

**Buddhafield Festival**  
**2013**

**Event**  
**Plan**

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# **A: Introduction**

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# 1 Conventions

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This document is an overview of the documentary conventions used throughout the Buddhafield Festival Event Plan.

## 1.1 Hierarchical Conventions

- **Heading Level 1** 12pt Helvetica Neue Bold
- *Heading Level 2* 9pt Helvetica Neue Bold Italic
- **Heading Level 3** 9pt Helvetica Neue Bold
- *Heading Level 4* 9pt Helvetica Neue Bold Italic
- Heading Level 5 9pt Helvetica Neue Regular
- Body text 9pt Georgia Regular

## 1.2 Typographic Conventions

Table 1: Abbreviations

AC	Festival Area Co-ordinator
ASST	Assistant (to a Festival Area Co-ordinator)
BF	Triratna Buddhafield
BFE	Buddhafield Events Ltd and/or the Directors of Buddhafield Events Ltd
BFF	Buddhafield Festival
BFC	Buddhafield Café
CP	Control Point
EC	Emergency Co-ordinator
FMT	(Buddhafield) Festival Management Team
H&S	Health and Safety
TKOF	Ticket Office
TKOFM	Ticket Office Manager

- All URLs and email addresses are <angle bracketed> for clarity of punctuation.
- Parenthesis in the format [! data !] indicates variable or substitutable information, where 'data' describes the form the substitution will take. This is particularly useful in any document that has pro-forma value, or where the information is t.b.c. at the time of writing.

### 1.2.1 Time

- ‘Last year’ is the last programme year, not last sidereal year. A BF programme year is October-October.
- 24 hour clock notation (00:01–24:00) used throughout.

#### 1.2.1.1 Festival Day Notation

To circumvent ambiguous date and day declarations, the expression T plus or minus an integer is used. The integer represents number of days before or after the Festival, where To [Tee zero] is the day *before* the Festival starts (always a Tuesday) and T1 the day the Festival opens. Thus:

- T-n: [e.g. “Tee-minus-fourteen”] *n* number of days *before* the Festival opens, where the smallest value of *n* is the day the first set-up crew arrive on site (nominally T-14).
- To [“Tee-zero”] The day *before* the festival opens to the general public.
- T1: The day the Festival opens to the general public and officially starts.
- Tn: [e.g. “Tee-eleven”] *n* number of days *after* the Festival opens where the largest value is the day the take-down crew must leave site by (scheduled as T11 (a Saturday)).

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## 2 Declaration

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We, the Directors of Buddhafield Events Ltd (BFE), understand that the *Health and Safety at Work Act 1974* places duties of care on us as employers, promoters, organisers and designers.

We undertake to ensure, as far as reasonably practicable, the health, safety and welfare of our employees, sub-contractors and general public attending the Buddhafield Festival 2013 event. To this end we will ensure compliance with all legal requirements laid out in Regulations made under the Act. We will follow as far as reasonably practicable the guidance laid down in *The Event Safety Guide HSG195: A Guide to Health, Safety and Welfare at Music and Similar Events* (ISBN 0 7176 24536) available from HSE; and *The Regulatory Reform (Fire Safety) Order 2005: Fire Safety Risk Assessment: Open Air Events and Venues* (ISBN-13: 978 1 85112 823 5). We are reviewing the draft of the new Purple Guide published by the Events Industry Forum on 01/05/2013.

Specifically, we undertake to:

- Ensure that sufficient funds and resources are made available to discharge our duties of care.
- Assess known hazards and quantify the risks. Measures to reduce the level of risk will be taken where it is not possible to eliminate the risk completely.
- Provide sufficient training and instruction.
- Appoint competent contractors.
- Monitor our contractors to ensure they discharge their duties of care.
- Ensure adequate welfare provision for employees, contractors, performers and public.
- Provide an adequate crowd management system, security and stewarding arrangements.
- Have in place a traffic management system.
- Have in place a contingency plan and adequate communication links.
- Seek advice when necessary from independent experts to supplement our knowledge and experience.
- Provide safe access and egress to and from the site.
- Have in place an accident reporting and investigation procedure
- Ensure reporting of accidents to the council if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Obtain both Employers Liability and Public Liability insurance appropriate to the size and nature of the event.

We recognise that no safety measures are going to be effective unless we receive the full support of all those involved in putting on the event, including contractors, concessions and performers. They will be encouraged to co-operate with the control measures put in place, report all hazards and incidents, and play their role in ensuring their own safety and that of fellow event workers and the public.

The enforcing authority for all aspects of this event is Taunton Deane Borough Council, The Deane House, Belvedere Rd, Taunton.



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## 3 Updating Procedure

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It is recognised that details of the event and procedures will continue to be refined until the actual date of the event. It is also recognised that all relevant parties need easily available and up-to-date versions of the Buddhafield Festival Event Plan.

Draft versions will be available to Taunton Dean Borough Council prior to any multi-agency meeting with the master copies amended as necessary after that.

Ongoing versions of the master copies will also be uploaded to our website <http://www.buddhafield.com/licence>.

Up-to-date, bound copies of all documentation will be available at all times throughout the event on site at the Site Office.

This document forms part of the conditions imposed on the granting of a public entertainments licence and may be amended as required with the permission of the enforcing authority.

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## 4 Document Revision History

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This document has been revised as follows:	
14/06/07	Moved Stewards Manual to separate document.
14/06/07	Updated site plan.
09/05/07	Updated site plan.
Spring 2007	Revised to reflect planned increase in numbers to 2250 and proposed site layout changes for 2007 event.
01/02/08	Revised to reflect new site and planned increase numbers to 3000.
13/05/08	Updated site plans
03/06/08	Updated Reception Field plan.
08/07/08	Updated event fields plan.
01/03/09	Revised with lessons learned from 2008. Stewards Manual and Contingency Plans brought back in to main document as separate appendices.
01/02/10	Updated for 2010 Event. New site layout
01/04/11	Updated for 2011 Event.
01/02/12	Updated for 2012 Event.
16/04/13	Re structured and updated for 2013 Event.

# **B: Management**

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# 1 Preface

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## 1.1 Theme and Nature of the Event

Buddhafield is a Buddhist spiritual community and part of the Triratna Buddhist Community <sup>1</sup>. We are committed to practising and teaching Buddhism and meditation whilst living in a low-impact and sustainable manner in the natural environment <sup>2</sup>.

This years Theme is “File In The Heart” and refers to the practice of loving kindness. The Buddhist practice of loving kindness can help us discover the radiant, joyful heart within each of us. Loving kindness is revolutionary because it has the power to radically change the way we experience ourselves and the world, helping us cultivate true happiness and genuine compassion for others. Loving-kindness is not weak or passive, but is the strength that comes from seeing the true nature of suffering in the world, enabling us to bear witness to that suffering without fear. It also makes joy flourish in response to other’s happiness. The Festival presents us with the opportunity to practice loving kindness for 5 whole days, with three thousand like-minded people, and experience its powerfully transformative effects. More on the Buddhafield website <sup>3</sup>

As Western Buddhists our focus is on non-violence, meditation, creation of real community and living in harmony with the environment. It is to achieve such ends that we have a no drugs and no alcohol policy on site <sup>4</sup>. We require music to be moderate in volume and to cease at a reasonable hour <sup>5</sup> We take waste and recycling particularly seriously: waste water will be minimised through the use of dry compost toilets; landfill waste will be minimised through recycling of organic matter, glass, tin and cardboard <sup>6</sup>. A proportion of the car parking fee for each vehicle will be used to plant trees to counteract the environmental impact caused by vehicles travelling to the event. We encourage the use of public transport and, to reduce the number of vehicles travelling to the site, we provide a free shuttle bus from Taunton to the site <sup>7</sup>.

Buddhafield operates under several legal bodies. For the past 9 years we have run the Festival under the auspices of Buddhafield Events Ltd, which is a wholly owned subsidiary of the parent charity, Triratna Buddhafield, charity reg. no. 1108826. As well as the inherent value of the event itself, The Buddhafield Festival 2013 functions as a fund-raiser for the charity, enabling it to, amongst other things, offer retreats to those who could not otherwise afford them <sup>8</sup>.

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1 [www.buddhafield.com](http://www.buddhafield.com) > About Buddhafield > About Triratna and [www.thebuddhistcentre.com](http://www.thebuddhistcentre.com)

2 [www.buddhafield.com](http://www.buddhafield.com) > About Buddhafield > Vision Statement

3 [www.buddhafield.com](http://www.buddhafield.com) > Theme

4 Link to policy statement on website

5 [www.buddhafield.com](http://www.buddhafield.com) > Buddhafield Festival > What's On > Music & Performance

6 Link to policy statement on website

7 [www.buddhafield.com](http://www.buddhafield.com) > Buddhafield Festival > Getting There

8 [www.buddhafield.com](http://www.buddhafield.com) > Buddhafield Retreats > About Camping Retreats

## **1.2 Experience of Licensee/Organisers**

Buddhafield has organised an annual Buddhist camping festival since 1996. 2013 is therefore our 18<sup>th</sup> consecutive year. For the first 5 years our Festival was held near Shepton Mallet, Somerset. From 2002–2007 it was held at the Gallops, Clayhidon, a few miles from the current site on the Westcombe Estate.

The event has gradually grown to reach its present size of approximately 3000 people. This has given the organisers a considerable amount of experience of working on all areas of event management.

A significant number of organisers have attended all 17 previous events. The majority of key personnel have remained stable for over the last 5 years.

Buddhafield attends or organises a number of camping events every summer <sup>9</sup>. This has, again, provided us with ample relevant experience especially in catering for such events, but also of site infrastructure work, stewarding and awareness of audience issues.

The Directors of Buddhafield Events Ltd are Lokabandhu, Steven Barber (known in the Triratna Buddhist Order as Ratnarashi) and Edward Tombs (known in the Triratna Buddhist Order as Vimalaraja or VJ) all of whom have been involved with Buddhafield since its inception and Simon Perry (known in the Triratna Buddhist Order as Satyadarshin) who volunteered as a Regular Steward in 1999 and was the Head Steward from 2005–2011.

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<sup>9</sup> [www.buddhafield.com](http://www.buddhafield.com) > Buddhafield Cafe > Programme and [www.buddhafield.com](http://www.buddhafield.com) > Buddhafield Retreats > Retreats Programme

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## 2 Pre-Event Planning

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### 2.1 The Festival Management Team (FMT)

We recognise that by building in a risk evaluation at the pre-event stage, risks can be minimised. We will ensure risks are evaluated at an early stage by organising a series of pre-event meetings including debriefing from Buddhafield 2012 and liaising as required with Taunton Deane Borough Council.

These meetings are to assess the risks that may arise, and to decide what is required to manage the event effectively. Pre-event meetings will be between the organisers, crew and contractors as well as with relevant Environmental Health Officers, Fire Safety Officers, Police and any other relevant parties including consultation with local residents.

H&S will also meet with the Buddhafield Café and other caterers and traders to discuss their risk assessments and safe working procedures.

The Buddhafield 2013 FMT will be convening regular pre-event meetings during the months leading up to the event, during which they are considering:

- Experience of the Buddhafield Festival 2012.
- Access and egress.
- Communication systems.
- Temporary demountable structures.
- Emergency lighting and management lighting.
- Stages management.
- Plant and equipment.
- Catering.
- Sanitary facilities.
- Refuse and waste disposal and other environmental factors.
- Security arrangements, barriers, first aid provision, welfare facilities and emergency provision.
- Evacuation plan and contingency procedures.

## **2.2 Consultation and Inspections**

### **2.2.1 Pre-event**

To ensure that the event remains within agreed timetables there will be a series of consultations with relevant Responsible Authorities and competent appointed persons on the following areas:

- Suitability of the location.
- Suitability for vans loading and unloading.
- On site parking.
- Site accessibility, traffic routes etc.
- Fire hazards.
- Environmental factors (waste disposal etc).
- Sanitary facilities (drinking water, location of toilets etc).
- Location of electrical cables.
- Location of drains and water mains.
- Requirements of the venues in respect of safety.
- Adequate means of escape.

Any authorised officer of the local authority, police or fire service may enter the site at any time before the event (as well as during the event).

On-site inspections prior to the event by the local authority shall take place on TTo and T1

### **2.2.2 Inspections During Event**

To be carried out as required. On site inspections may take place at any time.

### 3 Schedule

It is proposed that work be carried out on the site according to the following schedule.

notation Planning	Date	no. days on site Cumulative	Milestone	On-going work
T-13	Wednesday, 3 July	1	BF set-up crew arrive on site No formal gate monitoring No formal overnight security	
T-3	Sunday, 14 July	10	Traders permitted to enter site. Staffing of Main Gate and stewarding as appropriate. Gate opens 10:00. Gate closes 22:00 . Overnight security starts. Red food vouchers and crew wristband needed.	Marking out areas and lanes for pedestrians, vehicles, camping and concessions. Erection of temporary structures. Commission compost toilets, plumbing, sinks and taps, washing facilities. Install site lighting. Decoration of site. Install fire points.
T0	Tuesday, 16 July	am	Recycling and Rubbish collection facilities are in place. First Aid facilities and crew on site.	
		pm	Site ready for inspection by Responsible Authorities.	
T1	Wednesday, 17 July	15	Site opens to ticket holders, 10:00. Yellow food vouchers and crew wristband needed. Opening Ceremony, 19:00	Post T1, Gate opens 08:00
T5	Sunday, 21 July	19	Festival closes (Closing Ceremony, 15:00)	
T6	Monday, 22 July	20	All ticket holders requested to leave site by 14:00. Buddhafield Café closes 14:00. Blue food vouchers and crew wristband needed.	Dismantling of temporary structures. Decommission of compost toilets. Removal and storage of plumbing kit, sinks and taps, washing



T7	Tuesday, 23 July	21	All persons except take-down crew to have vacated site by 22:00.	facilities. Removal and storage of site lighting.
T12	Sunday, 28 July	26	Rubbish and recycling to be removed. All vehicles, structures etc. to be removed from site by 22:00. All take-down crew to vacate site by end of day.	Removal and storage of site décor. Removal and storage of fire point kit.

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## 4 Safety Management

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Below are job descriptions of persons holding major responsibilities within BFE for this event. The particular responsibilities and duties of other persons within BFE seem obvious enough not to be detailed here, except to mention that in all cases they should liaise with other managers.

In most cases we are planning to fill specific roles with the same individuals who did that job in 2011, thus ensuring a high level of experience and competence in all areas.

### **4.1 The Directors of Buddhafield Events Ltd (BFE)**

The Directors understand their general responsibilities towards the public, fellow workers and themselves and will:

- Produce detailed plans to achieve health and safety objectives.
- Co-ordinate the specialist advice which is necessary to ensure effective planning, design and management of the event.
- Keep up-to-date with changes in Health and Safety legislation, standards of good practice and management practices relevant to the safety of staff, contractors and the general public.
- Appoint competent contractors.
- Design a communication strategy.
- Ensure that all relevant regulations are complied with.
- Monitor and control the actions of suppliers, contractors and concessions.
- Arrange pre-event meetings with contractors.
- Obtain adequate insurance cover.
- Ensure accidents are investigated and when required under Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995 inform the enforcing authority, Taunton Deane Borough Council.
- Liaise with officers of Taunton Deane Borough Council in investigating any complaints that they may receive from the public.
- Liaise with the Festival Management Team, Area Co-ordinators and other managers.

## **4.2 The Festival Management Team (FMT)**

The FMT is a pre-event committee appointed by BFE to oversee planning and safe, successful execution of the event. The Team understands their general responsibilities towards the ticket holders, fellow event workers and themselves, and will:

- Carry out pre-event inspections.
- Attend pre-event meetings as required.
- Appoint suitable Area Co-ordinators.
- Direct a suitable programme of activities, performance and entertainments.
- Ensure that the design and layout of the site will take into account the following principles:
  - Adequate supply of drinking water.
  - Adequate provision of toilets and washing facilities.
  - Composition of safety rules for venues and existing fire precautions.
  - Access for the Emergency Services.
  - Safe access and egress to the site for vehicles and the public.
  - Barriers and fencing.
  - The siting of sound systems.
  - Adequate signage.
- Ensure that the site communication system remains effective.

## **4.3 The Steward Crew**

### **4.3.1 The Head Steward**

Will understand their general responsibilities towards ticket holders, fellow event workers and themselves, and will, in addition to the requirements for a Steward Manager:

- Ensure stewarding arrangements are adequate given the nature of the event, the expected audience and nature of the performance.
- Ensure that stewarding arrangements remain effective for the duration of the event.
- Co-ordinate effective stewarding arrangements and supervise the drawing up of a stewarding rota.

- Ensure that stewards are provided with adequate breaks in line with the Work Time Directive 1989.
- Draw up a suitable training schedule.
- Assist the Emergency Services in the event of an emergency.
- Ensure security patrols are carried out.
- Diffuse unruly behaviour and investigate any disturbance or incident.
- Attend any pre-event meetings as required.
- Ensure that all Stewards understand the event's terms and conditions.
- Liaise with other ACs.
- Directly supervise the Steward Managers and support the management of their respective Team leaders.

#### **4.3.2 Steward Managers**

Will understand their general responsibilities towards ticket holders, fellow Stewards, event workers and themselves, and will, in addition to the requirements for a steward:

- Coordinate the Team Leaders on their shift.
- Manage the Peacekeeping Team on their shift, ensure that unruly behaviour is investigated and any disturbances are diffused.
- Ensure that stewards on their shift are fit and competent to carry out their duties, remain calm and courteous and are not under the influence of alcohol or other intoxicating substances.
- Ensure that all stewards on their shift can competently use a two-way radio
- Report to the Head Steward.

#### **4.3.3 Regular Stewards**

Will be trained to understand their general responsibilities towards ticket holders, fellow stewards, event workers and themselves, and will:

- Familiarise themselves with the emergency arrangements (including coded messages), and be prepared to participate effectively in emergency and evacuation procedures.
- Familiarise themselves with the site layout and be able to assist the public by giving information about available facilities.
- Ensure they understand the event terms and conditions

- Investigate and report any disturbances or incidents to their Team Leader
- Not leave their Control Point without permission, consume or be under the influence of alcohol or other intoxicating substances.
- Remain calm and be courteous towards the public.
- Assist in crowd control including the prevention of crushing and overcrowding.
- Control or direct the public as they arrive and leave to ensure an even flow.
- Assist in the security arrangements at entrances or exits.
- Control vehicle parking and marshal traffic as requested.
- Attend training sessions and shift briefings
- Wear provided identification (hi-viz tabards).
- Ensure they conform to best-practice with their two-way radio.

#### **4.4 Health and Safety Co-ordinator (H&S)**

H&S will understand their general responsibilities towards ticket holders, fellow event workers and themselves, and will:

- Assess actions needing to be taken to ensure compliance with The Health & Safety at Work Act 1974 and regulations made under the act.
- liaise with contractors.
- liaise with other Acs and managers.
- Monitor work practices of the contractors and check the suitability of their risk assessments and safe working procedures.
- Carry out a completion check on all large structures with person responsible for their erection.
- Monitor the agreed site safety rules.
- Check certificates in respect to structures, electrical supplies etc.
- Co-ordinate safety in response to a major incident.
- Stop any work activities that pose immediate danger to life or limb.
- Carry out risk assessments as required on behalf of the event organiser.

- Carry out a fire risk assessment (to include adequate means of escape, adequate fire fighting, giving warning and fire evacuation procedure) as required under the Fire Precautions (Workplace) Regulations 1997.
- Assist the emergency services should the need arise.
- Check LPG (the use of and storage).
- Check flammable liquids (the use of and storage).
- Carry out a pre-event inspection.
- Attend any pre-event meetings as required.
- liaise with council, fire, ambulance and police officers
- Delegate the taking of noise readings and see that these are documented.

## **4.5 Stages Manager**

Understand their general responsibilities towards the public, fellow event workers, performers and themselves, and will:

- Inform a senior steward if they, or any performers, have concerns over the crowd densities and crushing.
- Stop the performance if necessary in the event of an emergency.
- Co-ordinate the activities of those who are working on the stage.
- Ensure that a clear working space is provided at all times to facilitate access to all control switches and equipment around and on the stage.
- Ensure that the means of escape are not obstructed.
- Ensure under stage areas are kept free of combustible materials including rubbish.
- Set limits at mixing desks so any noise leakage from the site is kept within agreed limits.
- Attend pre-event meetings as required.
- liaise with other Acs and managers.

## **4.6 Production Crew**

### **4.6.1 Site Crew Manager**

Understands their general responsibilities towards the public, fellow event workers and themselves, and will:

- Commission and maintain toilets, sinks and taps including acquiring sufficient toilet paper, sawdust and soap for

the duration of the event.

