gate • 1 x Doctors • 1 x NHS Nurses • 12 x First Aid members • 4 x Emergency Transport 	Low		

		attendants <ul style="list-style-type: none"> • 1 x Field Hospital Based at the Holly rd area			
Significant Hazards	Persons Affected	Existing Controls	Risk Rating L/M/H	Additional Controls Required	Action by & Date
Lost Children Staff		Lost Children operative staff provided from Leon Security and they will be based in bottom of the Double Decker Event Control. All staff CRB/DBS checked. Staff will be provided with a Radio	Low	Use of Children and Young person policy	Festival producer, safety officer and Lost children supervisor

Exclusive Event Hire Ltd
COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Anti-foaming agent Supplier: Elson Ltd Refine. Exec/Cash/002
Toxic Ingredients: Polydimethylsilicone in aqueous emulsion
Description of Substance: Antifoaming agent for foam control
Hazard: None identified
Storage Procedure: Store upright in a cool place Avoid direct sunlight and frost
First Aid: Skin contact – wash well with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air
Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water
Disposal: Dispose of in accordance with legislation and regulations
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation Avoid excessive heat or cold
Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder
Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses and overalls when using product
Dated 31 st October 2007
Revised 25 th August 2014

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Handsan Supplier: Evans Vanodine International Ref.No. Exc/Coshh/001
Toxic Ingredients: Propan-2-ol
Description of Substance: Hand Rub
Hazard: Highly Flammable
Storage Procedure: Do not allow to freeze Ensure there is sufficient ventilation in the area Keep away from heat, sparks and open flame
First Aid: Skin contact – wash off with water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – drink 1 pint of water, do not induce vomiting, if symptoms persist seek medical advice Inhalation – remove to fresh air, seek medical advice if recovery is not rapid or complete
Spillage: Prevent from entering watercourses Contain spillage using bonding
Disposal: Dispose of as normal industrial waste
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes Ensure there is adequate ventilation Avoid temperatures where substance may freeze
Firefighting: Treat with water, carbon dioxide, alcohol or polymer foam, or dry chemical powder
Personal Protective Equipment: Ensure there is sufficient ventilation in area of use. Do not breathe vapour or spray
Dated 22 nd September 2011
Revised 25 th August 2014

Excloosive Event Hire Ltd

COSHH Hazard Identification Sheet

Workshop & On Site

Substance: Satellite Quick Tabs Event Deodorising Tablets Supplier: Satellite-Thal Ref.No. Exc/Coshh/003
Toxic Ingredients: Sodium Bicarbonate, Diprpylene glycol, ChloroallylTriaza- azoniaadamantane
Description of Substance: Toilet deodoriser
Hazard: Harmful Irritant Sensitiser
Storage Procedure: Store in a cool well ventilated room
First Aid: Skin contact – wash well with soap and water Eye contact – bathe eye with running water for 15 minutes, if symptoms persist seek medical advice Ingestion – wash mouth out thoroughly, drink plenty of water, do not induce vomiting Inhalation – remove to fresh air
Spillage: Do not discharge neat product into watercourses. Dilute with large volume of water – may cause harm to aquatic life
Disposal: Dispose of as special waste in accordance with the Control of Pollution (Special Waste) Regulations 1980
Recommended Control Measures: Avoid ingestion and inhalation and contact with eyes and skin Ensure there is adequate ventilation
Firefighting: sand, earth, foam, powder, water
Personal Protective Equipment: Do not take product internally. Wear rubber gloves, safety glasses, suitable facemask and overalls when using product
Dated 22 nd September 2011
Revised 25 th August 2014

SIMMER DOWN FESTIVAL 2017
SECTION 18: LICENCES

TO FOLLOW

SIMMER DOWN FESTIVAL 2017

SECTION 19: POLICIES

SIMMER DOWN CIC

Children, Young People and Vulnerable Adults Safeguarding Policy

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Version History

Date	Description of amendments
May 2015	Updated policy, and added Government Legislation from: Children's Act 1989, Police Act 1997, Protection of Children Act 1999, Sex Offenders Act 2000, Rehabilitation of Offenders Act 1974, Data Protection Act 1984 & 1998, Care Standards Act 2000, Children Bill 2004.
March 2016	Review and Updated policy, and added Government Legislation from: Children's Act 1989, Police Act 1997, Protection of Children Act 1999, Sex Offenders Act 2000, Rehabilitation of Offenders Act 1974, Data Protection Act 1984 & 1998, Care Standards Act 2000, Children Bill 2004.