- Commission and repair plumbing systems if damaged.
- Make plans to ensure the continuing safety of employees, contractors and public as they move around the site in the event of wet weather and implement them if necessary.
- Commission fire points and ensure that they are kept in usable condition.
- Ensure that personal protective equipment is used when necessary, and that it is suitable and properly maintained.
- Commission and maintain lighting (excluding that associated with a particular tent).
- Work with H&S to ensure tent structures remain safe.
- Manage Toilet Wizards & Recycling Team.
- liaise with other ACs and managers.
- Attend pre-event meetings as required.

#### **4.6.2 Site Electrician**

Understands their general responsibilities towards the public, fellow event workers and themselves, and will:

- Attend any pre event meetings as required.
- Test the temporary electrical supply in accordance with Institute of Electrical Engineers Regulations 17th Edition (IEE regulations).
- Ensure that the residual current devices are tested before the event.
- Ensure that all portable and transportable electrical equipment has been tested.
- Ensure that personal protective equipment is used when necessary, and that it is suitable and properly maintained.
- liaise with the Stages Manager.
- Carry out a comprehensive risk assessment which will take into account the following points:
  - Total electrical requirements of the stages
  - Compatibility of equipment to be used

- The design and types of electrical connectors to be used by performers
- The provision of a clear working space to facilitate access to all controls, switches and equipment
- Requirements for emergency lighting.
- Protection of cable runs.

#### **4.6.3      *Site Plumber***

Design and supervise the installation and maintenance of water supplies on the site following the guidance in BS 8551:2011 Provision and management of temporary water supplies.

### **4.7      Traders Coordinator**

Understand their general responsibilities towards the public, fellow event workers and themselves and will:

- Book traders at least one month prior to the event.
- Inform traders of pertinent health and safety requirements.
- Liaise with the site Layout Coordinators regarding the positioning of structures



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## 5 Area Coordinators

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### 5.1 Introduction

This is an overview of the kinds of information that all Area Coordinators (ACs) either should know or should be made available for them to know.

### 5.2 The Festival Areas

For contact information, see *Personnel*.

Domain	Area	Publicity Information	Recruitment
Production	Site Crew		
	Toilet Wizards		
	Recycling		
	Take-Down Crew		
	Emergency Co-ordinator		
	Site Decor		
Hospitality	Stewards & Security		
	Lost Kids		Via Stewards & Security
	Minibus		Via Stewards & Security
	Info Point		AC direct (See <i>Personnel</i> )
	Ticket Office		Via Stewards & Security
Workshops			
Red & Green	Women's Area		AC direct (See <i>Personnel</i> )
	Land & Permaculture		AC direct (See <i>Personnel</i> )
	Social Change		AC direct (See <i>Personnel</i> )
BodyMind	Healing Garden		
	Yoga Space		AC direct (See <i>Personnel</i> )
	Martial Arts		

Traders	Catering		
	Stalls (shops) & Fly-pitches		
	(Not-for-Profit) Campaign Stalls		
Thee Jewels	The Dharma Parlour		AC direct (See <i>Personnel</i> )
	Meditation Space		AC direct (See <i>Personnel</i> )
	Rituals		AC direct (See <i>Personnel</i> )

### 5.3 Site Policies

Although we'd prefer that all Area Co-ordinators (ACs) were familiar with the whole *Buddhafield Festival Event Plan*, as a minimum we recommend you familiarise yourself with the following documents:

- *On-Site Communications*. All about the two-way radio network.
- *Festival Personnel*. Who you are working with, what their remit is and how to contact them.
- *Site Safety Rules*. The essential practices for a safe working environment.
- *Terms and Conditions*. The general site policies that apply to us all.

Please ensure you are thoroughly aware of the *Risk Controls* pertinent to your Area.

#### 5.3.1 Taking Part in Decision Making

The Festival Management Team (FMT) is a working group delegated by the Directors of Buddhafield Events Ltd (BFE) to make pre-event arrangements and managerial decisions (including recruiting and supporting ACs; composing this *Event Plan* and submitting it as a part of our application for a Public Entertainments Licence; generating pre-event publicity, etc). The Directors of BFE are themselves appointed by the Trustees of Triratna Buddhafield (BF). If you have any issues about your involvement with the Festival, you need a supra-Area (administrative, logistical, financial or policy) decision made or discussed, please direct your self to a member of the FMT.

#### 5.3.2 Crew lists for the Ticket Office (checking in arriving Crew)

- You should know how many crew you're are budgeted to recruit: how this is decided, by whom, when
- You should know recompense what you can offer your crew (tickets; expenses; food)
- what information we require for the gate list (and why)
- Who to send it to; when to send it by.
- How to make amendments after the deadline: how to contact the Ticket Office (on site) with changes (note they will be briefed about who to accept updates from.)

### **5.3.3      *Our Expectations of Crew***

Please ensure that all of your crew are familiar with the basic *Terms and Conditions*.

The Festival aims to be alcohol and drug free. We believe it's one of the things that makes the atmosphere at our Festival special. A great many people come to Buddhafield because that's our stated aim. It's a value we actively want to promote.

This applies to the crew at least as much as ticket holders: crew (many of whom are on site for several weeks during set-up) help set the tone of the event. If the build up of the site is fuelled by booze and dope, it trickles into the overall vibe and later arrivals can — and do — pick up on it.

People tell us that they didn't know they could enjoy a Festival without their drug of choice, so if this would be a new way of experiencing a festival for your crew, encourage them to give it a try! Whatever their views on drugs, though, please bear in mind that if they choose to work with us, then we'd like this value to be respected. We can—and do—ask crew to leave if they can't see their way to respecting this policy, so please make sure you won't be let down by someone.

### **5.3.4      *Meal Tickets and Crew Wristbands***

A crew wristband entitles the wearer to get in and out of the crew servery (next to the Buddhafield Café) at any time for snacks and drinks. To get a meal, they must *also* have a meal ticket. This dual system allows us to offer different levels of support:

- Full board: hot drinks, cold breakfast and two hot meals: crew wristband and meal vouchers.
- Part board: hot drinks and cold breakfast only: crew wristband only.
- Minimum board: one or more hot meals only: ticket holder wristband and meal vouchers.

Please make it clear to your crew which of them are entitled to a crew wristband and meal tickets. It's not the job of the Ticket Office to decide what sort of wristband the arrival gets. That's down to their AC. On the ground it's up to the AC to sort it out. All arrivals get a ticket holders' band unless the AC negotiates with the Ticket office manager.

It needs to be made clear to crew that from lunch on T6 onwards, they are no longer automatically entitled to be fed unless they're either contributing to the take-down or they've made a specific agreement with their manager. They will need a suitable meal ticket in either case.

#### **5.3.4.1      *Red Vouchers***

These are for the set-up only.

- Valid from: T-3
- Valid until: To

#### **5.3.4.2      *Yellow Vouchers***

Entitle the holder to a meal from the crew servery between 1pm—3pm or 6pm—9pm. At other times they can be exchanged in the Buddhafield Cafe or in Padma Pancakes where they can receive food and a drink to the value of £5. The possessor does not need a crew wristband to use their voucher in either of the above places (but they do need one to use the crew servery at any other time).

- Valid from: Festival opening day (T1)
- Valid Until: Festival end (T5). There will be an amnesty until 2pm on T6.

#### 5.3.4.3 *Blue Vouchers*

These are for take-down only (we only feed people that are actually working to help dismantle the site!).

- Valid From: T6,: the day after Festival close

#### 5.3.5 *Dogs*

Dogs can be brought by crew by **special arrangement in advance** and **only** if they agree to certain conditions. Please discuss this with the FMT. The conditions must be made explicit to the owner:

- A dog must be kept on leads at **all** times
- A dog must wear the laminate provided at **all** times.
- A dog must be as close as possible to invisible and inaudible (especially to people who may be paying for kennels).

We won't accept the dog's lovability as an excuse: if it isn't completely under control at all times, the owner will be asked to remove it (and therefore themselves) from site. If we have to insist the owner does that, considerable bad feeling will arise as a result. This will be such that the owner may not want to come to Buddhafeld again, so ask them to be sure their dog's behaviour is worth the gamble.

#### 5.3.6 *Lost Property*

If any lost property is handed in during the Festival it should be taken to Info Point. We can keep items for one month after the festival. For each item returned we will charge a fee of £10 to cover the postage, using the remainder to make a contribution to our [Land Appeal](#). Due to the volume of lost property, and lack of storage, any remaining stuff will either be destroyed or donated to a Charity shop. If someone wants to check for lost property they should contact us in the first instance by email <lostproperty@buddhafeld.com>.

##### 5.3.6.1 *Tatting*

When does "lost property" become "tat"? Any item left or abandoned on site after 2pm on T6 (the time when we request all ticket holders to leave site) becomes the property of Buddhafeld Events Ltd. Items that can reasonably said to be "valuables" (for example: purses and wallets; phones, cameras and other electronics; jewellery) we will endeavour to preserve for 28 days after the end of the festival (i.e. until T34). All other items we will either recycle or dispose of in the most efficient, ecological and economical way possible. In other words, crew may reserve any non-valuable for themselves unless it's owner comes forward before we leave site to claim it.

#### 5.3.7 *Peacekeeping & Security*

if you think you need help with a disturbance, please radio the Peacekeeping channel. If you haven't been issued with a radio, there will always be an active (and static) radio holder at First Aid, but you can also find someone at both Info Point and Crossroads during daylight hours. There is some level of Peacekeeping patrol 24 hours a day: there will always be at least one person based at the Main Gate. When asking for help, please be formal and:

- ask to speak to 'peacekeeping'
- say your name
- state your location (or Area if that's where the problem lies).

We have both professional Security and volunteer Peacekeepers. We *may* also have a Welfare crew as a branch of First Aid (tbc). All three have different remits. Please don't get caught up in job descriptions; just tell the radio operator what the problem is and let them decide which team should address the difficulty (it's part of their job to do that).

#### **5.3.8      *In an Emergency***

Whilst we would prefer that everyone knew and understood the *Contingency Plans*, the following is an actually very effective shorthand to respond to practically any on-site emergency. To declare an emergency you can either:

- Contact Peacekeeping (channel 1) for any (potential or actual) breach of the peace.
- Contact Steward Control (channel 2) for any traffic related issue (e.g. a blocked trackway).
- Contact the Emergency Co-ordinator (EC: channel 16), for any emergency that needs cross-site co-operation.

**If in doubt, call the EC.** It's their job to know the *Contingency Plans*.

#### **5.3.9      *Festival Take-down***

Please remove your car (and see that your crew have removed theirs) from the Car Park in the Reception Field by Monday evening at the latest. The aluminium tracking will be pulled up during monday and there is no overnight security in that field from Sunday onwards. Your vehicle is therefore vulnerable.

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## 6 Stewarding and Security

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### 6.1 The stewards Management Team

A series of pre-event planning meetings are held. Members are experienced stewards who:

- Discuss their experience of running the previous year's event
- Contribute to this document.

A steward Manager should take be able to command in emergency situations, assist in the organization of co-operative efforts to tackle emergencies, authorize or impose any procedure either described in the *Event Plan* or as a result of circumstantial request from a Responsible Authority representative (i.e. the Police or Fire services).

#### 6.1.1 Head steward (Steward & Security Area Coordinator)

The Head steward is steward and Security Area Coordinator and reports to the Event Management Team. S/he carries responsibility for seeing that steward duties are carried out in accordance with BFE's legal and moral commitments to its ticket-holders, licensing and Responsible Authorities. He upholds and exemplifies the values of BF as defined by the the FMT. S/he is final decision maker and arbitrator on matters of site security and harmony.

S/he is responsible for compiling crew procedures and subsequently ensuring that all steward Crew receive training relevant to their jobs, be that from himself or from a competent and designated supervisor.

#### 6.1.2 Shift Managers

The Shift Managers implement the decisions of the Head steward and act as his lieutenants when he is not on duty. They are empowered to make whatever decisions they see fit for the health, safety and continued harmony of the site community (preferably in consultation with the Head steward). They are exemplars of good communication. They are to fully investigate and resolve (where possible) disputes, friction and complaints passed up to them by Team Leaders and Peacekeepers. They may recommend to the Head steward that someone be evicted from site, that a steward is to forfeit meal vouchers (through missing a shift) or that a crewperson should be relieved of their duties.

A Shift Manager is available at all times for extraordinary consultations, and emergencies.

Shift Managers will brief the relieving Manger in the half hour before a full shift briefing. They pass on a briefing to their Team Leaders and attend formal shift briefings. The Shift Manager supervises and supports his/her Team Leaders, and TKOFM.

#### 6.1.3 Team Leaders

A Team Leader is responsible for managing one Team on a shift. It will be a fixed team throughout the event. S/he is directly responsible for seeing that all the roles expected of that Team are taken up by a Team member and that each role is conscientiously observed. The Team leader is responsible for encouraging and disciplining Crewpersons and answers to the Shift Manager on duty.

#### 6.1.3.1 *Reception Team Leader*

Supervises the all arrivals through the Main Gate, seeing that traffic is managed smoothly and people are processed and ready to be sent through to the Main Site. S/he must have a friendly, but assertive character.

#### 6.1.3.2 *Main Site Team Leader*

Supervises the deployment of Regular stewards around the Main Site, mainly in regard to vehicle marshalling.

## 6.2 Regular stewards

### 6.2.1 *Traffic Marshals*

Duties include parking cars in the car park, traffic marshalling on site, parking live-ins on site (mainly in the Rings Field). This duty will be rotated amongst Regular stewards in the Main Site Sector.

### 6.2.2 *Peacekeepers*

They are primarily diplomats, promoting the ethos of Buddhafield. They are the more confident and articulate members of the Crew, willing to intervene in a heated exchange or tackle someone who is drinking alcohol, etc. This is a fixed duty: these stewards are hand-picked for suitability.

#### 6.2.2.1 *Security*

We have a team of SIA licensed Door Supervisors who's particular duty is to deal with very heated or potentially violent disharmony with a view to enforcing an eviction. See *Service Providers*.

## 6.3 Groups, Teams & Shifts

### 6.3.1 *The Shift System*

The system we use encourages transparency of responsibility, trust and *esprit de corps* amongst the Crew, ensuring that individuals feel supported and well managed.

#### 6.3.1.1 *Pre-Event Shifts*

Prior to the arrival of traders, concessions and contractors (T-3) shifts are largely informal and primarily consist of sentry duty at site entrances. they start each day with a meeting at the Crew Served to introduce themselves (especially the managers), make sure newest people are orientated and join a training programme. stewards are encouraged to arrive during this period partly because training time is more relaxed and therefore more thorough, but partly because early arriving crew get a better handle on the event and can therefore take more responsibility when ticket holders arrive. Early arrivals are often able to support later arrivals.

From T-3 onwards, shifts become semi-formal. The daily meeting still occurs, but it is followed by three, five hour shifts. Again, work is primarily sentry duty, but there are more arrivals and vehicle marshalling becomes a more important role and a fully functioning the Ticket Office (TKOF) is necessary (see *The Ticket Office*).

During the event itself, Crew will be working one shift of four hours, in a fixed Group. There is no daily meeting; it is replaced by a half hour briefing before each shift.

#### 6.3.1.2 *Event Shifts*

##### *Daylight Shifts*

Shifts will be rotated to ensure that no one gets the short end of the stick.

### *Night Shift*

This shift will be made up of Peacekeepers (including security) and have responsibilities in both Reception and Main Site sectors. They will be responsible for effective first response to emergencies of any sort, including the rousing of assistance from the EC.

In the Reception Field they should ensure that:

- Access into the Main Site from the Reception field is closed to incoming traffic from 22:00, but readily available to exiting traffic.
- The Car Park is secure.

In the Main Site they should ensure that:

- Noise is kept within licence limits, that disturbances in camping areas are kept to a minimum and that the Quiet Camping area is in fact quiet.
- Communal fires are safely managed (or put out if they are not being tended).

## **6.4 Shifts: Working Principles**

### **6.4.1 Shift Briefing**

There is a thirty-minute changeover period at the start of every shift during which:

- There is a review of pertinent events of the last 24 hours.
- An opportunity to address problems and setbacks from the previous shift.
- A briefing on what will be happening during the coming shift.
- Job allocation will then be agreed. Team Leaders can choose how they do this, but should encourage people to volunteer. Each individual's qualities should be taken into account and they should be encouraged to play to their strengths. Roles should be re-assessed every shift; unpopular jobs should probably be rotated. Hopefully many stewards will stick with the same jobs to avoid retraining.
- Ideally, incoming stewards should relieve the corresponding outgoing steward and be encouraged to brief each other before parting. They should then radio in to log their situation. Control Points should not be left temporarily unmanned. Team Leaders should patrol to check everyone is actually in position and each post is OK.

#### **6.4.1.1 Post-Shift Debrief**

A debrief may be called at the end of the shift, but only if the Shift Manager deems it necessary. Either way, Team Leaders should be available post-shift, in case any stewards have urgent issues to discuss.

### **6.4.2 Shift Swapping**

For crew who want to be present at a particular Festival event inconsistent with their shift pattern, they may arrange to



exchange with another crew person in the equivalent Team in another Group, at the discretion of their Team Leader and their Shift Manager.

## **6.5 Control Points and Patrols**

### **6.5.1 Reception Sector**

The Reception Field is responsible for safe and smooth flow of in and outgoing traffic, for ensuring that Ticket Holders and Crew are processed and orientated efficiently, in a friendly and welcoming manner.

### **6.5.2 Main Gate**

The Main Gate crew should ensure that the public highway is kept clear at all times by establishing the arrival's business and guiding the vehicle either:

- Down the track for arriving ticket holders and Crew.
- Into a Holding Area if the arrival needs to be spoken to.
- Straight on, towards the Car Park, if the arrival is simply returning.
- To the coach and taxi drop-off point if they are simply unloading.
- Off site if they have no legitimate business.
- 

Crew should not allow site access to be restricted by people pausing there to make general enquiries. Enquirers should be asked to either park up in the Holding Area or move on away from site.

Main Gate stewards are only to manage access onto site: they will be made aware that attempting to manage traffic on public highways is illegal.

#### **6.5.2.1 Arrivals Team**

The Arrivals Team receive arrivals from the Main Gate stewards and prepare them to be processed and orientated. Someone should be monitoring arrivals that have been directed straight to the Holding Area, whilst the rest of the Team make their way along the queue of vehicles and establish if the occupants are:

- Straightforward ticket exchanges: these should be smoothly guided to the TKOF.
- In need of discussion: these should be guided out of line into the Holding Area, wherein someone should be delegated to resolve their needs.
- The Arrivals Team need to be patient and not easily flustered: it can often seem like almost every arriving person is a complication or an exception. They should support the TKOF in the smooth processing of arrivals by taking complications out of their hands.
- The Arrivals Team must ensure that all new arrivals understand that:

- The site is not a park-up for travellers.
- The Festival is not an “open house” or fête for local residents. Stewards should not allow themselves to be pressured by over-friendly (actually just plain pushy) locals into giving them on-going free access. Crew should not accept apparently innocent gifts of sweets and so on — these are bribes and not sufficient exchange for buying a full ticket!
- That dogs are not allowed on site without prior agreement (the exceptions will be listed in the TKOF). Anyone else with a dog must be asked to leave.
- Ticket holders may not invite local friends or family to the site at any time during their stay. Such secondary guests are Day Visitors and should be treated as such (that is, be asked to come back on T5).
- A ticket must be produced before arrivals are allowed on site, or they must demonstrate that they are on a Crew, performer or guest list, pay for a full ticket (if there are any returns or remainders) or pay for a Day Visitors pass. People who claim to have tickets with a third party (already on site or accompanying a later arrival) need to take responsibility for getting those tickets to the TKOF at the time they arrive. Arrival Team members should not accept excuses for the arrival being unable to achieve this. Mobile phones with flat batteries/no credit and/or the arrival avoiding reasonable methods to make contact with the alleged ticket holder are indications of “blagging”. Someone who is genuine will look ways to prove their case, not avoid it.
- Looking to work in exchange for a ticket. Whilst we discourage this, because the compilation of crew lists is performed well in advance and we do fill up, crew also frequently drop out at the last minute. We make efforts to replace these latter from amongst those enquiring at the Gate. The only people able to accept crew replacements are the (Area Co-ordinators (ACs), named in the TKOF alongside their respective radio channel and mobile phone numbers. Note that no one is permitted to add extra names to the lists — any attempt at an addition should be drawn to the attention of the Head Steward.

#### 6.5.2.2 *The Ticket Office*

The TKOF is where all arrivals are orientated after they have been legitimated by the Arrivals Team. There are two staff in the TKOF, both at the windows, including the Office Supervisor.

TKOF Crew should be very clear about when they need help and be in good communication with the active Reception Team Leader. On T1 in particular the TKOF needs considerable support from the Shift Manager on duty, since s/he will often be the arbiter on problems and disputes.

The Arrivals Team will ask arrivals to park up neatly in front of the TKOF caravan and take their tickets to one of the two Office windows. See more about TKOF procedures in *The Ticket Office*.

#### 6.5.2.3 *Control Point: Charlie*

CP:Charlie ensure that only processed people and vehicles are allowed into the car park and Main Site. They should be on their guard for people simply marching on site and marshal traffic passing in both directions down the track.

#### 6.5.2.4 *Car Park*

Cars should not be driven down to the arena fields unless it is truly unavoidable, which means the unloading of a

significant sized structure (a minimum example would be, say, a treatment tent in the Healing Garden). Even then, in the majority of cases, the vehicle must ultimately be taken back to car parking. This causes sufficient nuisance that extra awareness is called for.

#### **6.5.2.5      *Control Point: Delta***

This control point is the gate from the Car Park into the Main Site. It should be closed at night. Delta stewards should be making sure that no unauthorised cars attempt to drive on to the Main Site, and that passage is clear for legitimate vehicles. They should be keeping a firm eye on clear vehicle passage, keeping in communication with CP:Charlie CP:Healers Gate and the Crossroads to ensure steady safe traffic flow.

### **6.5.3      *Main Site Sector***

#### **6.5.3.1      *Peacekeepers***

Peacekeepers are primarily concerned for health, safety and harmony of site residents. They should be actively looking out for potential hazards and ensuring that such hazards are removed. Peacekeepers should check that fire points in their patrol are in good order (e.g. buckets in place). Stewards should make Peacekeepers aware of any activities that are a breach of site harmony principles and/or tackle such behaviour to a harmonious conclusion.

Peacekeepers should actively be on the look-out for people not wearing a wristband. They should ask to see it (if it's tucked away under clothing) and call security if a person can't produce one. Whilst we have every right to ask someone to leave who can't produce their wristband, we expect stewards to keep an eye on the event boundaries for fence jumpers: anyone found on land that is out-of-bounds should be challenged, but especially those coming from the direction of Blackdown Hill Road or down the Roman Road.

Activities and displays that occur spontaneously, such that public safety is an issue (spontaneous fire juggling, for example) should be supervised: if a peacekeeper notices that an activity of this sort has started, either they should supervise it themselves or find someone else to (i.e. they should radio the Shift Manager for assistance). It needs to be ensured that any outdoor activity isn't allowed to block passage (i.e. cause crowding), but also that participants are behaving with due care.

Peacekeepers should keep an eye out for hazards (e.g. trip hazards) and keep an ear open for escalating amplified noise: if they're having trouble hearing someone speak when they're standing within six feet of each other, the noise level from the source venue will need checking. (A n SPL meter reading could be obtained, if necessary.)

Programmes of events in venues aren't always precise and when they are attendance at most will be quite modest. However, the Big Top Dance Space can attract a large number of people during Ecstatic Dance and crowds will need to be managed. We will make sure that these sorts of events have a steward presence.

In the late evening time the principle of the Quiet Camping Area needs to be cultivated. Whilst silence is impossible to enforce amongst tents, people pitched in Quiet Camping must be encouraged to avoid more than whispered conversation after 23:00 and there should be no conversation after midnight until at least 06:00. (This particularly applies to people with young children, who should be encouraged to be amongst general Camping in the Hurdle Field).

In general—non-Quiet—Camping, people awake and talking after 01:00 will be encouraged to go to the late night cafe-music venues.

#### **6.5.3.2      *Live-in Vehicle Parking***

Live-in vehicles will primarily be in the Rings Field (for ticket holders) and Long Field (Crew).

The parking of Live-in vehicles is subject to fire safety restrictions. Each vehicle gets its own parking bay in a double row block, marked out in taped lines. Each bay is 4m wide by 6.5m deep.

Only one Live-in vehicle is allowed per bay and it must be a Live-in, not merely a parked car. The vehicle may be parked any which way in its bay (the ticket-holder should be encouraged to take advantage of this and use their space wisely, for their own benefit). They may pitch an awning (and the definition of awning can be interpreted generously) but they may not pitch a tent next to the vehicle if they intend people to sleep in it (i.e. they may use it for storage to free up space in their vehicle). If they need to pitch a tent for the purpose of sleeping people in it, the tent must be pitched in an Associated Camping block, on the other side of a 4m fire lane.

Stalls are not the responsibility of the Steward Crew, but such pitches — usually a combination of vehicles and tents — are a notable exception to the above rules. They are the sort of exception that causes confusion and vexation to attenders who see someone else — apparently arbitrarily — being allowed to do something they're not. It would be unworkable at an event like ours to widely separate all vehicles from all tent structures. In consideration of this we have to encourage frustrated vehicle owners to accept that it isn't a completely fair situation.

#### **6.5.3.3      *CP: Healers Gate***

Healers Gate is a barrier across the Emergency Access Route. The sentry ensures that no-one is allowed past this gate (since the land beyond is out of bounds) except Site Crew or a person accompanied by a Managing steward.

#### **6.5.3.4      *CP: Crossroads***

Only legitimate vehicles are allowed passage onto the Long Field, which, during the event, means café deliveries and venue artistes only. This policy will be even more restricted in the event of bad weather. Exceptions must be cleared with the Head steward since policy variance will have invariably been made after a discussion about health and safety with other senior managers.

#### **6.5.3.5      *Crew Food Servery***

This is the area next to and behind to the Buddhafeld Café where Core Crew meals are served, and from where Core Crew can get drinks and snacks (at their discretion). A Regular steward will be stationed here to check for Crew wristbands.

## **6.6      Procedures**

### **6.6.1      *Training***

We encourage volunteers with pertinent qualifications and experience to volunteer for positions of responsibility and in the case of volunteers who are willing to make a medium term commitment to the event (at least three years) we will see that they take recognised qualifications like the SIA Door Supervisor, Fire Safety or First Aid courses.

### **6.6.2      *Fire Safety***

In addition to the training for Regular stewards, a Fire safety briefing will be given to all steward Managers.

In the event of a fire breaking out, we anticipate that the people actually responding to the emergency will be those most proximate to the danger. A trained manager will be expected to attend and effectively take command (delegating

appropriately), of whoever who is willing to wield fire-fighting equipment — which will inevitably include more than just their own Team. Training will include:

- What types of fire fighting equipment we have on site
- Where these are stored
- How to use them
- How to deal with crowds at a fire incident
- How to get a Fire Engine to a fire on site quickly and safely.
- What to do about the rest of the site: containing the spread of alarm and ensuring safe evacuation in an absolute emergency.

### **6.6.3      *Training Programme***

Stewards are simply here to help festival-goers enjoy the festival and remain safe. Even though this might sometimes mean confronting some individuals over their behaviour, this should always be done with patience and friendliness as far as is possible. We ask stewards to consider that people have often just lost (or lack) perspective on a situation. They have simply forgotten themselves. A steward is there to help someone regain perspective.

We will emphasize that we expect stewards to arrive promptly at the start of the pre-shift briefing, not up to 30 minutes later. Equally, posts must never be left unmanned, unless the steward is specifically told to do so by their Team Leader. A steward should wait for relief from a steward from the next shift — and firmly request relief if it doesn't appear in a reasonable amount of time after shift-end.

Finally, we will remind Crew to look after themselves: use sunblock (this will be made available), wear a hat and drink plenty of water. We don't ask stewards to work until they drop, and we ask them to declare when they are becoming ill (i.e. if they catch a cold or sunstroke) or find their job too stressful to the point that they are anxious about appearing for work.

There are three levels of formal training we can offer.

#### **6.6.3.1      *Level One: Site Walk and General Briefing***

Groups of stewards will be taken for a walk around site. This will ensure all Crew are clear what any given site relative term really refers to and that, amongst other things, Crew get to see where fire fighting equipment is kept and how to turn night lighting on and off.

It's perfectly possible, even on such a small site, to remain ignorant of particular sections of the event. Most people don't investigate every nook and cranny, nor can they necessarily identify every structure by name unless they have actually had it pointed out to them. It's of crucial importance that everyone knows what the terms used on the Site Map refer to in real life — we will be using them in radio communications routinely.

The walk would, where possible, include an introduction to the non-steward Crew ACs with whom they may have contact in an emergency, especially the ECs (who operate on a shift basis).

During the walk stewards will be encouraged to use their initiative, and to have a go if they feel capable — they should not be overly shy about confronting people (in a friendly manner of course!). This should be balanced by common sense and, if in doubt about what they can or should do, they can always ask for assistance from their Team Leader or the Peacekeepers.

#### 6.6.3.2 *Level Two: Policy Briefing*

The *Terms and Conditions* will be introduced as being a summary of what principles stewards — and Peacekeepers in particular — are upholding. There will be time for questions.

#### 6.6.3.3 *Level Three: Duty Specific Training*

This is usually done in one–three person sized groups. Each steward will be given as much training as is pertinent to his or her particular job, which will vary. Reception stewards will need the most particular training, with vehicle parking stewards needing clear introductions to parking principles.

Most stewards will be issued with their own two-way radio unit. Following the procedures in *On-Site Communications*, each steward-user should be trained in the effective usage of their radio, including routine protocols, jargon and what to do when an emergency is declared, including familiarity with the emergency keyword set. See *On-Site Communications*.

## 6.7 Peacekeeping

The Buddhafield Festival has two levels of “security” — both publicly described as “peacekeeping” — but with distinct remits. For the purpose of this document, *Peacekeepers* are a volunteer, non-SIA licensed patrol with a somewhat broader remit than the parallel team of professional, SIA licensed *Security*.

### 6.7.1 *Peacekeeping and Security Patrols*

We find that almost every problem can be resolved with sufficient diplomacy, patience and tact — something that may be in short supply when we’re very busy. Peacekeepers are a solution to this problem — people who have nothing better to do than be patient and diplomatic. They should expect to deal with people not cooperating with our site policies, or negotiate a settlement between the parties to an argument.

Buddhafield rarely suffers problems worse than the occasional heated dispute. If things seem to be getting out of hand, however, security should be called: they are licensed Door Supervisors and are trained to deal with conflict that cannot be settled amicably.

The peacekeepers should be very familiar with the *Terms and Conditions* and be able to apply them reasonably and compassionately. They should, however, not shy away from deciding that someone is disruptive and needs to be asked to leave. The event is short, but not so short that a disharmonious person couldn’t make other attenders lives miserable and make them want to leave. If:

- a violent argument is occurring
- an attender wants a third party they are unhappy about spoken to by an organiser
- a fence jumper needs confronting
- someone is witnessed publicly consuming an intoxicant

a peacekeeper should look into this in the first instance.

Any dispute that is not resolvable by a Peacekeeper should be passed on to Security and then the Shift Manager, the Head Steward and ultimately a Director of BFE if an eviction seems appropriate.

### **6.7.2 Three Step Rule**

In any circumstance where a steward is in a confrontative situation there are three levels to tackling it. Ideally one should follow them in this order:

- *Ask for something to be done.*  
Persuade the other party politely, empathetically and reasonably to do something. Leave a reasonable amount of time to see that the task is done, but if it hasn't been completed:
- *Tell them to perform the action, as agreed and discussed previously.*  
Explain that a sanction will have to be applied if the task isn't fulfilled (say, removal of a car from a fire lane); explain what the sanction is, when and how it will be applied.
- *Order the action done, applying a stated sanction.*  
Arrange for a Peacekeeper or a Managing steward to be present, if necessary, and apply the sanction spoken of.

In these circumstances, a steward should at all times be polite, clear and firm, not allowing him/herself to appear 'bossy'. They should never make an idle threat or suggest a sanction that can't reasonably be applied. All of these steps should be performed with a witness (a partner Peacekeeper on a patrol, for example).

### **6.7.3 Specific Issues**

#### **6.7.3.1 Applying our Terms and Conditions**

Eviction (even the threat of it) is the prerogative of the Head Steward. Insisting that someone leave site is not done lightly if the party (or parties) concerned are legitimate ticket holders. However, there are all sorts of reasons we might ultimately choose to evict someone. The broad circumstances that would give rise to considering eviction are presented in our Terms and Conditions, but below we work through some particular circumstances wherein this would be enacted (although these are not intended to be exclusive or exhaustive).

- **Alcohol.**  
We do not want intoxicating substances of any sort on site, legal or otherwise. This is a well-known quality of the Buddhafield Festival and one that the organizers decide on and promote: it is not merely a licence or otherwise legal obligation. We stop short of a full exclusion, however, because we recognise that this idea — that one can have a fully satisfying social experience unmediated by alcohol — is very challenging for many people. (It is in fact counter-counter culture!) A complete prohibition simply wouldn't work: it would be both impossible to implement and frequently confrontative. This would, in itself, simply cultivate resentment and a repressive atmosphere. Our softly-softly approach has taken some years to cultivate, but we think that it has worked very well.  
It is appropriate to try to persuade people to something different for a change. If they really can't manage that, then we can insist that they at least be discreet. If they can't be discreet, then they will be asked to leave.
- **Marijuana.**  
Whilst we recognize that marijuana is a controlled substance and possession of it illegal, we are compelled to be

pragmatic: contemporary society accepts its usage in a similar light to that of alcohol. This is not political outlook: it doesn't imply that BFE agrees with this view. Persons found using marijuana will be tackled by a Peacekeeper in the same way (and for the same reasons) that they will be tackled about consuming alcohol, unless otherwise directed by the police.

- **Selling.**

Any person found *selling* alcohol or any sorts of controlled substances will be asked to hand over what they have in their possession and submit to being handed over to the police. Confiscated substances will be locked up in the boot of a designated vehicle, the key to which will be held by the Head Steward until such time as the substance(s) can be handed over to the Police.

- **Aggression.**

Aggressive behaviour (usually as the result of an argument) often results in calls for an eviction from witnesses. This is often partisan and unnecessary, but in principle, we would take the opinion of attenders into account: sufficient, reasoned objection to a subject's behaviour could amount to a reason to evict the subject. This will have been presented to the Head Steward, who in turn presents this decision to at least two other Directors of BFE for assent (three persons amounting to quorate approval) and then take whatever steps seem necessary to see that the subject (and his/her party if necessary) leave the premises (and the vicinity) as quickly as possible. In extreme cases a person may be asked to leave site without their personal effects and told to return to collect them only on the morning of T6, after the event has officially ended.

- In practice the policy of a quorate of assent is designed to stop any single person (i.e. any organiser) dictating who should or should not stay on site. It is also designed to avoid stalling on what is likely to be a difficult and complex decision.
  - No steward should exercise their legal right to Citizens Arrest in the name of BFE. In the unlikely event that arrest is appropriate, the steward witnessing behaviour likely to warrant arrest should immediately make every attempt to call for a senior manager and recommend that the police are called.
  - Under no circumstances should crew use force of any sort (even a verbal order as discussed above) without witnesses: stewards must not put themselves in compromising positions.
  - BFE will not tolerate bullying (indiscriminate use of power, physical or otherwise) by anyone under any circumstances, but especially Steward Crew. If someone is attempting to 'throw their weight around' in order to get their own way, it should be dealt with immediately by a Peacekeeper and/or a senior manager steward.
  - If physical intervention — i.e. some form of restraint — is foreseeable then at least one senior manager should deal with the situation.
- **"Weird" people.**

There is almost always at least one person on site who is wildly odd or eccentric, lacking or disregarding usual social norms. Often this "oddness" can reasonably be ascribed to some sort of mental health issue. People who have mental health issues can be unpredictable; this gives rise to anxiety within the site community.
  - **Disruptive behaviour.**



There is no clear definition of ‘disruptive’ so we reserve the right to make a judgement about what is disruptive under the circumstances. However, we cannot — and will not — exclude people simply because they are odd or socially inept. We would need to see reasonable evidence that they are actually causing distress by inappropriate behaviour before speaking to them, much less asking them to leave. It is not enough to be anxious that they might do something unexpected and inappropriate.

- **Fence Jumping.**

A Peacekeeper should be called to speak to fence jumpers (or potential fence jumpers). Fence jumpers could be trespassing on both “our” land or neighbouring property. In the latter case trespassers should be extracted from any position where they can damage property or distress our neighbours and sent on their way. It needs to be impressed upon the trespasser that they will not be accommodated or rewarded for their efforts.

- **Vehicle Parking.**

Attendees frequently want to keep their car as close as possible to their actual camping spot, and to create the widest possible berth between themselves and their nearest neighbour. This is quite a nuisance. Attendees will — often semi-consciously, but more often just plainly selfishly — lie and manipulate their way into parking their vehicle wherever it suits them, with complete disregard for any other considerations. This is difficult to deal with without causing a heated discussion: people don’t like being accused of being untrustworthy — particularly when they are manifestly untrustworthy!

We train stewards not to lightly accept assurances that the vehicle will be moved promptly. One tactic people use is to perform the task the vehicle was parked there to do, then abscond for ‘a few minutes’ to perform another task. In this way the owner of the vehicle can be lost sight of and it will stay put, often resulting in repeated complaints about the nuisance it is causing.

A response is to simply put this to the vehicle owner. The steward is aware that people often behave badly in this regard. The steward doesn’t know the vehicle owner and doesn’t therefore know if they can be trusted. Since trust in this context is broken so often, the steward doesn’t feel confident s/he can acquiesce to the vehicle being parked there. As a last resort, the steward can put it to the vehicle owner that if the vehicle isn’t moved promptly it will have to be removed by us and that, since this would entail dragging it to a car parking space with a tractor, they would be wiser to do it themselves. This threat really must be a last resort, though: idle threats undermine our credibility.

- **Dogs.**

There will in fact be a small number of dogs on site. These will have been pre-arranged by the FMT. No exceptions are allowed. A laminated label attached to the collar will accompany any dog allowed on site. The dog owner’s name and details will be logged at the TFOF. The label should be used by stewards to verify that the dog is accepted on site.

Someone found harbouring a dog will be directed to the nearest boarding kennels and told to see that either their pet is boarded for the remainder of the event, or leave the Festival. This in itself is very generous:

Buddhafield is caused a tremendous amount of hassle over dogs being on site so we simply don’t discuss the matter with attendees not complying with this condition. This is made abundantly clear in all our publicity (and is common policy at most major festivals).

(This does not apply to registered Guide Dogs.)

#### **6.7.4 Peacekeepers**

Unlike Security, Peacekeepers will be given extra responsibilities and formally requested to maintain awareness of the

following issues whilst on patrol.

#### 6.7.4.1 *Enforcing the Noise Restrictions*

The Peacekeepers will assist the Shift Manager with enforcing the daily amplified noise restriction:

- 09:00–23:00 Wednesday–Friday and Sunday (T1, T2, T3 and T5).
- 09:00–24:00 Saturday (T4).

Although The noise strategy in this document is based on a 24 hour public entertainment licence, note that night-time site noise policy is tighter than licence restrictions: noise should not be allowed to disturb Quiet Camping, much less penetrate as far as a neighbouring household.

It is important to note that we are asking people to wind down at the later limit, not stop completely. The shift is dramatic, but not terminal. The performer needs to lead their set towards a mellow tone rather than simply stop — the visits from a Shift Manager are to see that this is being done, hence three visits. However, if the performer can't manage this, they will simply find their plug pulled preemptorily at the cut-off point.

- **Creating relationships.**

The Shift Managers likely to be covering the noise curfew period on any given evening will all introduce themselves to the crew at each amplified noise venue. They will explain that one of them will visit half an hour before curfew, 15 minutes, then at curfew to see that things are winding — and ultimately wound — down on time. It is much easier on all concerned if venue managers have a relationship with a Shift Manager rather than a random Regular steward. The manager will be drawn into an understanding about the observance of the curfew — and that the plug will quite literally be pulled if they don't wind down on time.

- **The noise policy in practice.**

Assuming the grant of a 24 hour licence for Public Entertainment, this permits the playing of music throughout the day, but is subject to limits on volume, measured in decibels. The rules we are asked to comply with are as follows.

- **Inside a Venue.**

A Venue is a structure that is hosting a performance of amplified music (be it live, unaccompanied or recorded). Noise levels must never exceed 135dB. This limit is primarily an upper limit below a level that would cause injury to people present within the structure.

- Levels inside structures will be routinely monitored by the Music crews.