1. Definitions

- A child is defined as a person under the age of 18 (The Children Act 1989).
- Young person is described as being in the upper age ranges of the official definition of a child. This term has no legal status – it acknowledges that people aged 16 or 17 may not think of themselves as children.
- Vulnerable adult is defined as being a person who is, or maybe, in need of supportive services because they may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- Disclosure (official) – this is a document containing information held by policy and government departments. It can enable an organisation to make safer recruitment decisions about people working with children, young people or vulnerable adults.
- Criminal Records Bureau (CRB) an agency of the Home Office which helps organisations recruits more safely.

2. Policy Statement Summary

Simmer Down CIC education programme aims to serve children, young people and vulnerable adults in its premises as well as in local education and community settings. Simmer Down CIC is committed to the well-being and safety of every child / young person / vulnerable adult that the organisation works with and this Policy outlines the principles that we work to. The Policy is supported by systematic safeguarding procedures which take the form of a 'Good Practice' guide.

Simmer Down CIC Board acknowledges it has a responsibility and is committed to practices which protect the safety of child / young person / vulnerable adults, it also recognises that good safeguarding protection policies and procedures are of benefit to everyone involved with the work of the organisation, including Board members, staff, artist, workshop leaders/animators/artists, volunteers and contractors whether on permanent, temporary or freelance contract will be required to:

- Recognise and accept their responsibilities;
- Develop awareness of the issues which can cause children harm; and
- Report concerns following the procedures set out in this document.

This policy also applies to organisations and individuals who wish to use the services of Simmer Down CIC.

It is the Board's policy that:

- a) Simmer Down CIC will endeavor to provide a safe and secure environment in which children, and young people can thrive and develop and where all aspects of their physical welfare will be protected. Regularly applied risk assessment procedures and an annually reviewed Health & Safety policy will assure that this is the case.
- b) Simmer Down CIC will minimise the situations in which the abuse of children might occur via the correct application of thorough recruitment procedures, project organisation procedures and systematic regular basic and/or advanced safeguard training.
- c) Project organisation procedures will (amongst other things) ensure that all staff will be provided with clearly identified job descriptions outlining individual roles and responsibilities. The supervision of staff and volunteers will be used as a means of ensuring that the children using the services of Simmer Down CIC receive adequate and appropriate protection.
- d) Induction programmes for all new staff and volunteers will include basic information on recognising and responding to safeguard protection issues. Staff at all levels of the organisation will be encouraged to undertake further training on safeguard protection issues, and in appropriate situations this training will be compulsory.
- e) Any child using the services of Simmer Down CIC may disclose to a staff member or volunteer any abuse they may be suffering elsewhere in their lives and staff and volunteers will be vigilant for the signs of abuse. The staff member concerned will be trained to know what to do and who to turn to in this situation.
- f) All staff will be required to sign a consent form to agree to work within the policy and principles specified in the summary statement and the Code of Conduct.
- g) Any indication that a child may be suffering from abuse will immediately trigger Simmer Down CIC safeguard protection procedures (page 5/6). These procedures are consistent with the good practice guidelines of Birmingham City Council's Safeguarding Guidelines.
- h) Any child using the services of Simmer Down CIC and anyone acting on behalf of such a child / young person / vulnerable adult may complain to the management about any aspect of the service they receive. There is a simple and well publicised process for this and complainants will have the right of appeal to an independent person / agency if they are dissatisfied with the way a complaint is handled.
- i) Simmer Down CIC data protection policy includes guidelines on the taking, collection, use and storage of any type of publicity material, (photographic, video, web-based etc) and the use of consent forms when dealing with images of children, young people or vulnerable adults.