- **Outside a Venue.**

Between the hours of 09:00–23:00 Wednesday–Friday and Sunday (T1, T2, T3 and T5) and 09:00–24:00 on Saturday (T4), the measurable noise levels 1m from the nearest noise sensitive structure must not exceed 65dB LEQ15. This means that, if you were standing 1m from the façade of the nearest “noise sensitive structure”, the average decibel level over a 15 minute period must not exceed 65dB at that point. Outside of these times, that is, between 23:00–09:00 (00:00–09:00 Sunday morning) respectively (effectively overnight), noise must be inaudible at the façade of the nearest noise sensitive structure.

- **Monitoring.**

We will be keeping records of noise levels. Patrolling stewards at two positions will be given the task of routinely taking readings from a decibel meter and logging them. The stewards will be told to call the on-duty Shift Manager if a 'caution point' is reached, that is, where readings are reaching a level below a breach of our agreement, but perilously close to it.

We would expect to see readings at Crossroads should be averaging in the low 50dB–55dB range (with frequent troughs in the 40dB– 50dB range). If the average is actually at the licence limit (65db), this puts us in a precarious position — we need to see that the average reading is dropped.

#### 6.7.4.2 *Fire Points*

Peacekeepers should ensure that all fire points are in good order — that is, full of water, accompanied by two buckets and an alarm triangle. If there is any shortcoming, they should report the issue to Site Crew.

#### 6.7.4.3 *Venue Safety: Overcrowding*

If someone cannot easily walk into and between the people present in a venue like the Dance Space, it is becoming overcrowded. The steward monitoring the venue should take whatever steps seem reasonable under the circumstances to see that sufficient people leave the structure. They should report this to their Team Leader and their Shift Manager and approach the venue manager with a view to thinning out the crowd.

#### 6.7.4.4 *Communal Fires*

Open fires are a common and popular part of festival night life and festival camping. They're also potentially, extremely dangerous. A number of site layout principles and site policies focus around keeping fire separate from highly flammable objects, especially nylon tents. To accommodate the desire for open fires but keep them manageable, we mark out a number of large fire circles (see the *Site Plans*). The centre of each fire circle is 6m from the nearest highly flammable object (i.e. a tent or a vehicle) and each circle is 3m wide, leaving a 3m boundary.

Peacekeepers should make sure that no-one camps closer than 3m to the edge of a public fire and that new fires don't spring up — encourage people to be communal.

## 6.8 **Lost Kids**

We provide a dedicated Lost Kids Space.

"Lost" children are quite common, even on such a small site. Usually the child has simply drifted slightly apart from their guardian(s) and lost sight of them. The best thing to do, initially, is for the patrolling steward stay with the child in the vicinity of the place they were found. For at least fifteen minutes, the steward should walk around an area of about 50m radius actually looking for the child's carer; most children can quickly be reunited with their guardian in this way. If this can't be achieved, the child should be taken to the Lost Kids space they can be looked after by a dedicated steward.

In most cases it's obvious — from mutual reaction — that a child and their guardian have been reunited. However the child should not be handed into the care of any adult who it can't be firmly established is in fact the child's carer. For example, a child shouldn't be handed on to someone who says they're merely "a friend" of the parent(s).

Stewards in the Lost Kids point are a hand-picked team. A child will not be left alone with only one other adult: there will be at least two, unrelated people — preferably one of each gender.

## 6.9 The Ticket Office

Management and operation of the TKOF is described in the separate document, *The Ticket Office*. The TKOF should avoid being used as an enquiry point (even for help from a steward). Enquirers should be asked to go to the Info Point.

### 6.9.1 Wearing a Wristband

When a wristband is handed over, it should be made clear that they need to be worn. We have every right to challenge someone who can't produce theirs when asked. Crew wristbands entitle the wearer to get food, drinks and snacks from the Crew Space> (This only applies to adults — children of crew simple need to be accompanied by their parent or guardian.) The steward at the entrance should politely, but firmly turn non-crew wristband wearers away *unless* they can produce a valid meal voucher *per person*.

### 6.9.2 Day Ticket holders

We do not routinely accept day visitors until Sunday (T5), our closing day. Whilst we *could* quota a number of tickets for day-by-day sale, day visitors are a nuisance because we've no easy way of ensuring that they leave. On T5 (always a Sunday) we know that appreciable numbers of attenders leave site from quite early on in the morning (the bulk will leave by T5 evening) and this allows us to accommodate a few extras. Further, even though it remains undesirable for people to stay overnight, we will legitimately be asking *all* non-crew people to leave from T6 lunchtime onwards in any case. (Crew are effectively differentiated from anyone else by possession of a wristband.)

## 6.10 Recruitment

### 6.10.1 What We're Looking for in a Steward

None of the qualities we look for in a good steward are prescribed by age, gender, social or cultural background. However we expect them to be:

- Reasonably physically fit, at least enough to sprint to an outbreak of fire in their field and then handle a fire extinguisher.
- Emotionally positive, able to look for a solution and not easily thrown by chaos.
- Patient, articulate and clear. It is important that spoken English is effectively fluent.
- Self-possessed and emotionally robust.
- Responsible, reliable and trustworthy.
- Friendly and kind.

It's very important to us that crew enjoy their time on site, but we expect them to understand that we are taking people on to do a job — that the steward Crew isn't just a way to get a free ticket.

### 6.10.2 The Application Process

To help us field applicants, we ask people to fill in a simple application form on the Buddhafeld website. On completion, it is automatically sent by email to the Recruitment Manager. He engages people previously unknown to us predominantly based on this document.

### **6.10.3     *The Tour of Duty***

We need stewards for five days before the opening date and two to three days afterwards. We don't need all eighty of our crew for all of that time, but we do need some. We expect all crew to arrive no later than the day before the festival (by 5pm Tuesday; that means we have the opportunity to run through basic training) and crew must be available to work through the five days of event itself — which means not leaving before Sunday evening.

#### **6.10.3.1     *Conditions of Service***

We are willing to negotiate on general terms, but we ask stewards to be prepared for the fact that the job can at times be very hard work and stressful ... and at other times very dull. Applicants need to accept, anticipate and be willing to deal with these extremes.

We expect them to arrive on site on the date that they agreed with the Recruitment Manager, ready for work the following day: they should present themselves at the Site Office for the pre-event morning stewards Meeting. If they are delayed en route they should have contacted the Recruitment Manager: if someone fails to arrive when agreed, we may engage a replacement for them amongst the people enquiring at the Gate (there are always a good number). The latecomer would therefore forfeit his or her own ticket.

We reserve the right to ask a crewmember to cease working for us should it become apparent that they really aren't suitable as a steward. Team Leaders should discuss their reservations with the Shift Manager on duty and him/her with the Head steward. We may try to find them another job on site, but in such a case — assuming that we have both acted in good faith — they would not be asked to pay for their ticket/leave the festival.

Team Leaders should be on the lookout for people who are becoming ill or finding their work stressful. We ask people to anticipate hard work, but don't punish them for underestimating the situation. We do not expect crew to work in a state of distress or until they drop!

A great many details of engagement can be negotiated, but there are some bottom line requirements:

- Stewards are upholding Buddhafield's duties of care to its ticket holders. Crew found 'lunching out' on duty or not turning up at all for a shift without reasonable cause will be asked to leave.
- We expect crew to be as courteous and friendly as possible at all times. Whilst tempers occasionally fray, we will not accommodate crew with short fuses: it goes without saying that physical aggression cannot be excused.

It also goes without saying that someone who cannot be responsible for themselves cannot be responsible for others, so there is no excuse for being drunk, stoned or tripping. We also expect Crew to help us maintain the drug-free atmosphere and to the greater extent exemplify it. We ask prospective crew to consider this carefully before they agree to work for us.

### **6.10.4     *Rewards***

All stewards are unpaid volunteers. We offer an unforgettable — if sometimes bizarre! — experience and Crew receive free entry to the festival, meal vouchers covering three meals per full day worked (exchangeable at the Buddhafield Café, on site) and unlimited access to a crew tea area.

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## 7 On-Site Communications

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### 7.1 Equipment

From T-5 to T8 (inclusive) there will be a total of 25 two-way radios available to be signed out.

From the T-1 to T8 (inclusive) there will be a total of 35 two-way radios available to be signed out. At peak time The following items of equipment will be available:

- 1 loud hailer
- 15 spare battery packs
- 2 mains power charging units
- 2 12v DC power supply)
- Cases and straps for each unit
- A small set of (optional) ear-pieces.

*Table 2: Radio Channels*

<i>Channel</i>	<i>Area</i>	<i>Call Sign(s)</i>	<i>Users</i>
1	Peacekeeping Security	Peacekeeping	Duty Team Leaders Active Security shift
2	Steward Crew	Control Gate Crossroads	Steward Shift Manager Reception Field Stewards Crossroads Stewards
3	Ticket Office		Duty Supervisor
4	Stewards Reserved		
5	Site Crew		Site Crew AC Shift Manager
6	Toilet Wizards		
7	Health & Safety		
8	First Aid		
9	Traders Workshops Site Layout		Traders AC Workshops AC Site Layout AC
10	Bands Meet & Greet		

11	Info Point		
12	Kids Area		
13	Blue Moon		
14	Conference		Inter-channel private conversation; open to all
15	On-Call		Any manager taking a break but willing to be disturbed if it's important
16	Emergency Co-ordinator	Emergency+codeword	Duty Co-ordinator

Table 3: Two-Way Radio Unit Allocations

Unit No.	First allocation	Re-allocate to	Re-allocate on
1	Site Crew	—	
2	Site Crew	—	
3	Site Crew	—	
4	Site Crew	—	
5	Site Crew	—	
6	Site Crew	—	
7	Site Crew	—	
8	Site Crew	—	
9	Site Crew	—	
10	Site Crew	—	
11	Site Crew	Steward Crew	T1
12	Site Crew	Steward Crew	T1
13	Site Crew	Steward Crew	T1
14	Site Crew	Steward Crew	T1
15	Site Crew	Steward Crew	T1
16	Steward Crew	—	
17	Steward Crew	—	
18	Steward Crew	—	
19	Steward Crew	—	
20	Steward Crew	—	
21	Steward Crew	—	
22	Steward Crew	—	
23	Steward Crew	—	
24	Steward Crew	—	
25	Steward Crew	—	

26	Steward Crew	—	
27	Steward Crew	—	
28	Steward Crew	—	
29	Steward Crew	—	
30	Steward Crew	Workshops	T2
31	Steward Crew	Workshops	T2
32	Steward Crew	Workshops	T2
33	Steward Crew	Workshops	T2
34	Steward Crew	Workshops	T2
35	Steward Crew	Workshops	T2
36	Workshops AC	—	
37	Vehicle Emergency	—	
38	H&S AC	—	
39	H&S ASST	—	
40	H&S ASST	—	
41	Layout AC	—	
42	Layout ASST	Padma Pancakes	T1
43	First Aider	First Aid	T0
44	unallocated	First Aid	T0
45	unallocated	First Aid	T0
46	unallocated	First Aid	T0
47	Stages AC	—	
48	unallocated	Info Point	T1
49	unallocated	Info Point	T1
50	unallocated	Bands Meet & Greet	T1
51	Healing Garden	Bands AC	T1
52	BFC AC	—	
53	BFC	—	
54	Traders AC	—	
55	Traders ASST	—	
56	Kids Area	—	
57	Kids Area	—	
58	Emergency Co-ordinator	—	
59	Workshops	—	
60	Workshops	—	



## 7.2 Using a Two-way Radio

Every user will be trained how to:

- turn the radio unit on and off
- adjust the volume
- send (exchange) a message
- change radio channels
- change a battery pack
- choose a strategy for wearing the radio unit (i.e. how to take best advantage of the unit's belt clip and holster).

### 7.2.1 A Radio as Essential Kit

After issuing a radio, a radio check should be performed with another team member. Each radio should be checked periodically by the user and any failure should be dealt with immediately. Batteries will need regular replacement. Switching to other channels will be necessary to contact other areas around the site, but it's essential to remember to switch back to the customary channel for the unit user immediately afterwards. All radios will have a complete channel usage listing attached.

Radios should be turned up loud enough, worn (ideally at shoulder height), and carefully monitored at all times — they are for receiving, as well as for transmitting!

### 7.2.2 Radio Protocol

Locations and names used need to be unambiguous and normally the ones seen and understood by looking at the site map (thus ensuring that everyone on site understands what's being referred to). Callers must always identify themselves by name or location. From (not to!) should be used to separate caller and called, e.g. "Ticket Office from Main Gate", "Site Office from Bottom Field". All messages should be short and to the point, so that the message can be interrupted in an emergency. The phonetic alphabet should be used when necessary — though it is unrealistic to expect this of most non-management personnel.

When a calling station has said "over", reply immediately after a two second pause. Lack of response will often cause the needless dispatch of other personnel to the area and jeopardizes the smooth running of the event.

#### 7.2.2.1 Essential Jargon

Adopting this system maximizes clarity of communication and we will ask the Team Leaders to monitor and remind people to be aware of it. It is infuriating for all — and potentially very dangerous — to be vague or sloppy over the radio network.

- *Over* means 'I have finished transmitting and await your reply'.
- *Out* means 'The conversation is over and the channel is now free for other users'.

When 'out' is not used, others will have no clear indication that the channel is now free. 'Over and out' is a contradiction in terms and should not be used.

Use of the following terms should also be encouraged (for clarity and brevity):

- *Acknowledge* — the receiver must acknowledge receipt of the message.
- *Relay to* — transmit this message to the person(s) indicated.
- *Roger* — message received and understood.
- *Radio Check* — what is my signal strength and readability? (This should be directed at the Site Office Steward).
- *OK* — the received signal was good strength and readable.
- *Send* — send your transmission.
- *I spell* — the next word will be spelled out. Use the phonetic alphabet.
- *Say again* — re-send your transmission.
- *Roger so far?* — (Query) have you received my message so far?
- *Roger so far* — (Response) I have received your message so far.
- *Willco* — I will comply with your request.
- *Standby* — wait for me to call you back with more information.

### **7.2.3      *Emergencies***

To speed up communication in an emergency, crew should use "priority" to break in with an urgent message, e.g. "Priority priority priority; Site Office from Main Gate, over". All other stations will then know to remain silent. Even if a break-in is not required, a Priority Call may still be thought useful — to ensure the channel stays clear if it has recently been busy, e.g., "Team Leader from [Steward], priority call, over."

It is quite likely that a Priority Call will be put out by a crewperson from another site Area. They cannot be expected to know another crew's management structure, who is on duty and so forth, but may well need to get attention and help instantly from the crew they are calling. All other radio users will be instructed to use the formula 'priority priority priority, [name, location | Area ]', where name, location (and/or Area if they aren't a Steward) are substituted for the caller's own name and location (and/or Area).

#### **7.2.3.1      *Emergency Keywords***

Keywords are shorthand for the documented emergency procedures in *Contingency Planning*. It is not necessary (although it would be ideal) for all core crew to know these procedures, but it is important that these key phrases are at least commonly understood:

Fire; Explosion; Disruption; Injury; Fence-jumper; Collapse; Woodstock; Stand Down.

Their usage is primarily aimed at managing Stewards and other organizers, who should understand the emergency procedures. They would be used in conjunction with a 3 Priority Call:

“Priority, priority, priority, [sender name || sender Area]; [option to specify MAJOR incident] Fire in [location]!”

## 8 Festival Personnel

Table 4: The Directors of Buddhafield Events Ltd (BFE)

Lokabandhu	
Ratnarashi (Steve Barber)	<ratnarashi@buddhafield.com> 0117 924 7458
Satyadarshin (Simon Perry)	<satyadarshin@buddhafield.com> 07970 056 269
Vimalaraja / VJ (Edward Tombs)	

Table 5: The Festival Management Team (FMT)

Ratnarashi (Steve Barber)	<ratnarashi@buddhafield.com> 0117 924 7458
Satyadarshin (Simon Perry)	<satyadarshin@buddhafield.com> 07970 056 269

Table 6: Buddhafield Festival Personnel; Infrastructure

Domain	Area	Sub-Area	Area Co-ordinator	C0ntacts
Buddhafield Café	Buddhafield Café		Trevor Walker	<cafe@buddhafield.com>
	Set-up Cooks		Ruth Phillipson	<ruth@buddhafield.com>
	Crew Food		Alice Lancaster	
	Padma Pancakes			
Four Horsemen	Health & Safety	Noise Monitoring	Steve Howard	
	First Aid		Festival Medical	
Hospitality	Steward Crew	Security	Ross Benzie	<ross@buddhafield.com>
		Ticket Office		

Production		Mini-buses		
		Lost Kids		
	Info Point		Saravantu	
	Site Crew	Site Plumber	Satyajit	<satyajit@buddhafield.com>
		Site Electrician		
		Toilet Wizards		
		Recycling		
	Traders		Vimalaraja	<festival.traders@buddhafield.com>
	Site Layout		Kirsty Porter	
	Site Décor		Louise Hoskins	<louise@buddhafield.com>

Table 7: Buddhafield Festival Personnel; Public Entertainments

Domain	Area	Sub-Area	Area Co-ordinator	C0ntacts
Activities	Workshops	Not-For-Profit (Campaign) stalls	Abie Raynsford	<workshops@buddhafield.com>
	Kids Area	Teens Space	Majical Youth	
BodyMind	Healing Garden		Manth Beeson Emma Charlton	<healers@@buddhafield.com>
	Yoga Space		Norman Blair	
Performance	Stages		Ratnarashi	
	Musicians		Andy Slack	<bands@buddhafield.com>
	Live Arts			
Red & Green				
	Women's Space		Jayne Germouse	
	Permaculture		Tom Barnes Rosie Lancaster	
Three Jewels	Social Change			
	The Dharma Parlour		Maitrisara Lokabandhu	<dharma.parlour@buddhafield.com>
	Meditation Space		Padmapani	
	Rituals		Dharnabandhu	



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## 9 Site Crew

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### 9.1 Summary of Site Crew Duties

From T1 onwards until T5, routine Site Crew duties will focus on:

- Functional maintenance of toilets, sinks and taps.
- Maintenance of fresh water supply and plumbing system if damaged or blocked.
- In wet and windy weather conditions, they will putting out matting in slippery areas, cordon off very wet areas, check guys, pegs, poles etc. on structures.
- Maintain fire points when required.
- Maintenance of all lighting systems e.g. at toilets, taps, path intersections, etc.
- Supervise the Toilet Wizards and Recycling Team.

#### 9.1.1 *Toilet Wizards*

The team will focus on the following tasks to maintain adequate sanitary facilities.

- Keep toilets and sinks clean.
- Disinfect toilets and sinks if food poisoning breaks out.
- Put out toilet paper daily task.
- Put out sawdust for use in toilets.
- Put out soap at sinks.

#### 9.1.2 *Recycling Team*



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# 10 The Ticket Office

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## 10.1 Briefing and Training

Consistency of briefing is crucial. Given that BFF is such a short event, there needs to be clear co-ordination around making sure particular crew understand their dimension of a task (no more, no less) and where to go when matters gets complicated.

On site — especially on T1 — the TKOF uses runners to deal with arrivals who are still sat in their vehicles. This is obviously very efficient and reduces queues. Similarly, minibus crew collect tickets at the train station pickup. In both cases it's unreasonable and unfair to ask crew to process virtual tickets and so on, but they do need to be briefed about how to approach the issue.

## 10.2 Tickets

The TKOF crew need to start off knowing what a genuine ticket looks like, which bits have what information value and why we care in the first place. If they understand the why, they're then free to improvise intelligently.

This is even more important for Virtual Tickets which can arrive on site with a range of paperwork as “proof” of purchase.

### 10.2.1 *Three Parts*

- A ticket has three parts, divided by perforations, and comes in a book of 50. All three parts are numbered. Ideally books should be used in number order.
- Whoever is sending out tickets needs to keep the stubs safe and bring the remainder to site by no later than T-3 (we'll need to start selling them on or about then). A record needs to be kept of the last posted ticket / first ticket sold on site.
- Tickets sold on T3, T4 (weekend tickets at two values) and T5 (day tickets) need to be noted as being for that day because we sell we them at different rates. This can simply be done by recording the number range, which is, again, why using books in number order is useful.
- In all cases we keep part 1 in the book and keep the book stub after all 50 are sold. Parts 2 and 3 are sent to the purchaser.
- On arrival at the TKOF, parts 2 and 3 should be separated. We should keep 2 as a backup, but 3 can be offered back to the ticket holder as a receipt (although this of negligible benefit to them in practice). If they don't want it, then 3s should be binned; they're basically useless to us after that.
- *All* parts 1 and 2 need to be kept by us: if we want to be especially pedantic we can collect part 2s together at the end of every day and seal them in an envelope (this gives an idea of patterns of arrival).

### 10.2.2 *Virtual Tickets*

On and after T-14 (about June 30), we don't post out tickets. The system for declaring a virtual ticket state can be made

clearer on the booking and checkout pages of the website, but it's very difficult to ensure that all punters read and understand the steps they need to take (i.e. exactly what they need to print out and bring with them).

*Only* the TKOF should deal with virtual tickets, not TKOF runners or minibus crew, who should stick to straightforward printed tickets as far as possible. It's worth noting that it's at this point that large failures in data collection can occur. Non-TKOF stewards can't be expected to take on all the subtleties: it simply needs to be explained to them which transactions they should limit themselves to and why.

#### *10.2.2.1 What Constitutes a Virtual Ticket*

There is very little point pedantically insisting that the purchaser brings a two-part email-ticket. In reality all we actually need to do is establish that they have paid and what they've paid for. The two-part system simply makes it easier on all concerned.

#### **10.2.3 Sales Status**

From T0 to T3 the website declares that either:

- We're sold out
- Tickets can only be bought from the TKOF on site.

On T4 the website will say that we are closed (to discourage any further a

A ticket holder would expect us to have copies of our own logs to hand, which explains some of the combinations of paperwork they bring with them. PayPal logs and our own sales logs should be available to the TKOF.

From perusing the papers kept by the TKOF during the 2011 festival, we can see that there were the following patterns of documents brought as proof (in order of effectiveness from our point of view):

- Paired BF and PayPal emails. These were what was requested to form a complete virtual ticket.
- PayPal confirmation emails only (no accompanying BF email). All of these have our Invoice ID so could be paired off with a print-out of our own logs if the TKOF has them.
- PayPal Transaction log. This is a printout from the punters PayPal account. These have our Invoice ID and function equivalently to a confirmation email. Can be paired off with our own website logs, if the TKOF has them, in the same way as 2.
- PayPal receipts. Some of the received ones had a PayPal Transaction ID no. and some had a PayPal Receipt ID number (which are different; I don't know what the difference is, though, or where they were acquired from). None had a copy of our own Invoice ID. These were all obviously printed directly from the punters PayPal account (i.e. they're not emails) and would presumably need to be related to an entry in our own Paypal log for the Invoice ID and further related to the BF log.
- BF emails only. No accompanying PayPal email, but these could be paired off with a copy of our own Paypal log if the TKOF has it.

- Bank account statements. These prove that a payment was made and can probably be traced to a PayPal log. We could pair of the postal addresses with our own logs and/or, with a bit of maths, calculate what was paid for.
- PayPal end-of-payment-process confirmations (i.e. webpage printouts). These have a PayPal Transaction ID and a declaration that payment has been sent to BF, but not how much. With a bit of detective work we can trace that to one of our own PayPal logs.
- A small number of hand-written notes that contained PayPal reference numbers

Thus, for this to work, we need to have print-outs of logs from both the BF website and PayPal.

If we're clear about the use and value of an Invoice ID no. that should help the TKOF crew trace and compare logs. The TKOF Crew need to be briefed about what sorts of documents to expect (see above) and how to make sense and use of them.

However we pair these off, *a physical ticket should still be taken from a book*. Again, this is the easiest way to tally what's actually been sold.

It would be preferable for all TKOF crew to have actually seen sample logs and documents before they start work. To reduce complexity:

- Logs are provided daily for the TKOF from T-2 to To
- Regardless of on site availability, the website ceases to sell tickets on To.
- Before 10:00 on T1 the TKOF must get a final print out of *both* logs.

### **10.3 Vehicles Passes**

Vehicles are subject to similar issues as people tickets.

### **10.4 Wristbands**

The total number of wristbands we need to order should allow for sufficient slack for numbers lost/damaged and exchanged. Recommended 2500 ticket holders and 700 Crew. Colours should be contrasting.

They need to be divided up into numbered envelopes, each batch only opened in number order. It's worth having a floating batch of 100 to perform exchanges around site rather than forcing folk to make the long walk up to the TKOF.

#### **10.4.1 Children**

It's optional for children under 12 to take a wristband (because no child of that age could reasonably arrive on site unaccompanied) at the discretion of the Child's parent. It's essential that 13-16 year olds take and wear one. (Not doing so can be the cause of some confusion amongst peacekeeping and security.) *For under 12s its important that a wristband is taken out of circulation to keep track of numbers.*

#### **10.4.2 Exchanges and Replacements**

It's common for people to need to exchange a ticket-holder for a crew wristband. Every time a band is exchanged, though,

we need to keep the old one and add it to a box for latter calculation. Ditto replacements, although if a band is actually lost this is obviously unfeasible. One could be pedantic and insist on a token being added to the replacement pot.

## **10.5 Crew Lists**

A full set of crew, trader, performer and guest lists will be compiled and brought to the TKOF by T-3. Each entry will state whether the person concerned is entitled to a crew wristband.

## **10.6 Cash**

Money needs to be handed over to the on-site bookkeeper very formally. Ideally cash collection should be done three times a day (say 13:00, 18:00 and 22:00). Each bag should be labelled with a day and time-frame e.g. Wednesday :: morning

Code word and phrases indicating the need for a collection (or query about the need for a collection) should be composed. The code phrase needs to not obviously sound like code for something!

### **Other TKOF and Reception Issues**

The Gate and TKOF are separate entities. It's possibly not that important whether all ACs understand the distinction, but it is important that the Steward Crew does, especially when things get a bit blurred because runners are being used.

There needs to be a separate log book for the Reception Stewards, even if such a thing is actually stored in the TKOF. Reception generally don't need to know that X is an exception on the crew list; they *do* need to know to let a delivery arriving in a white transit at 07:00 is to pass. Thus if an AC wants to advance alert Reception about an arrival (delivery etc.), it probably doesn't matter who logs this, just so long as the right book receives the information (when in doubt write in both the Stewards and TKOF log books). This is particularly important for Security / night shift.

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## 11 Training & Certification

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Area	Person	Fire Safety	First Aid	Food Handling	Other Qualification	Other experience
Buddhafield Café	Satyadarshin		✓	✓		



























# **C: Safety**

# 1 Maps and Plans

Table 8: Buddhafield Festival Access Information

Function	Name	Public Highway	Postcode	OS Grid Reference
Main Entrance	Tricky Warren Airfield	Churchinford Road	TA3	
Emergency Entrance 1	Westcombe House	Blackdown Hill Road	TA3 7DT	
Emergency Entrance 2	Moor Cottage		TA3 7EA	

Table 9: Key to map icons

	Venue marker		Landmark
	Catering concession		Amplified music
	Multi-structure Area or Space		Trader
	Tents		Shower(s)
	Fire Extinguisher		Fire Point
	Wash point (running water)		Compost toilet ( <i>n</i> cubicles)
	Bridge		Street light
	Festival Field		Abandoned architectural feature
	Live-in vehicle block		Gate
	Parked cars		SPL meter reading point
	First Aid		Info Point
	Communal fire		Temporary aluminium track
	Hardcore track		Public highway

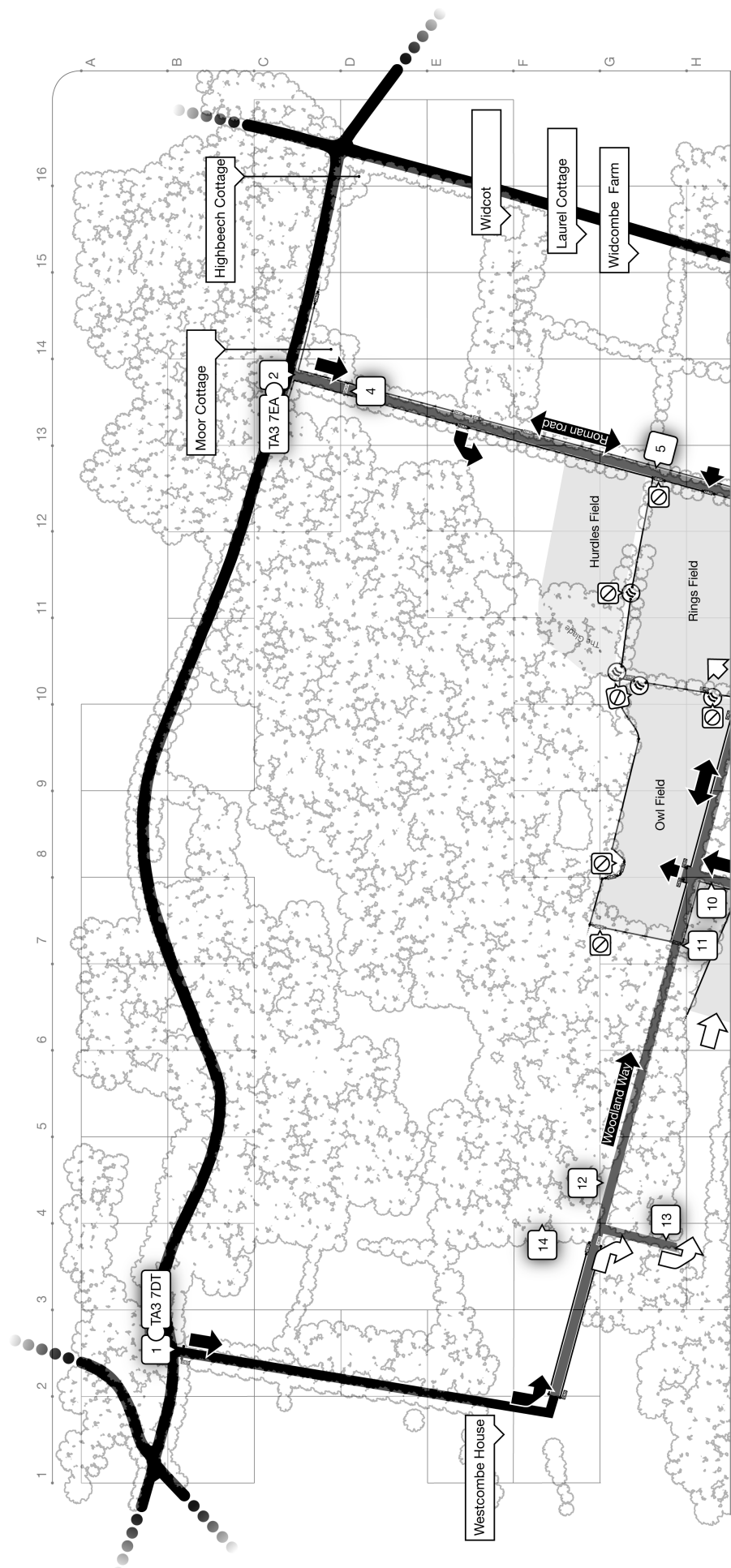
## 1.1

### Emergency

#### Access

Optimum vehicle access can be acquired by following the black arrows. The white arrows indicate a feasible access route, but with possible obstacles (uncertain ground).

Entry through point [3] (the main, public site entrance) should be preferred.







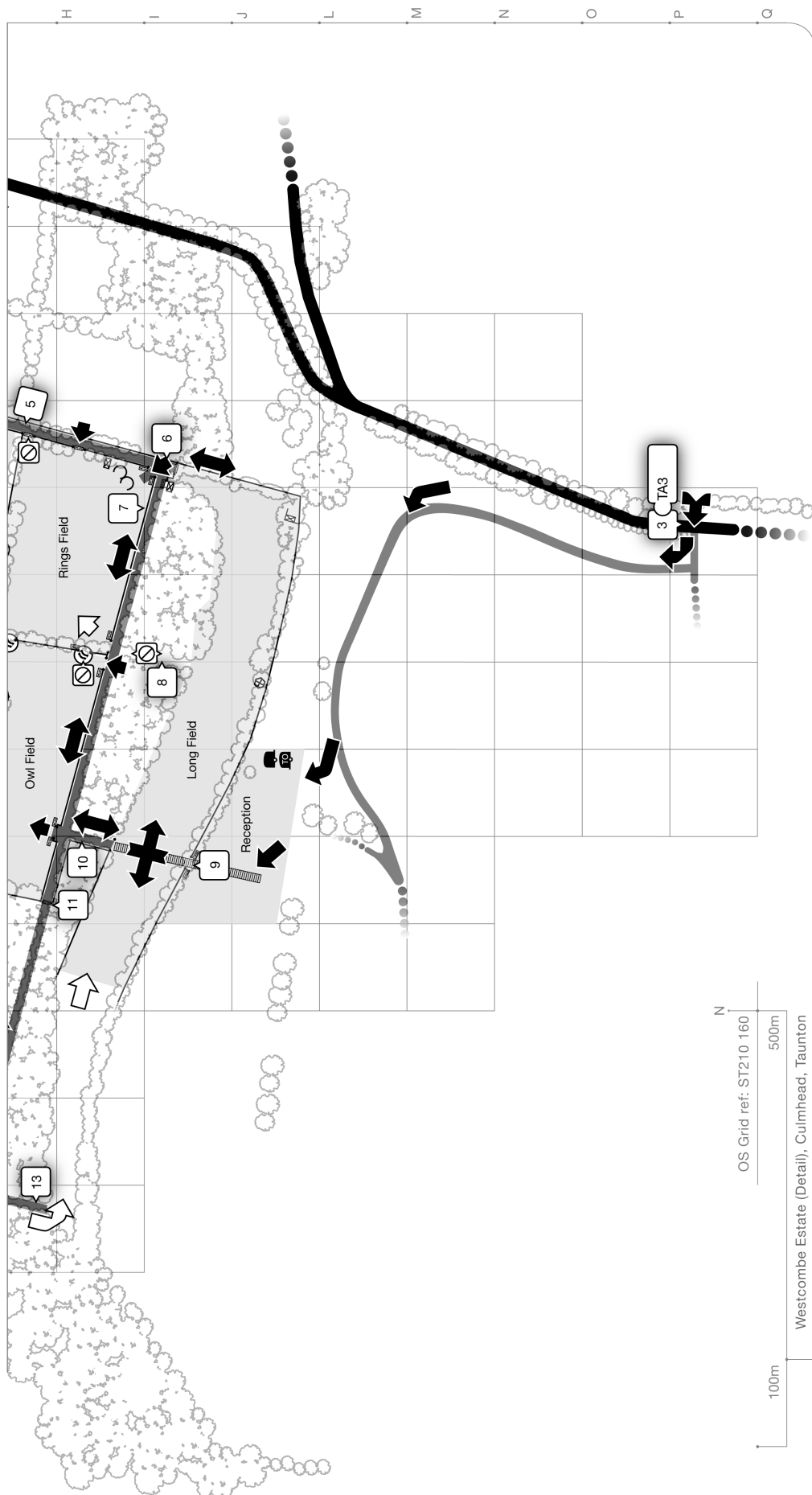


Illustration 2: Main site entrance [3]

Table 10: Key to numbered markers






Site Landmarks		Venues, Areas and Spaces	
		   	
1	Emergency Entrance 1	1	The Dharma Parlour
2	Emergency Entrance 2	2	Workshop Space 1
3	Main Entrance	3	Buddhafield Shop
4	Roman Road Gate	4	The Chai Shop
5	The Culvert	5	The Buddhafield Café
6	The Crossroads	6	Crew Area (Serving)
7	Site Crew Kit Store	7	The Dance Space
8	The Fairy Track	8	Permaculture Space
9	Checkpoint: Delta	9	Meditation Space
10	Healers Track	10	Healing Garden
11	Woodland Way Gate	11	Workshop Space
12	LPG Store	12	Padma Pancakes
13	Horse Track	13	Workshop Space
14	Core Crew (private) camp	14	Triban
		15	Lost Horizons
		16	The Common Loaf
		17	Kids Area
		18	Small World
		19	Pachamamas
		20	Workshop Space
		21	Women's Area

Illustration 3: Fire safety and site lighting

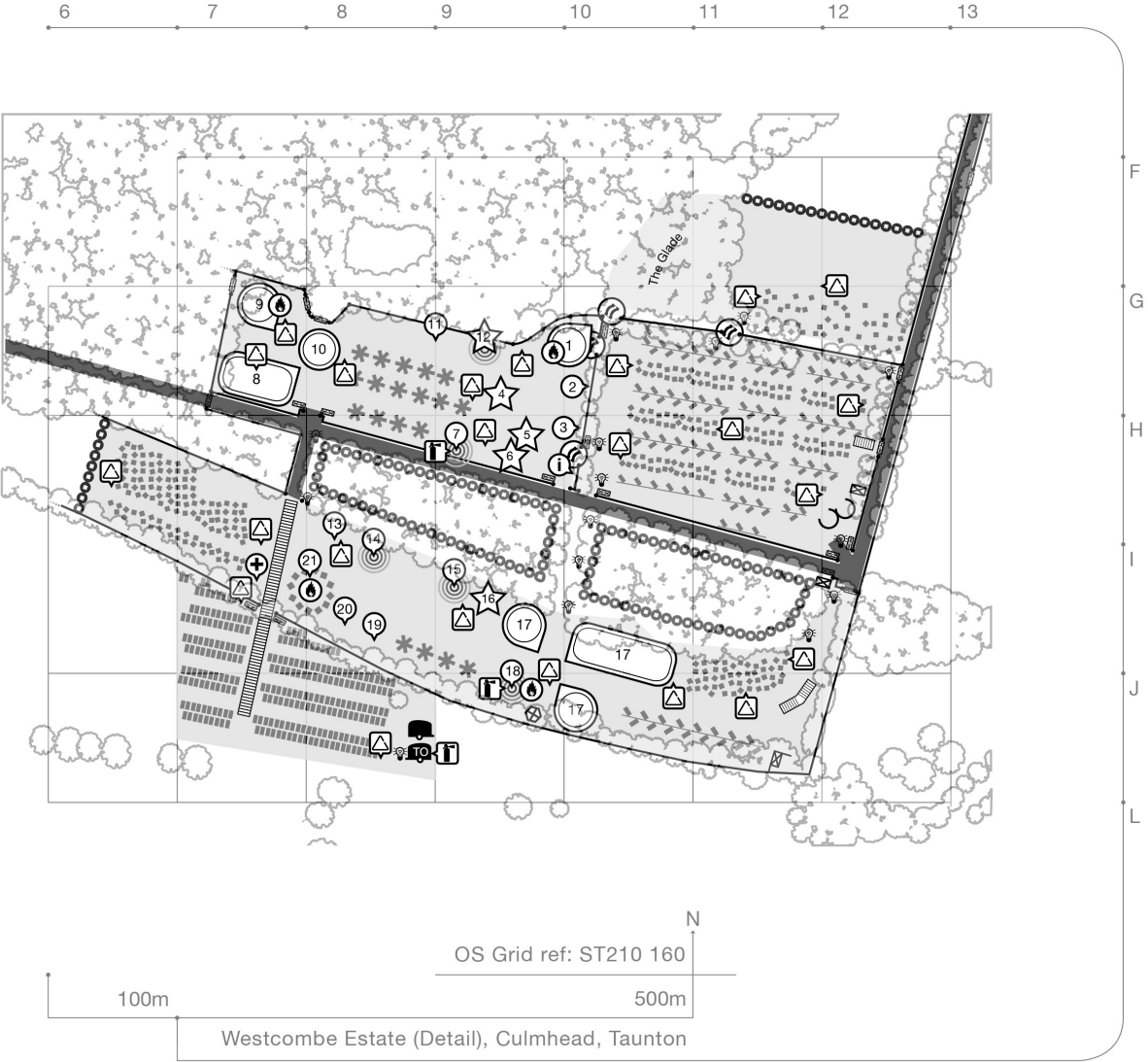
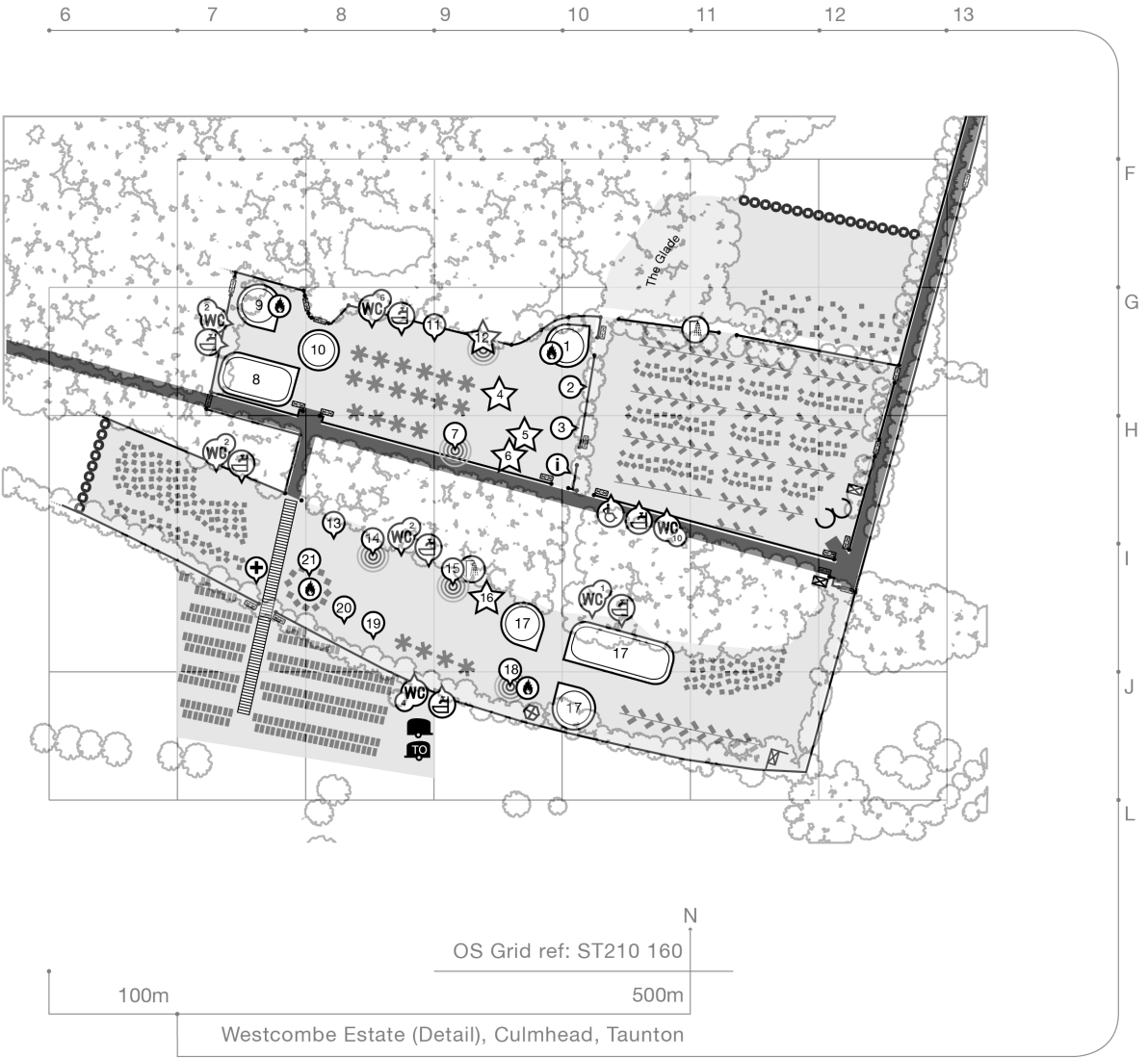


Illustration 4: Venues, Areas and Spaces



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## 2 Site Safety Rules

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By working together we can ensure the event is safe and successful. All contractors and traders are requested to carry out their work activities in a courteous and considerate manner. Please co-operate with fellow contractors/traders and follow these site safety rules.