- j) Simmer Down CIC Board will ensure that issues of child / young person / vulnerable adults protection receives continuous attention, by its designated **Safeguard Protection Officers**
- k) **Mr. Alex Williams** who will regularly review to the Board the way that the organisation operates to support this principle.

3. **Protection procedures (What should I do next?)**

Concerns about suspected abuse: Step by Step guide

1. Any suspicion that a child, young person or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the Safeguard Protection Officer/s (please see page 5 for contact details), who will take such steps as considered necessary to ensure the safety of the child in question and any other child, young person or vulnerable adult who may be at risk.
2. To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. Using the Safeguard Report Form (obtained from reception), please record the following:
3. The child's name, age and date of birth.
4. The child's home address and telephone number.
5. The child's account, if it can be given, of what has happened and if visible, how any bruising or other injuries occurred.
6. A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
7. If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
8. Has anyone been alleged to be the abuser? Record details.
9. Telephone Birmingham Social Care and Health Directorate. 0121 303 0685/ 0121 464 0842. outside of hours Emergency Duty team: 0121 675 4806
10. Whether or not the person making the report is expressing their own concerns or those of someone else.
11. The nature of the allegation. Include dates, times, any special factors and other relevant information.
12. Make a clear distinction between what is fact, opinion or hearsay.
13. Details of witnesses to the incidents.
14. Have the parents been contacted?
15. If so, what has been said?

16. Has anyone else been consulted? If so, record details.

Protection Officers (What to do next)

17. Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
18. Overall responsibility for this policy is held by Jan Kimber Board member. The day to day responsibility of the children, young people and vulnerable adults, should be implemented by Alex Williams.
19. The Safeguard Protection Officer/s will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
20. The parents or carers of the child, young person or venerable adult will be contacted as soon as possible following advice from the social services department.
21. If the Safeguard Protection Officer/s are the subject of the suspicion/allegation, the report must be made to the appropriate Manager, if services are in a client's venue that will refer the allegation to social services.

3.1 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- The Safeguard Protection Officer/s
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- Social Services Regional Development Manager
- The alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

4. *Responding to allegations or suspicions*

It is not the responsibility of anyone working, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns / allegations through contact with the appropriate authorities i.e. police / social services.

Simmer Down CIC will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague has, is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation

- a safeguard protection investigation
- a disciplinary or misconduct investigation.

The results of the police and safeguard protection investigation may well influence the disciplinary investigation, but not necessarily.

4.1 Internal enquiries and suspension

- Safeguard Protection Officer/s will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries. The Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can have their suspension lifted and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available facts, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. **The welfare of the child / young person / vulnerable adults should remain of paramount importance throughout.**

5. VITAL CONTACT NUMBERS

As a Simmer Down CIC member of staff, if you suspect that a child may be being abused then you must make immediate contact with Simmer Down CIC designated Safeguard Protection Officers;

Rob Dudley Safety Officer

Marie Duffy Lost Children Supervisor

In their absence

Alex Williams Festival Producer 07411 952168

If you have concerns regarding a child and suspicion falls on the person to whom you would normally report to then you must report directly to the Birmingham Social Care and Health Directorate. Please contact the office covering the area where the child lives – contact numbers are listed below.

Please note it is not possible to list specific addresses covered by each office so where areas are covered by more than one office your call may be re-directed.

HEART OF BIRMINGHAM - Small Heath/Sparkbrook 0121 303 2344

Acocks Green, Bordesley Green, Moseley, Kings Heath, Nechells, South Yardley, Sparkbrook, Springfield.

Ladywood / Perry Barr 0121 303 2334

Ladywood, Aston, Bordesley Green, Harborne, Lozells, Handsworth Wood, Nechells, Soho, Washwood Heath.