The site will be secure during the build up and take down, with all areas restricted to site personnel only. Please help us to prevent thefts by being alert to suspicious behaviour: if you are suspicious of anyone contact a member of the Peacekeeping team (radio channel 1) via Info Point or the Crew Space.

### **2.1.1      *Instructions to On-site Drivers***

To ensure a smooth load-in please ensure that you:

- Use hazard warning lights when driving around the site.
- Keep to the 5mph speed limit.
- Keep vehicle movements to a minimum: we routinely restrict vehicle movements on site and in poor weather only essential movement will be allowed off of hard-standing and trackways.
- Follow the instructions given to you by the stewards.

### **2.1.2      *Plant and Equipment***

- Be aware of the possibility of creating trip hazards: keep work areas tidy.
- Only use plant and equipment if adequately trained.
- Do not interfere with any in situ plant, equipment or LPG installations.
- Do not use any plant or equipment unless authorised to do so.
- If working at height: ensure tools and equipment are counted “up and down”; that your ladders (and platform) are stable and secure; that you have a capable assistant to “foot” for you if necessary.

### **2.1.3      *Personal Protective Equipment***

- Hard hats to be worn in areas where work is being carried out overhead.
- Safety footwear to be worn whilst lifting and handling heavy items.
- Anti-fall protection (harness and safety line) to be used when working at a height of 2 metres or more if there is no guard rail.

#### **2.1.4 Welfare and Sanitary Provision**

- Keep shared sanitary, eating and rest areas clean and tidy.
- If a compost toilet is short of loo roll, a sink lacking soap, or there is no running water inform a member of the Site Crew (set-up & take-down), a toilet Wizard (Festival) or someone at Info Point (Festival)
- In wet weather please do your utmost to maintain the dry flooring in the Crew Space.
- All crew that have been issued with meal tickets can eat at the Buddhafield Café.
- Ensure you are familiar with First Aid and medical provision: during set-up and take-down ask for a designated First Aider at the Crew Space; know where the official First Aid Point is during the Festival.

#### **2.1.5 Chemicals**

Please ensure that:

- All chemicals used on site have been assessed.
- Your crew has been instructed on their safe use.
- Your personal protective equipment as specified in the relevant risk assessment is worn.
- Chemicals brought on site are kept to a minimum.
- All oxidising and flammable chemicals are stored separately, away from possible sources of ignition.

#### **2.1.6 Fire and Emergency Procedures**

Familiarise yourself with emergency arrangements for your Area or space. Know where the nearest Fire Point (water-filled drum and buckets) is. If there is portable fire fighting equipment in your Area or space, make sure you know what it is, how it works and what sorts of fires you can tackle with it.

If at any point you need to declare an emergency, find a person with a two-way radio. During daylight hours many itinerant crew will be in possession of one, but a static radio contact will always be available at Info Point in daylight hours. Overnight there will be an ongoing Security patrol, but a static radio can always be found at First Aid.

In the event of:

- An altercation between people, call peacekeeping in the first instance (radio channel 1)
- Any medical emergency, call First Aid (radio channel 8)
- Fire, flood, collapse of a structure (radio channel 16)

If in *any* doubt:

- Contact H&S for advise *before* something becomes a problem (radio channel 7)

- Contact the Emergency Co-ordinator (radio channel 16)

#### **2.1.7      *Incident Reporting and Hazard Spotting***

- Report all incidents in the accident book kept in the Info Point.
- Report all hazards — if in doubt, ask the site H&S Co-ordinator!

#### **2.1.8      *Further Information in the Buddhafield Festival Event Plan***

- *Risk Control Procedures*
- *Contingency Plans*



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## 3 Risk Control

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This section assesses the principle routine risks to people and the environment at the Buddhafeld Festival. It identifies the conditions where an ordinary lack of management would lead to harm. This is a parallel document to *Contingency Planning*, which evaluates the generalised conditions from within which we could “expect the unexpected”.

### 3.1 Minimising Risk: Site Design

The site has been designed and laid out with risk management as a guiding principle. Particular attention has been paid to the following areas of risk, all of which are addressed in this section:

- People
- Fire
- Vehicles
- Temporary Demountable Structures
- Electrical Installations
- Catering
- Sanitary Facilities
- Sound, Noise and Vibration

### 3.2 Minimising Risk: On-site Communication

Along with stewarding, BFE and the FMT realise how important an effective communication system is to the smooth management of the event. We have put in place a command and communications structure that allows clear and effective correspondence between the various areas involved in the event.

#### 3.2.1 Two-way Radio

Communication between crew on site will normally be by two-way radio. All crew in positions of responsibility will be given a radio and trained in its use. List of channel allocations and radio emergency procedures etc. will be available at the Info Point. *On-Site Communications* details the practicalities, including the division of radio channels between Areas.

The Info Point will be designated the Incident Room during an emergency and will be the base for communicating with the Emergency Services. A charged mobile phone will always be kept there as will telephone numbers to be used for contacting the Emergency Services and other key personnel. The details of the nearest phone will also be kept there. The list of mobile phone numbers will be held at both the TKOF and Info Point for use upon the failure of the radio system (see also *Contingency Planning*). Keywords have been identified for use in emergency situations: see *Contingency Plans*.

### 3.3 Risk Area: People

#### 3.3.1 Site Occupancy

With up to 3000 people attending the event, we anticipate up to 200 live-in vehicles. For the purpose of this calculation we assume 200 live-in vehicles would have an average of 2 people each, equalling 400 people, not needing camping space. This leaves an anticipated demand for camping spaces for about 2,600 people. Since most (we estimate at least 50%) people will share a tent, the need for anticipated camping spaces won't exceed 1950.

That gives us 550 unallocated camping spaces spare, a generous surplus. It is worth noting that some of the crew will be camping in other parts of the fields freeing allocated camping, and that we can expand down the Long Field if needed.

Table 11: Camping Density

Field Name	Field Usage	Density m <sup>2</sup>
Rings Field	Live-in vehicles & associated camping	
Owl Field	Arena	
Long field	Arena; Camping	
Reception Field	Car Park	

#### 3.3.2 Venue Occupancy

Internal layout of the venues and major structures have also been planned with regard to advice from the Fire Officer.

#### 3.3.3 Crowd Management

With 3000 people on site the FMT appreciate the risk of crowds forming such they could themselves become a hazard during any form of emergency. The *Stewarding and Security* procedures are crucial in controlling such situations. These procedures are essential for the safe, smooth running of the event by preventing untoward incidents, detecting and defusing them early, managing the flow of public and implementing emergency plans in the event of minor or major incidents.

#### 3.3.4 Arrangements for Ticketing

Entry will be strictly controlled and no more than 3000 persons admitted to the site. At all times information as to the number of persons on site will be available to the police and local authority.

Tickets are sold subject to conditions, full details of which are published on our website and can be see under *Terms and Conditions*. In particular, steps will be taken to discourage drugs or alcohol on site.

BFE has a ticketing policy which aims to minimise fraudulent entry to the event, gives security/gate crew the right to refuse entry, and gives genuine participants the right of re-entry. The gate is able to assess at any point the number of people on site.

- If the event sells out our publicity will immediately be changed—all relevant mobile phone messages and our Web presence will advertise this.
- Entry onto the site will only be possible with a ticket, or suitable entry on a crew/performer or guest list.

- It will be possible for people to reserve a ticket and collect it on the gate, where it will be held in their name.
- All tickets will be numbered (including regular tickets, guest tickets and vehicle passes). This assists control and knowledge of numbers on site.
- A list of all guests, performers and crew who have been allocated a guest ticket for the event will be compiled and held at the gate. All guests will be informed in advance that they have been allocated a ticket.
- Tickets and vehicle passes will be sent in advance to those booking prior to the event.
- On arrival on site each ticket will be exchanged for a wristband. The wristband serves as proof of purchase of a ticket, and numbers of people on site can be double-checked by counting remaining wristbands.
- Half of each used ticket will be retained at the Ticket Office—thus allowing for triple checking of the numbers of people on site.
- Car park and live in vehicle passes will be exchanged for vehicle passes (glued to windscreens).

### **3.3.5      *Camping***

The campsite is to be set out to ensure the density does not exceed 430 tents per hectare and lighting is to be provided at access points. The site map under *Site Plans* describes their location. Live-in vehicle spacing is to be as set out below and in agreement with the Fire Authority.

Separate areas will be set aside for Live-In vehicles and for those who have tents that need to be pitched close to any particular live-in vehicle. Fire lanes will be clearly marked out and stewarded. Fire points will be sited in each camping area. See the *Site Plans* for layout and positioning.

Sanitary facilities will be provided close to the camping areas and will include toilets, hand washing sinks with soap and taps for drinking water.

### **3.3.6      *Facilities for People with Special Needs***

BFE and the FMT recognise the need to put in facilities for people with special needs and have attempted to make the site , activities and entertainments accessible. People with special needs are welcome, have attended and enjoyed our previous events.

- Parking for those with special needs will be available towards the centre of the site.
- We will supply one disabled toilet sited near one of the camping areas.
- Appropriate facilities and assistance will be offered to those with special needs to the extent of our ability given the limitations of the site and our resources. The actual situation will depend very much on the weather, which is beyond our control.

### **3.3.7      *First Aid and Medical Management***

In assessing the first aid and medical facilities required the following have been taken into account:

- The maximum number of people will be 3000 including all children.
- The event is Buddhist-led with a focus on workshops, meditation and ritual, discussion, debate and various performances including dance and music.
- Adults attending will be of all ages, with lowest numbers in the young and elderly adult age group. There will be family groups and about 25% of attendants are expected to be children or teenagers.
- The event is outdoors with a range of activities to choose from, and many different areas just to be in.
- The site is spacious allowing over 58m<sup>2</sup> per person.
- The event has a no alcohol, no drugs policy.
- The event has a long history of being peaceful, enjoyable, and safe.
- Camping will be on site.
- The event lasts five days with the numbers building up gradually.
- The event takes place in the middle of the summer.
- There is unlikely to be much queuing.
- There will be a large alternative therapy area (the Healing Garden) on site.
- Risk assessments for major incidents suggest a very low likelihood of these occurring. In particular:
  - The risk of food poisoning is low, since food provided on site is vegetarian and often vegan.
  - The risk of crushing is low since each venue attracts a relatively low proportion of the people attending per performance.
- There is freely available drinking water.
- Previous experience suggests the expected number of First Aid treatable minor injuries will be about 25 per day and 5 persons requiring general practice or accident and emergency care during the whole event.
- Advice from our First Aid contractor.

First Aid will be provided by a professional First Aid contractor: see *Service Providers*. The First Aid tent, together with First Aiders, is to be in position no later than one hour before the event is due to open to the public (at 10:00 on T1). There will be 4 First Aiders on duty 24 hours a day. They will have at least four two-way radio units to keep them in communication with the rest of the team.

The First Aid Tent will be located in a central area of the site (see *Site Plans*). First Aid kits will also be located in the Buddhafield Café and at the Info Point.

Following guidance in the *The Event Health and Safety Guide* a team of four First Aiders will be available to provide First Aid cover during the time ticket holders are on site. This will be backed up by a local General Practice and the Accident and Emergency Department at Taunton NHS Hospital Trust. The local NHS Chief Ambulance Officer shall be notified of the event and given the name and contact number of the senior officer of the organisation providing First Aid.

In the set-up and take-down periods of the event, there will be at least one First Aider on site.

### **3.3.8 Accident Reporting**

All accidents to the public will be formally recorded by the first aid facility in the accident book B1510.

The FMT will ensure that all contractors have adequate accident reporting systems in place as part of their contractor selection process.

If a person is injured the H&S will investigate the accident and ensure any RIDDOR reportable incidents are reported to Taunton Deane Borough Council.

### **3.3.9 Information and Welfare**

Provision of information and welfare services at an event not only contribute to the safety and well-being of people but also act as early-warning systems to detect any potential breakdown of services or facilities on site.

Advance information will go out with the tickets including conditions of entry, the 'no alcohol, no drugs, no dogs' policy and directions to the site by road and public transport: see *Terms and Conditions* and *Travel Information*.

On entry to the event an information leaflet (in the form of the event programme) will be issued to each adult. Information will include a site plan showing the location of camping areas, all sanitary facilities, main structures, cafes, Info Point, First Aid point, programme of events and the Buddhafield 2013 field guidelines.

The Info Point will be situated at a central location. Notice boards will display a site map, up-to-date programmes for each venue, therapies available in the Healing Garden, and a message board.

Stewards and Peacekeepers will also be available to help people. This will be particularly relevant when everywhere else is closed for the night.

A welfare point will be provided by our First Aid Contractor, however, many of the workers at Buddhafield will be practising Buddhists who are well suited to provide a listening ear and emotional support, many of whom work in the "caring professions" as GPs, counsellors, professional care assistants, nurses, etc.

Despite our best efforts, we are aware that controlled substances have been used on site. The Buddhafield workers, particularly the meditation team, Info Point team and stewards will be willing to help anyone in distress or perhaps suffering from the effects of drugs or alcohol, some of which we realistically expect to creep onto the site despite our best efforts. The healing area will also provide support to people in various ways. There are many places including the cafés where people will feel comfortable to 'chill out'.

### **3.3.10 Children**

#### **3.3.10.1 Child Protection**

Our extensive programme of activities for children is provided by a contractor, Majical Youth Theatre Company (see *Service Providers*). We have a long established relationship with them, since they have provided our Kids Area consistently throughout the existence of the event. We are fully confident in their ability to provide excellent provision for the children with due care and attention to health and safety issues, including child protection. Our full *Child Protection Policy* can be found in our *Event Plan*.

#### **3.3.10.2 Lost Children**

Lost children will be looked after at the Lost Kids point, managed by a dedicated team of stewards, who will be in radio contact via channel 1. See *Stewarding and Security*.

### **3.3.11 Stewarding & Security**

The number of stewards required at the event has been determined as a result of a risk assessment carried out by the FMT. The risk assessment takes into account:

- the nature of the site
- the nature of the participant
- the nature of the event itself
- past experience
- the need for fire safety
- the need for stewarding in the event of an evacuation.

Stewards will be recruited by BFE and led by a team of experienced managers. The team will consist of approx. 80 people, with 1 steward per 100 people on duty at peak times of the event. Car parking staff will be in addition to these stewards.

There will be one Head Steward who directly manages four Shift Managers. Each Shift Manager manages one of the four daylight shifts. Each shift has two Teams, Reception and Main Site respectively. Each Team has a Team Leader who reports directly to the Shift Manager. All Regular Stewards will be placed in one shift for the duration of the event; they report to their respective Shift Manager.

The Head and Senior Stewards are involved in detailed planning before the event, bringing their accumulated experience to bear. All other stewards will receive training suitable for their duties. Training will include:

- a session on site navigation, emphasizing fire safety systems
- a session on the 'House Rules'
- a session in communication skills and conflict management.

#### 3.3.11.1 Security

Security will be provided by both Buddhafield Events Ltd. and, contractor t.b.c.; see *Service Providers*. There will be a designated team of Peacekeepers, hand picked for communication and conflict management skills working with a team of professional SIA licensed security. They report directly to the Head Steward.

#### 3.3.12 Site Design

Stewarding is one means of crowd control and is important in the day-to-day running of the event, particularly so in the case of untoward incidents and in the prevention of such incidents. Site design can be key in preventing over crowded situations by ensuring:

- that there is adequate means of escape in the event of an emergency
- the free flow of the public around the site during the event
- avoidance of bottlenecks
- an even spread of public across the site.

We believe our site design incorporates these features.

##### 3.3.12.1 Lighting and Signage

Clear signage and lighting help the easy flow of people especially at night. The following features aim to promote easy movement about the site:

- Exit and directional signs shall conform to the *Health and Safety (Signs and Signals) Regulations 1996*.
- The main stages and caterers operating after dark will provide adequate and sufficient lighting and emergency lighting in line with British Standard (BS) 5266. Emergency lighting will be provided in all structures used after dark by 12 volt DC lights. 2 or more independent power supplies (12 volt DC batteries) will be used (powering 2 or more separate lights) thus ensuring light should one power supply fail.
- There will be 12v street lamps at Reception.
- Torches will be available for the use of the stewards.
- Lighting will be provided at all toilets, wash basins, taps, gateways, and at intersections of major pathways. The light will be LED and fluorescent lamps (see the *Site Plans* for details of numbers, types and locations of lights), these will be powered by 12 volt DC batteries (i.e. extra low voltage supplies).
- There will be emergency “street lamps” positioned appropriately around the site (see *Site Plans*).

##### 3.3.12.2 Barriers and Fencing

Due to the small size and layout of our venues there is no possibility of crushing against stages.

The site is spacious with multiple small venues and there are no ‘pinch points’ where large numbers of people would have to move through a narrow space.

Areas within the site that pose a risk to the public will be fenced using barrier fencing.

As there are no road boundaries to the main body of the site and we have not had serious problems with 'fence jumping' in the past in order to discourage trespassing onto adjacent fields, we propose the barriers in Appendix E: Site Plans.

### **3.4 Risk Area: Fire**

The competent person for the purposes of the *Regulatory Reform (Fire Safety) Order 2005* is the Festival Health & Safety Co-ordinator (H&S).

Fire risk management of the event will be provided to the satisfaction of the fire authority. Fire safety measures are to be as stated in this document and may be amended by recommendations of the Fire Officer following pre-event meetings and/or on-site inspection.

BFE and the FMT recognise the risk posed to employees, volunteers, contractors, performers and members of the public from fire and recognise their duty to plan for emergencies. The fire risk assessment of the site and structures has taken into consideration the following:

- Identification of hazards: sources of ignition and fuel.
- Elimination or control of ignition sources and fuel.
- Fire detection and warning.
- Means of escape.
- Means of fighting fire.
- Maintenance and testing of fire precautions.
- Fire safety training for staff.
- The outbreak of fire: contingency planning.
- Site accessibility for Emergency Services.
- Revision of assessment if conditions change.

#### **3.4.1 Identification of Hazards: Sources of Ignition and Fuel**

The main sources of potential ignition identified include: cigarettes, matches, naked flames, cooking facilities, faulty or misused electrical equipment, lighting equipment and arson.

The main sources of potential fuel identified include: canvas structures, decorative drapes and curtains, furniture, floor coverings, liquefied petroleum gas (LPG), wooden staging, flammable liquids (such as petrol and paraffin), collections of rubbish (especially of paper and card).



### **3.4.2      *Elimination or Control of Sources of Ignition and Fuel***

The following controls will be instituted. We will ensure that:

- There is a no smoking policy in structures.
- All electrical fuses and circuit breakers etc. are of the correct rating and suitable for the purpose.
- All lighting equipment within structures use an extra low voltage system and a sufficient size cable, that light sources creating heat are at least 0.8m from any fabrics and that the system is checked by a competent person.
- All canvases used on structures accessible by the public or containing significant ignition sources will have fire retardancy certificates. Details of all BFE structures, including fire retardancy certificates are in *Temporary Demountable Structures*.
- Concessions are informed of our requirement in advance by letter (see *Letter to Traders*) and their documentation will be checked when they arrive on site.
- All curtains and drapes will be treated with either flamebar PE6 or flamebar S1WA2 according to the fabric.
- Any furniture and floor coverings are suitably fire retardant.
- All gas equipment brought on site by Buddhafeld Events, contractors and concessions has been certified by a Gas Safe registered fitter within the last 12 months.
- Any LPG bottles we become aware of on site are used correctly, that gas hoses are not perished and that jubilee clips are not used. Ensure that all LPG bottles are kept in an upright position and when in use are secured in place.
- At the Buddhafeld Café all LPG gas bottles in use will be cordoned off to prevent public access and will be in a restricted area.
- Any petrol and paraffin are kept away from ignition sources in suitable fire resisting stores.
- There is regular disposal of rubbish from bins.

### **3.4.3      *Fire Detection and Warning***

There will be:

- Regular fire patrols by Stewards.
- Fire warning in structures by verbal announcement to evacuate.
- Warning devices at each fire point, such as a triangle, which can be supplemented with verbal announcements.
- Procedures for the nearest radio holder to any incident inform Info Point/Incident room to alert Stewards to

attend (see *On-Site Communications* and the *Contingency Plans*).

#### **3.4.4 Means of Escape**

The occupant capacity will be determined for each public structure and Stewards will ensure that occupant capacity is not exceeded. Means of escape will be facilitated by:

- Ensuring all structures have the appropriate number of fire exits according to their size and fire risk that allows rapid escape. See plans in *Temporary Demountable Structures*.
- Fire Exit signs above exits. The Fire Exit signs will take the form of a pictogram symbol and the words EXIT or FIRE EXIT.
- Emergency lighting in main structures used at night.

#### **3.4.5 Means of Fighting Fire**

Concessionaires must also comply with this requirement.

The following fire fighting equipment will be available:

- Fire points should consist of a 25 gallon drum filled with water and two buckets and a means of sounding the alarm such as a steel triangle. Fire points will be checked by a steward at least once per shift to prevent vandalism of the equipment. They are to be positioned as indicated on the *Site Plans*.
- The stages will be provided with one water type extinguisher (rating 13A) on each side and one light duty fire blanket and one carbon dioxide or dry powder extinguisher (minimum rating 21B) shall be provided. (See *Service Providers*).
- The Buddhafield Café will have two dry powder extinguishers located near the fire exits in the kitchen, and one CO<sub>2</sub> extinguisher and a fire blanket located near the gas cooking area. There will also be two water extinguishers in the eating area.
- The Dance Space and Small World Stage will have two extinguishers, one CO<sub>2</sub> model for electrical equipment and one synthetic foam model for fabric, wood and electrical equipment.
- For each of the inverters one carbon dioxide or dry powder extinguisher (minimum rating 21B) shall be provided.
- Padma Pancakes will have the same provision as for the Dance Space, plus a fire blanket near the catering facilities.
- Traders will provide their own fire extinguishers.

#### **3.4.6 Maintenance and Testing of Fire Precautions**

H&S will check relevant certification, i.e. fire retardancy of fabrics, gas safety of equipment and electrical equipment

safety at the pre-public stage.

Before and during the event the H&S and stewards will check that LPG and any flammable liquids are being stored and used appropriately; that rubbish is not overflowing; that fire point equipment has not been tampered with; that fire exits are not sealed or blocked; that fire lanes remain unobstructed; that occupant capacity is not exceeded in any public structure. See *Stewarding and Security*.

#### **3.4.7 The Outbreak of Fire: Contingency Planning**

An outbreak of fire is considered a contingency for planning purposes: please see *Contingency Plans* for generalised procures. For accessibility by Emergency Services see also *Site Plans*.

#### **3.4.8 Site Accessibility for Emergency Services**

The site layout has been designed with accessibility of the Emergency Services specifically in mind. The emergency access entrances shall be at least 3.1 metres wide with the proposed routes being at least 3.7 metres wide. The access points shall be level. The emergency access points must not be obstructed in any way and must be maintained readily available for immediate use at all times. The emergency access points to be stewarded to ensure they are kept clear at all times.

#### **3.4.9 Revision of Assessment if Conditions Change**

Any change in the conditions on site (for example, in circumstances of acute dry weather) will lead to a further risk assessment by H&S, a review and modification of fire safety precautions as necessary.

#### **3.4.10 Specific Areas of Fire Risks**

- Camping fires (official and unofficial).
- Live-in vehicles, separation, cooking, and fuel.
- Fire juggling.
- Special Effects, Fireworks and Pyrotechnics.

##### **3.4.10.1 Camping Fires**

We recognise camping fires as a fire hazard. At the same time those present will want them, so ruling them out fully may simply lead to a large number of unofficial camping fires difficult to control and to eliminate, as well as to the local trees and hedges being damaged by people, cutting them for fire wood. We have therefore implemented the following policy.

##### *Official Camping fires*

We will provide firewood for official camping fires in a number of places on site. We will ask attenders not to damage trees and hedges by cutting firewood and will control this with our stewards.

We propose to have 12 general camping fires in total, most associated with a specific café or designated space. None of these are proximate to live-in vehicles. There is at least a fire lane separating the fire and any vehicle. We feel confident that stewards can monitor these effectively. All camping fires will be checked by the stewards and H&S during the event.

- All camping fires are to be within easy reach of at least one fire point: see *Site Plans*.
- For every camping fire the turf will be cut out and put aside for later re-insertion, unless the ground is found to

be flinty, in which case the turf will not be removed.

- All camping fires will have a safety distance of no less than 3 metres of clear ground around them.

#### *Unofficial Camping fires*

Stewards and H&S will check for unofficial camping fires during the event. If they find any they will be put out to keep the total number of fires controllable.

In the event of a tent catching fire, procedures under *Contingency Plans* are to be followed.

#### *3.4.10.2 Live-in Vehicles: Parking, Cooking and Fuel Sources*

We recognise as a serious fire hazard the danger of fire spreading to the fuel tanks of vehicles, especially live-in vehicles and petrol vehicles (as opposed to diesel). Petrol vehicles will be strictly prohibited from parking near tents or cooking areas.

A risk exists that fire may spread between parked vehicles, especially live-in vehicles, which are occupied during the event. Each live-in vehicle will be directed to a designated, 4m x 6m wide bay in which to park for the duration of the event. The driver may park anywhere within their allocated bay, where they may set up an awning, attached to their vehicle, but may not pitch a tent next to it. If they wish to have a tent nearby they must park and camp in an LV Associated Camping area: a designated block of grass on the other side of a 6m wide fire lane.

Where the live-in vehicle features as an element of a stall pitch, there is no need for separation between the live-in vehicle and the associated stall so long as the frontage is attached to the vehicle in the form of an awning.

Campers may cook inside their vehicle, or on a suitable calor gas stove under the awning, but there are no open fires permitted in any live-in vehicle parking area.

#### *3.4.10.3 Fire Juggling*

Fire jugglers will only be allowed to juggle within a specified area with stewards constantly in attendance. These stewards will have been specially briefed in the risks and risk management associated with fire juggling, provided by a suitably experienced person.

#### *3.4.10.4 Special Effects, Fireworks and Pyrotechnics*

For any fire sculpture, installation etc., turf is to be removed to a metre at the outer edge of the installation and a 6 metre barrier is to be maintained between the nearest flame and the audience. Dedicated fire fighting equipment and personnel to use it are to be in attendance.

### **3.5 Risk Area: Vehicles**

#### **3.5.1 Traffic and Transport Management Policy**

Please see the stand-alone document, *Traffic Management*.

#### **3.5.2 Day Visitors**

An area of the Reception Field, close to the access lane, will be available for day visitors. Day tickets will be available on Sunday only. See *Ticket Office*.

### **3.6 Risk Area: Temporary Demountable Structures**

The event site is going to have a number of temporary demountable structures built. It is recognised that the failure of any temporary structure is a hazard.

To control the risk, the FMT in conjunction with H&S will plan and monitor proposed temporary structures to ensure they are in a good state of repair, that they will be erected and taken down using safe working practices. H&S will check the suitability of risk assessments, the control measures proposed by the contractor and give advice on improvements where necessary in regard to:

- protection of erectors against falling
- protection of erectors from falling objects
- compliance with the Manual Handling Operations Regulations 1992
- compliance with Lifting Operations and Lifting Equipment Regulations 1998
- compliance with the Provision and Use of Work Equipment Regulations 1999.

All temporary demountable structures available for public use on site will be accompanied by fire retardancy certificates for all tent membranes.

Diagrams and risk assessments for the temporary demountable structures provided by BFE are available in *Temporary Demountable Structures*.

H&S, along with the person responsible for the erection of each public structure, will carry out a completion check and keep a record signed by both parties.

#### **3.6.1 Stages and Temporary Stairways**

Stages in the Small World and Padma Pancakes spaces consist of 8 x 4 stage flats placed directly on the ground, packed to maintain an even and level surface approximately 15cm high.

The staging to comply with all appropriate British Standards. Details of the stages are to be provided to the local authority prior to the event. Design and erection to be under the supervision of a competent person.

- They will be able to carry a point load of 22 Newton per square metre over a 50mm by 50mm area without causing damage to the floor and without causing excessive deflection of floor panels (defined as a deflection of no more than 10mm relative to adjoining panels).
- Edges of the 15cm inch high stages will be marked with a 50mm white line.
- Children (including those of performers, erectors, back-up teams, concessionaires etc) must not be allowed in the vicinity of work areas during the erection or dismantling of any structures or near ancillary equipment being used for the task.

- An inspection shall be made after the stages are erected and a certificate of completion made for inspection by the Licensing Officer/Safety Enforcement Officer.
- Stairs (i.e. those up to any composing toilets used) will have handrails.
- All step edges will be marked with a 50mm white line.

#### 3.6.1.1 *Stage Barriers*

Due to the small size and layout of our venues there is no possibility of crushing against stages.

## 3.7 **Risk Area: Electrical Installations**

### 3.7.1 ***Electrical Systems***

All installations will be installed, tested and maintained in accordance with the Institution of Electrical Engineers *Regulations for Electrical Installations* which now form part of *British Standard (BS) 7671 The Regulations for Wiring Installations*. An assessment will be carried out by the Site Electrician that will take into account:

- Total electrical requirements of the venue
- The need for emergency exit lighting
- Compatibility of equipment to be used
- The types of electrical connectors to be used by performers.

The site electrician will inspect, test and issue a compliance certificate for all installations. Residual current devices with a nominal tripping current of 30 milliamps are to be provided on the stages and in the marquees where 230V is available.

The nature of the site and the nature of the event necessitate the construction of temporary 230 volt electrical supply systems. Serious injury to contractors, crew and public can occur if they are not installed and managed correctly. BFE recognise the grave nature of risk from electric shock and the part electrical equipment can play in the starting of fires, and in order to control it have appointed a competent electrician and supervisor.

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

### 3.7.2 ***Installation***

- All electrical installations will be installed so that non-authorised personnel and members of the public cannot interfere with them.
- Where possible sufficient fixed socket outlets are provided within the stage area to reduce the usage of extension leads. All cables will be routed to minimise the risk of tripping.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- Where electricity has to be used in high risk areas, such as wet conditions, or where trailing sockets are not

designed to make and break on load, the guidance contained in British Standard 4343 Specification for Industrial Plugs, Socket Outlets and Couplers etc. will be followed.

### **3.7.3      *Cabling***

- All power distribution cables used on site will be checked so they conform with the relevant British standard and are sized in accordance with the IEE Wiring Regulations 17th Edition.
- All cables used on stage or for stage equipment will be flexible rubber or plastic insulated and sheathed as specified in British standard 6007, or will be of equivalent or superior quality.

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

- The Site electricians and the Safety Co-ordinator will ensure that a clear working space is provided to facilitate access to all control switches and equipment.
- They will ensure that the electrical supply to stages and systems are readily accessible to authorised personnel only.

### **3.7.5      *Generators***

Electrical power supply at 230v AC on site is drawn via inverters from 12v battery banks charged by solar, wind and pedal power. The 230v AC installations will be inspected and certified by the site electrician.

### **3.7.6      *Residual Current Devices and Other Equipment***

All items of electrical equipment will be checked to ensure that they are fitted with an easily identifiable means of isolation. All electrical equipment will be protected by a miniature circuit breaker and a residual current device (RCD) having a 30mA tripping current and installed on a distribution board. The Electricians will ensure that the RCDs are tested before the event.

The Electrician will sign a handover certificate confirming that all testing has been completed and that in their professional opinion the electrical system is safe to use and that risks posed to employees and public has been adequately controlled so far as is reasonably practicable.

If the Electrician is not satisfied with the electrical safety of any items of equipment they shall not be used.

The Electrician will be on site or on call for the duration of the event from set up to take-down.

### **3.7.7      *Lighting***

- Lighting will be provided at all toilets, wash basins, taps, gateways, entrances to main venues and at intersections of major pathways. The light will be LED and fluorescent lamps (see *Site Plans* for details of numbers, types and locations of lights), these will be powered by 12 volt DC batteries (i.e. extra low voltage supplies).
- There will be 12v fluorescent "Street Lamps" at Reception.
- Emergency lighting will be provided in all structures used after dark by 12 volt DC lights. 2 or more independent power supplies (12 volt DC batteries) will be used (powering 2 or more separate lights) thus ensuring light should one power supply fail.

- Site emergency lighting will be provided by 12v Fluorescent “Street Lamps”
- Hand torches will be available for the use of the stewards.

### **3.8 Risk Area: Catering**

#### **3.8.1 Food and Water**

Cooked food and hot drinks on site will be provided by our concessions (see *Catering Concessions*). BFE expect all concessions to execute their duty of care for health and safety and supply the supporting documentation to us where applicable. Concessions will be confirmed one month before the event: please contact our Traders Co-ordinator for current details.

Mains water for drinking will be freely available from the water points around the site.

Provision has been made for the supply of drinking water, the removal of solid and liquid waste, and on-site transport for re-stocking food concessions.

### **3.9 Risk Area: Sanitary Facilities**

Adequate sanitary provision will be available for the 3000 people expected to attend the event. Consideration has been given to location, access, construction, type of temporary facility, lighting and signage.

Toilet facilities will be provided by a combination of mobile composting toilets and aluminium urinals in male and female suitable designs. We have used temporary, timber-framed composting toilets for many years. They have proved very satisfactory and popular with the public, because they are far more environmentally friendly and pleasant to use than portaloos. As a result of switching from portaloos to compost loos, the (small) number of instances of people defecating in the hedges has greatly reduced.

Washing facilities are to be provided as illustrated in the *Site Plans*. Shower provision is to be in accord with the design specified below under *Showers*. All sanitary facilities are to be well lit at night.

#### **3.9.1 Location**

The toilets will be provided in groups (see *Site Plans*). These are distributed across the site so as to be conveniently close to the venues and the camping area. A suitable copy of the site plan will show the location of all toilets and urinals and each ticket-holder will receive one as part of their official programme on entry. A site plan will also be displayed at the Info Point, which is situated at a central location.

Each group of toilets will have a plumbed sink and antibacterial hand wash for hand washing and a separate drinking water tap.

#### **3.9.2 Maintenance of Toilets**

A dedicated team of Toilet Wizards will regularly maintain, repair and service the toilets throughout the event to ensure they are kept safe, clean, hygienic and supplied with toilet paper, sawdust and plastic bags for the collection of sanitary towels and nappies. Saturated straw in the Straw Pee Bales will be replaced with new straw.

#### **3.9.3 Number of Toilets**

In assessing the number of toilets and Pee Bales required the following have been taken into consideration:



- Maximum numbers will be 3000 including all children.
- The male-female ratio will be assumed as 50:50.
- The age range will be mainly adults with about 25% children and teenagers.
- The event does not attract many elderly, infirm or severely disabled people.
- No alcohol will be available on site.
- The event will run for four days and four nights with peak numbers on days three and four.
- Food and fluid consumption is likely to be average.
- There are many events going on simultaneously and asynchronously so there will be no single site-wide breaks occurring and therefore no peak toilet requirements.
- There will be camping on site
- Weather conditions and temperature are not completely predictable, but it will be July, the heart of the summer, and warm weather is most probable
- Calculations using *The Event Safety Guide* formula suggest 18 toilets and 10 urinals.

36 compost toilets are to be provided plus additional mens and women's urinals. This considerably exceeds the requirements laid down in *The Event Safety Guide*. Our experience has shown that this number of facilities will be more than adequate for our event, with minimal queuing even at peak times and we are able to maintain all facilities in good condition throughout the event.

#### **3.9.4 Disposal of Sanitary Towels and Nappies**

Sanitary towels, tampons and nappies will be collected in bags supplied to each toilet cubicle. The bags will be taken from the site by a contractor and appropriately incinerated.

#### **3.9.5 Sewage Disposal**

All human waste is composted on site. The IBC that features as a waste catch under each toilet unit will be sealed and taken into the woods. After a suitable elapse of time (three years minimum), each IBC will be emptied of compost which will be distributed evenly and discretely around the surrounding woodland.

#### **3.9.6 Washing Facilities**

There will be a sink located by each group of toilets. Anti-bacterial handwash will be provided at each sink and checked and replenished daily. All catering concessions will provide hot and cold water plus anti-bacterial soap at a handwash station for food prep staff.

There will be at least two two saunas provided by contractors with an associated shower facility.

#### 3.9.6.1 Showers

In the dedicated washing area, hot water will be provided for the showers at 43°C using a thermostatic mixing valve that will draw water from hot and cold water tanks. The hot water is to be heated in a purpose-made wood-fired water boiler. Only trained members of the Buddhafield crew will be allowed into the boiler unit.

The floor of each shower cubicle is a slatted wooden platform allowing water to drain beneath. A shower curtain is supported by the structure.

Water released from the shower runs through the slatted wooden platform and is caught by a tarpaulin beneath. Water runoff from the tarpaulin is caught in a gutter and fed into a movable perforated pipe draining the water into an area of undergrowth.

#### 3.9.7 Waste Management and Environmental Protection

As indicated above, suitable arrangements will be made for the collection and disposal of waste, including any clinical waste, from the whole site.

Waste and recycling will be handled by Mid-Devon Community Recycling Ltd (see *Service Providers*). There will be a number of waste collection areas around the site. Rubbish collection will be segregated into glass, tin, cardboard, plastic, tetrapaks and non-recyclable rubbish. Rubbish from these installations and from the catering concessions will be collected daily, with the non-recyclable rubbish going into one of the skips that will be on site.

- All recyclable and non-recyclable rubbish will be removed from the site by the end of event take-down (T12).
- Mid Devon Community Recycling will collect organic waste into lidded wheelie bins for composting.
- Clinical waste from First Aid, sanitary waste and nappies from compost loos will be collected on a daily basis. This waste will be handled carefully using appropriate protective equipment. It will be incinerated off site by a suitable contractor.
- A litter pick will be conducted during the take-down to return the fields to their original state.
- We aim to minimise disruption to local wildlife and stock.

### 3.10 Risk Area: Sound, Noise and Vibration

Due to the low key nature of our event it is not anticipated that noise spillage from the site will be a serious problem.

A dedicated noise monitoring team managed by H&S will be supplied with SPL meters and trained in their use, following a specified sampling plan around the site, but specifically 15mins before and 15mins after the curfew time they will record the ambient SPL. These stewards will also take readings on request of the Stages Manager or Steward Shift Manager. If the levels recorded approach the limits set by the officers of the council the H&S noise monitors are to contact the Stages Manager and the Steward Shift Manager immediately.