SOUTH - Edgbaston / Northfield 0121 303 1888

Bartley Green, Edgbaston, Harborne, Kings Norton, Longbridge, Northfield, Quinton, Sparkbrook, Weoley Castle, Kitwell, Frankley, Rubery, Rednal, Selly Oak, Hall Green, Billesley, Bournville, Brandwood, Hall Green, Kings Norton, Moseley, Kings Heath, Northfield, Selly Oak, Sparkbrook, Springfield, Weoley Castle

EASTERN - **Erdington / Sutton 0121 464 8022** Erdington, Kingstanding, Oscott, Perry Barr, Stockland Green, Sutton Vesey, Sutton New Hall, Sutton Four Oaks (all of Sutton Coldfield), Kingsbury.

Yardley / Hodge Hill 0121 303 6541 Acocks Green, Bordesley Green, Hodge Hill, Shard End, Sheldon, South Yardley, Stechford, Yardley North, Washwood Heath

Outside normal office hours please contact the Emergency Duty Team on: **0121 475 4806**.

The NSPCC Child Protection Helpline is 0808 800 5000.

6. Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Being an excellent role model – this includes not smoking, drinking alcohol or being disruptive in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive workload or competition and not pushing them against their will.
- Securing parental / person(s) in charge of child / young person / vulnerable adults consent in writing to act in loco parental, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental / person(s) in charge of child / young person / vulnerable adults consent if any staffs are required to transport young people in their cars.

7. Practices to be avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event.
- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.

8. Monitoring Procedures

It is the responsibility of Alex Williams to monitor Simmer Down CIC approaches to working with children / young people and vulnerable adults. The Director and Company secretary as designated officers will:

- Be the main designated members of Simmer Down CIC staff for safeguarding protection issues.
- Monitor the implementation of Simmer Down CIC Safeguarding Protection Policy and Procedures and ensure adequate staff training is given.
- Ensure all policies and procedures are up to date and comply with prevailing best practice.
- Seek to share experiences between staff working directly with children and young people.
- Advise all relevant departments on their arrangements for working with children.

9. Accidents

- There should always be a First Aider on site.
- Accidents are recorded in the Accident Book and a parent is asked to sign it.
- If a child's /young person's / vulnerable adult's life is in danger the parents / person(s) in charge of person(s) in charge of child / young person / vulnerable adults will be informed after arrangements have been made for the child to go to hospital, otherwise parents will be contacted first if a child needs medical help.

10. Recruitment and training of staff and volunteers Working Directly with Child / Young People / Vulnerable Adults

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent will be expected from an applicant to seek information from the Criminal Records Bureau.

- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

10.1 Interview and induction

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:

- A check will be made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Qualifications will be substantiated.
- Job requirements and responsibilities should be clarified.
- They should sign up to 'Code of and Conduct'.
- Safeguard protection procedures are explained and training needs are identified.

10.2 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.
- Workshop facilitators, volunteers, and events staff will attend a recognised 3-hour good practice and safeguard protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and safeguard protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to undergo national first aid training (where necessary).

11. The above policy is supported by the following documentation

Keeping Arts Safe

Protection of children, young people and vulnerable adults involved in arts activities. April 2003.

Arts Council England

Stop check

– a step by step guide for organisations to safeguard children

NSPCC

Good Practice in Safeguard protection

A Framework for Private and Voluntary Organisations

Area Child Protection Committee Birmingham

www.acpcbirmingham.org.uk

The Protection of Children Act 1999

www.doh.gov.sch.childprotect

Registering for Disclosure

Criminal Records Bureau

www.crb.gov.uk

Appendix 1

SIMMER DOWN CIC Safeguard Protection Policy

Staff/Volunteer/Workshop Facilitator Statement of Receipt

To be completed by all employees, volunteers and temporary workers on their first day of working with Simmer Down CIC.

Employee/Volunteer/Workshop Facilitator's Name.....

Job Title.....

Start Date.....

Line Manager Job title.....

Usual Working Location.....

I hereby confirm that I have received a copy of the Children, Young people and vulnerable adult's protection Policy of Simmer Down CIC.

I confirm that I have read and understood the policy.

I understand that it is my responsibility to abide by the policy, including following all procedures and directives issued in relation to Children, Young people and vulnerable adults Protection by the appointed personnel, while employed or working on behalf of the above-named organisation.

Signed _____

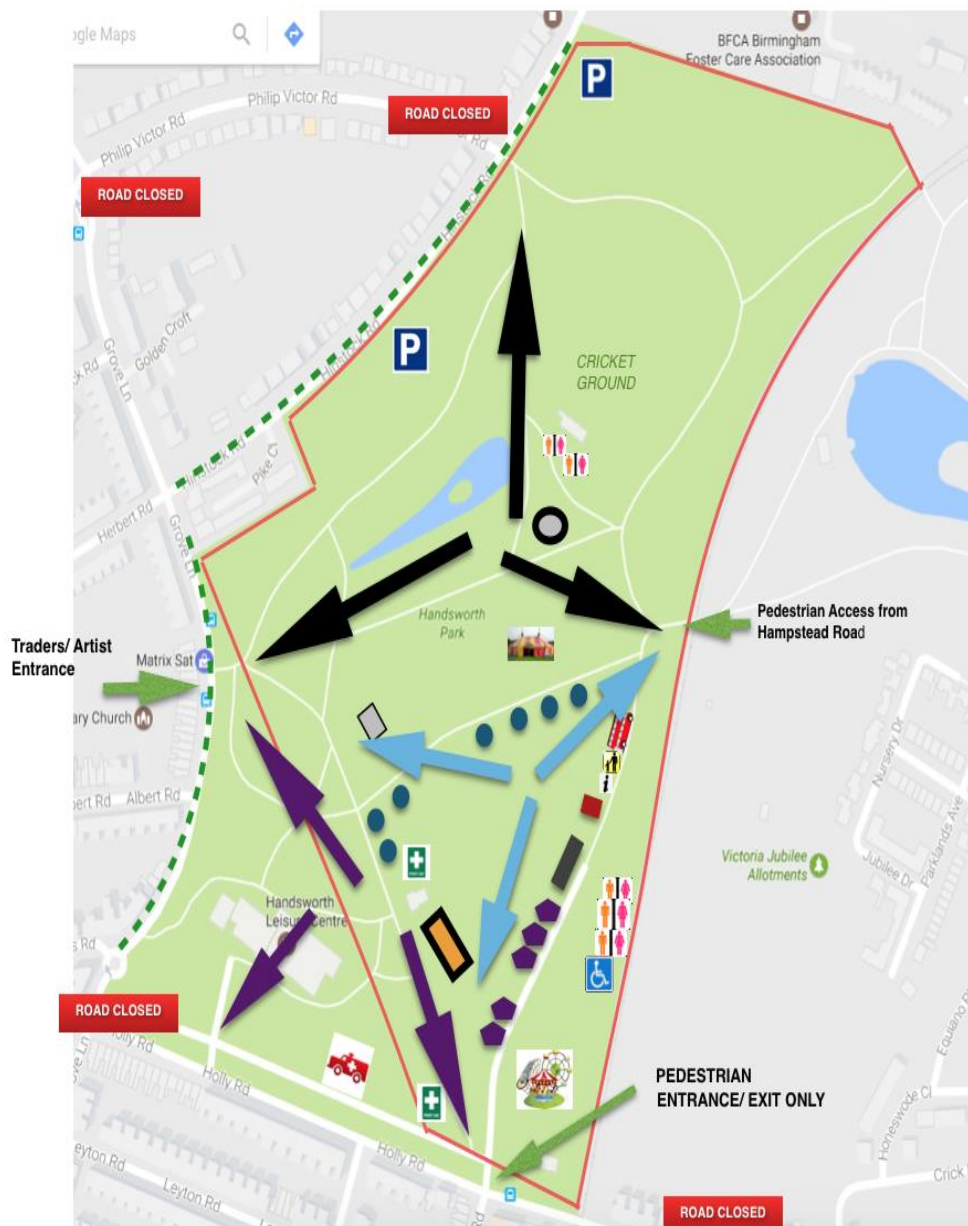
Date _____

Received by (print name) _____

SIMMER DOWN FESTIVAL 2017
SECTION 20: STAFF SIGNING IN SHEETS

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Dispersal Plan



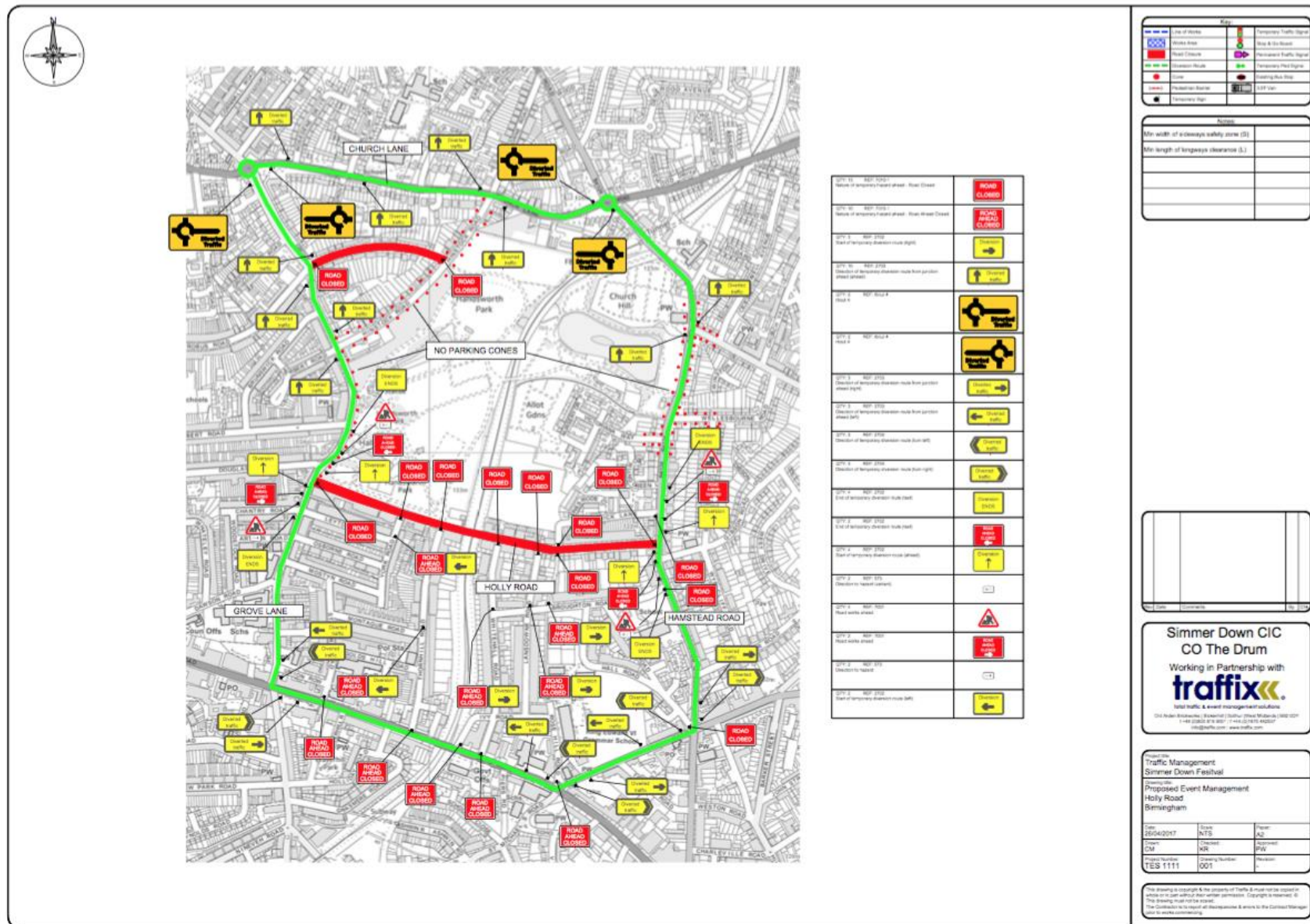
**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
DISPERSAL PLAN**

Emergency Evacuation Plan



**SIMMER DOWN FESTIVAL
HANDSWORTH PARK
SUNDAY 23RD JULY
12 - 8PM
EMERGENCY EVACUATION**

Traffic Management Plan



Internal Entrance Plan

The plan below illustrates how the internal park pedestrian only entrance (Gate 5a) will be created by utilising mesh panel fencing (shown as a red line) to ensure that persons entering the park via the Hinstock Road gates, either on foot or in a vehicle to use the event car park, will be properly monitored and managed as they enter the main event area. This arrangement, together with cones and barriers used to define the extent of the car park areas, will also help to prevent “rogue” vehicles from entering the main event area.



This year the event organisers have reached out to representatives of relevant motorcycle groups in an effort to include those in the event in a controlled manner and positive talks have taken place. A dedicated area (shown as the blue x) for these group to park and “show” their bikes has been agreed.

Residence Letter

Dear Resident / Proprietor

Simmer Down Festival is returning to Handsworth Park on **Sunday 23rd July 2017** in Handsworth Park with music and family orientated activities running from 12noon - 7.30pm

Many local residents and business owners attend Simmer Down every year and we hope that you'll be joining us on the day, but we acknowledge that the extra number of people and cars in the area can be an inconvenience to some local residents so we will be putting a number of measures in place on the day to minimise the disruption and in particular ensure that residents' access is not compromised by those attending the festival.

- (1) We are encouraging visitors who do not live locally to come by bus and we will be promoting this in the publicity for the event. If you have friends coming to Simmer Down, please do the same too.
- (2) There will be two car parks set up in Handsworth Park this year, with entrances in Hinstock Road and Hamstead Road and signs to direct people to them.
- (3) There will be no parking on the streets immediately next to the park throughout the day; these include Grove Lane, Hamstead Road and Hinstock Road.
- (4) A Residents' Only Access Area will be in place on the day around the boundary of Handsworth Park (Holly Road) from **08:00hrs to 21:00hrs**.
- (5) A Resident' Only Access Area will be in place on the day around the boundary of Handsworth park (Philip Victor Road) from **08:00hrs to 21:00hrs**.

Road closures will be in place and access / exit from frontages will be restricted during these times.

Holly Road - Whole length between Grove lane and Hamstead Rd (access to and from the Leisure Centre will be permitted from the Grove Lane end of Holly Road). Residents will be issued with passes to enable access throughout the day from any direction. Passes will be posted closer to the festival.

There will be barriers preventing general access to Holly Road during this time from: York Road, Whitehall Road, Hamstead Road, Lansdowne Road, Crick Lane

Philip Victor Rd - Whole length between Hinstock Rd and Grove Lane

These are approximate times and to be used as a guide on the day to aid residents and businesses.

THERE WILL BE APPROPRIATE DIVERSIONS SIGNS IN PLACE AROUND THE PARK

All the barriers will be staffed by fully qualified security staff. If you require any further

Yours sincerely

Simmer Down Board
May 2017

Hampstead Road Car Park 195 Cars

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42		
		43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80				
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		119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156				
		157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195				

[illegible]

Hinstock Road Upper Level Car Park 305 Cars

Hinstock Road Lower Level 195 Car Park

13	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
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13			157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195			
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