The Stages Manager will be contactable via the two-way radio (on channel 10) and will be available to respond promptly to requests from the appropriate council Environmental Health (EH) officers.

We will also offer direct mobile telephone links with the immediate neighbours.

The control limits set at the mixer positions will be adequate to ensure that the noise level shall not exceed the levels set by the officers of the council.

The FMT will ensure that the Stages Manager and all individual sound engineers are informed of the sound control limits. The venue engineers will regularly monitor noise levels at the sound mixer positions to ensure that the noise limits are not exceeded.

Requests from EH to adjust the volume or cease playing amplified music will be promptly complied with. The EC, Stages Manager and the Steward Manager on duty shall be contactable by mobile telephone and radio and the telephone numbers notified to the licensing authority prior to the start of the event.

The above conditions do not preclude the Council from using its statutory powers under The Environmental Protection Act for noise nuisance should this become necessary.

The Stages Manager will be responsible for monitoring sound levels in the main venues and ensuring that they do not exceed a peak of 135dB(C).

No staff need to work in front of the speakers and it is estimated that the noise exposure level of the nearest member of staff will not exceed a daily exposure of 85dB(A). However to ensure the protection of hearing of all staff, at the first action level as identified in the *Noise at Work Regulations 2005*, hearing protection will be available.

It has been calculated that keeping the sound level well below 135dB(C) will ensure the sound level at 1m from the façade of the nearest noise sensitive site will be less than 65dB(LEQ15) between 09:00 and 23:00 (24:00 on Saturday night). However if required the Stages Manager will adjust sound levels in response to advice from the Environmental Health Officer for noise.

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## 4 Traffic Management

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### 4.1 Objectives

Based on past experience we anticipate 900 cars and about 200 live-in vehicles, arriving gradually as the event proceeds with a peak on T1.

Our objective is to maintain the smooth flow of traffic on the road adjacent to the entrance gate, and to enable the safe entry on to the site.

- A signage package will be agreed with the Police and Highways, implemented by AA Signs, directing and warning approaching vehicles of and to the event.
- Sufficient car parking attendants will be provided to ensure that cars are parked quickly and large volumes of traffic do not build up. (These are to be in addition to the stewards provided for crowd management.)
- In the event of wet weather suitable vehicles will be available to tow out cars stuck in mud.
- Access and egress from the car park to the main site will be clearly sign-posted and well lit.
- Our letter to ticket holders encourages those using public transport to share taxis from Taunton coach and train stations using local operators: we will endeavour to hire a set of mini-buses to ferry ticket holders from the train station to site on Wednesday T1 and Sunday T5.

There will be an inwards and an outwards vehicle lane at the Main Gate. This is to facilitate a smooth flow of traffic and to help ensure a lane is free if emergency access is needed. Public entry to the site will be via the Main Gate in the Reception Field, which will be attended by stewards who will direct people and vehicles on to the site.

All traders, contractors and ticket holders will be sent directions prior to the event instructing them to drive to the event from either M5 Junction 26 or from the A303 (See the *Travel Information* document.)

People and vehicles will be processed at the Ticket Office. Those people with vehicles will be directed into the Car Park where the stewards will direct them to a parking space. Stewards will ensure tight and orderly parking in designated lanes. Particular care will be taken not to mix cars with live-in vehicles which will park separately.

There will be an ample holding area in the Reception Field, between the Main Gate and the Ticket Office, for vehicles and people to wait in, should a number of people arrive at once. In the Unlikely event of the inwards vehicle lane filling, the Main Gate stewards will direct incoming vehicles to pass by and return later.

In the event that an obstruction of the road past the entrance gate will, in the opinion of the gate manager, take more than 15 minutes to clear, the local police will be informed.

#### **4.1.1 On-site Traffic Policy: Movements on Fields**

Movement of vehicles off of trackways (hard standing or temporary, aluminium) is strongly discouraged in good weather conditions unless essential for loading and positioning. In anything less than optimal conditions, prohibitions are enforced.

#### **4.1.2 Emergencies**

In the event of emergency, the Main Gate stewards will ensure that entrances and tracks are clear. Alternative access for emergency vehicles is twofold:

- Via the roman road at Moor Cottage, TA3 7EA.  
This should be seen as the second choice for emergency access. Suitable for direct access to the Rings Field.
- Via the entrance to Westcombe House, TA3 7DT.  
This should be seen as the third choice for emergency access.

## **4.2 Plans and Diagrams**

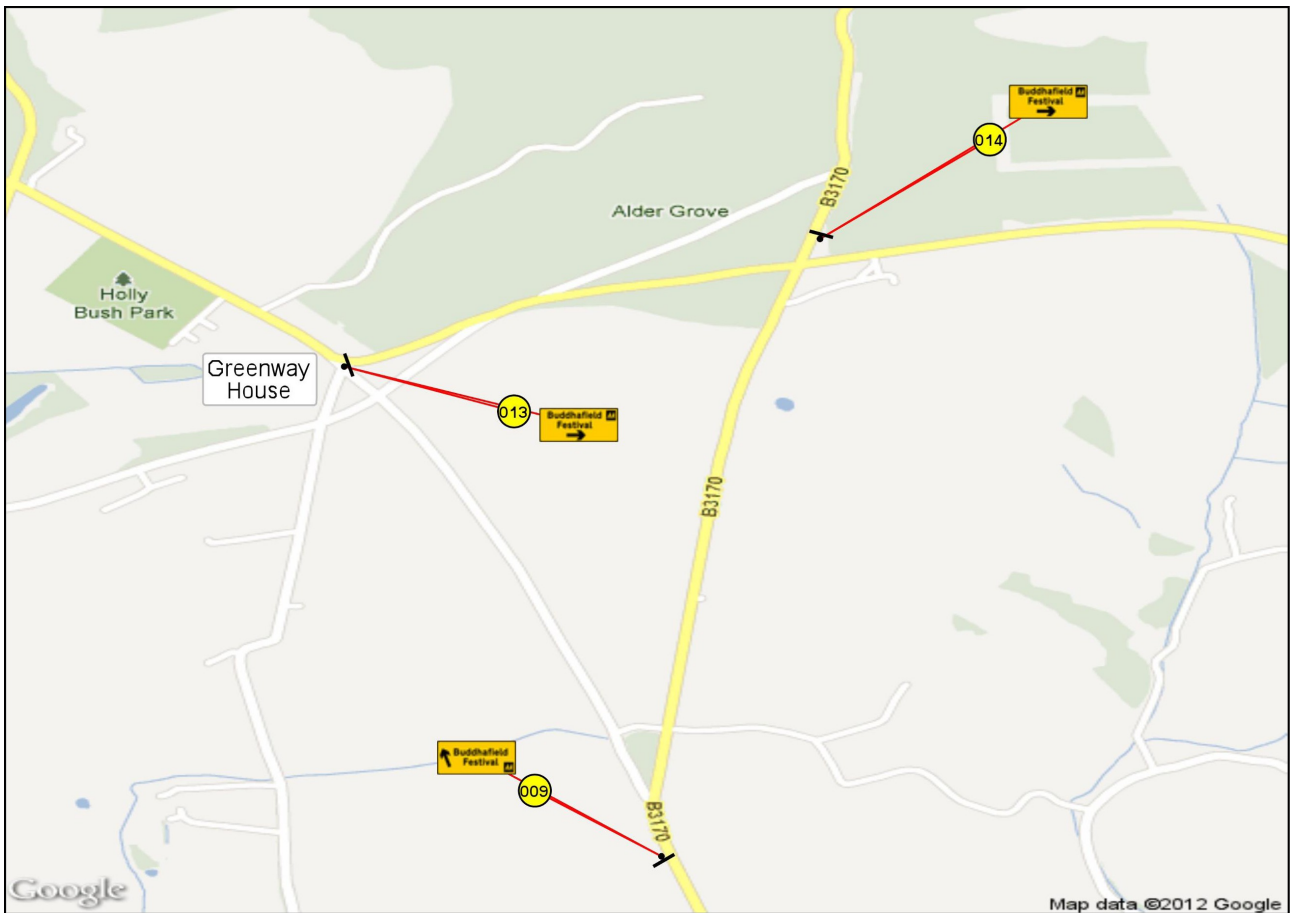
#### **4.2.1 Plan of the Reception Field**

[! Diagram tbc. !]

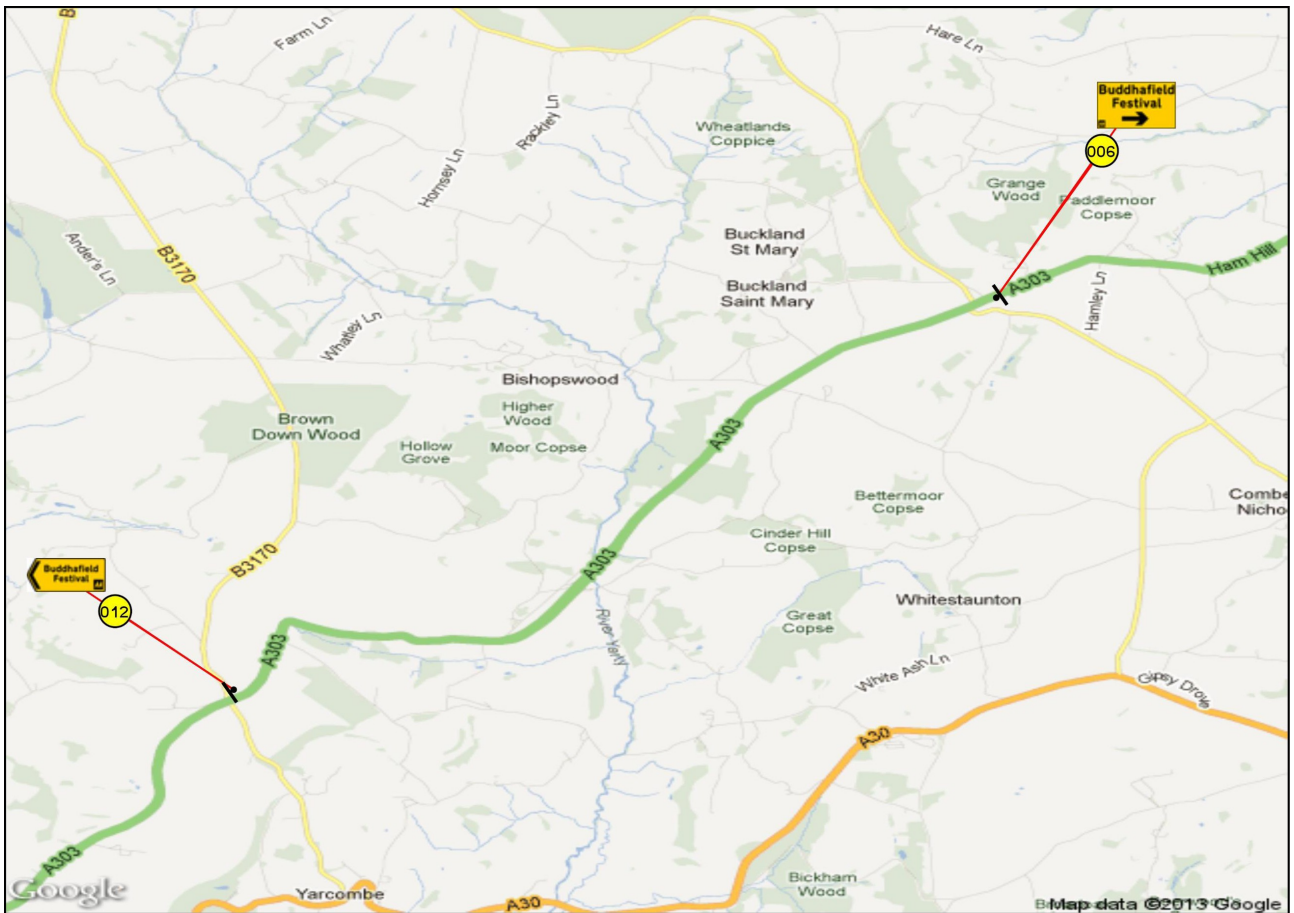
#### **4.2.2**

#### **4.2.3 Sign Package**

To be provided by AA Signs. (Contact information in *Service Providers*.) The following illustrations are supplied by the AA as their proposal for placement.







#### 4.2.4 Directions to Site

Publicly available information on directions to site can be found in *Travel Information*.



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## 5 Temporary Demountable Structures

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BFE provides and erects a number of temporary, demountable structures for use at the Buddhafeld Festival.

*Table 12: Parthenon Tents*

Designation	Sections	Length	Usage	Owner
Café	12		Buddhafeld Cafe	BF
Dorothy	3		First Aid	BF
Toto	3		Info Point	BF
Crew Servery	6		Yoga Space	BF
Army Parthenon	6		Teen Space	BF

*Table 13: Geodesic Domes*

Designation	Diameter	Usage	Owner
White		Dharma Parlour	BF
Green		Dharma Parlour	BF
	5m	Workshop	BF

*Table 14: Benders*

Designation	Dimensions (approximate)	Usage	Owner
		Healers Communal Space	BF
		Meditation Space	Jacob Jones

*Table 15: Other Tents*

Designation	Dimensions	Usage	Owner
Big Top		Workshop Space 1	Majical Youth
Tunnel Tent		Padma Pancakes	BF

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## 6 Contingency Planning

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This section evaluates the generalised conditions from within which we could “expect the unexpected” at the Buddhafield Festival. This is a parallel document to *Risk Control*, which identifies the conditions where a routine lack of management would lead to harm to people and the environment.

### 6.1 The Emergency Co-ordinator (EC)

Given the large number of volunteers on site, the majority of whom cannot be expected acquire sufficient overview to respond effectively in an emergency, one person is designated as first point-of-call in an emergency. They will be a member of team and operate on a rota.

The Emergency Co-ordinator (EC) is delegated by the Directors of BFE to make on-the-ground decisions in the event of either an emergency or other “extraordinary circumstance” (e.g. deteriorating weather conditions). It is their responsibility and duty to consult with all concerned parties (including Area Coordinators, the Emergency Services and the Event Management Team), make decisions and see that these are implemented. Unless attending the location of an emergency they will locate themselves at the Info Point, which will be declared the Incident Room until such time as a STAND DOWN is declared.

The EC will be very familiar with the Event Plan, site layout and personnel, delegating appropriately, ensuring that any fabrication work is performed by suitably capable persons from available crew. This includes co-opting and coordinating suitable volunteers from other areas.

The EC is the point of contact for all information between involved parties, ensuring that people know what they are doing and that personnel are deployed appropriately to manage public safety. S/he ensures that the Emergency services, in the event of the declaration of a Major Incident are adequately briefed.

### 6.2 Emergency Incidents Considered in this Document

All incidents and decisions regarding emergencies should be recorded in the Incident Book kept at Info Point. This Event Plan and its contents will be available and on display at all times Info Point.

Keywords are shown below for some incidents — these are to be used to identify the incident and call other crew to the situation. These keywords are to be used to identify situations that require immediate action. Where a keyword is not shown this is because it is thought that it is sufficient to respond to these situations after a conversation with the relevant parties.

#### 6.2.1 *Keywords Used for Incidents and Locations*

A list of keywords will be used to identify and communicate to others where an emergency incident is occurring on site. Most of these are deliberately self explanatory: see the table below.

Keyword	Severity	Circumstances
Fire	Major	Any incident of fire where evacuation is necessary
Explosion	Major	Any incident of fire where there is a potential for explosion (e.g. near LPG installations)
Disruption		Any escalating tension between people where a breach of the peace is probable
Injury		Any incident where First Aid need to be called to the location
Fence-jumper		Any incidence of illegal entry on to site
Collapse	Major	Any incident where an uncontrolled structural collapse is deemed plausible
Woodstock	Major	Any incident where indiscriminate violence is deemed plausible
Stand down		When any incident is deemed to have been safely concluded

- Keywords for locations are as per the *Site Plans*.
- These keywords are to be used primarily over the site radio network to communicate to stewards, Site Crew, Peacekeepers and managers etc.
- During an emergency, an incident may be declared a MAJOR incident. At such a point this should be communicated to others over the radios. Some incidents are automatically classified as MAJOR. If an incident is to be changed in classification during its progress, this should only be done by a senior manager.
- The end of an incident will be declared by using the key words STAND DOWN. Only the EC should do this after due consultation with personnel attending the incident.

### **6.2.2 Decision Making Processes**

- The immediate response to any emergency will usually be the responsibility of the EC on duty at that time.
- If an emergency incident threatens escalation into a more serious situation, then decisions are to be made by the directors of BFE.
- If an emergency incident occurs which does not require an instant action, but which might require that the event be closed early (e.g. wet weather or a food poisoning outbreak), then such decisions are to be taken by the directors of BFE.

#### **6.2.2.1 Use of Radios During Emergency Incidents**

- Channel 16 will be used for emergency co-ordination.

- Peacekeepers will remain on Channel 1. The designated Team Leader may be asked to participate in discussion on channel 16.
- All stewards dealing with traffic control except those dealing with the emergency, will remain on Channel 2. The designated shift manager may be asked to participate in discussion on channel 16.
- The Incident Room (Info Point) will be responsible for monitoring communications for clarity. A member of crew will be designated to intervene when clarity is being compromised.

#### 6.2.2.2 *Staff Available to Respond to Emergency Incidents*

- An EC will always be available on radio channel 16. They will consult with the directors of BFE.
- The Directors of BFE, Steward Managers, Site Crew and H&S will be contactable by mobile phone when not available on the radio network.
- The Steward shift on duty are the main people responsible for preserving the safety of persons on site, being the team most acquainted with the methodologies for directing people.
- The Site Crew will be the main body of people involved in incident intervention, being the team most acquainted with structural engineering, the available tools and vehicles.
- If an emergency incident is identified with the keyword MAJOR then the Head Steward, all Steward Managers, the Site Crew Coordinator and the H&S team will also be brought onto duty.
- Between 01:00 and 07:00 there is a Peacekeeper night shift on duty, ready to respond to an emergency. The Night Shift leader should know how to acquire immediate assistance and that they should call for the EC on Channel 16.

## **6.3 Response Plans to Emergency Incidents**

### **6.3.1 *Outbreak of Food Poisoning on Site***

- Feedback to be asked for from cafes, First Aid, Healers, Stewards, Site Crew and people in general for signs of food poisoning.
- Feedback to be passed to H&S.
- If symptoms of food poisoning appear H&S will investigate the outbreak and identify the source.
- All food outlets will be visited.
- Health and hygiene procedures will be checked and reinforced as necessary.
- If the source is identified suitable action will be taken e.g. stopping the selling of a product, changing procedures of that food/drink provider, asking certain members of staff to stop working or closing the food outlet.
- The District Council Environmental Health Officer will be informed.

- If the food poisoning outbreak is severe the directors of Buddhafield Events Ltd. may decide to close the event early.
- H&S and First Aid team will be available to provide advice to people with food poisoning.
- The site crew will be asked to pay particular attention to cleaning the toilets using suitable disinfectant and PPE.

### **6.3.2 Severe Weather**

#### **6.3.2.1 Windy Weather**

- Structures will be signed off by H&S upon their initial completion to confirm that they are safe and correctly erected.
- In high winds the manager of each structure should regularly check it for integrity e.g. checking guys, pegs, lacing and canvas. H&S will monitor this.
- The Site Crew manager will examine all the public structures on site. Particular attention will be paid to whether guy ropes are sufficiently tight, tent pegs secure and walls of structures are also well secured (since if strong wind/gust blows inside a structure, such as a marquee, it can easily be made unstable). H&S should monitor this process.
- If personal tents are unusable (because of damage due to extreme weather) the directors of BFE may decide to turn some of the public structures into sleeping dormitories (e.g. the Yoga Space or Meditation Space).
- The directors of BFE, in consultation with H&S and Site Crew are responsible for taking decisions to close any unsafe structures to the public (or even close the whole event). Procedures for evacuating a structure/space/site, found elsewhere in this document, should then be followed.

#### **6.3.2.2 Wet Weather**

- The movements of vehicles will be severely restricted.
- The Site Crew manager will be directed to lay matting out over muddy/slippery areas.
- The Site Crew manager will be directed to cordon off any areas of the site that are obviously unsafe because of mud/water logging.
- If conditions are particularly severe the directors of BFE may take a decision to close the event early. The procedures to close the site will then be initiated.
- The use of tractors should be considered to help people remove their vehicles safely from site.

### **6.3.3 Fires and Explosions**

The principle priorities to be followed on discovery of *any* fire are:

- Delegate one person to call for help (by shouting or using an alarm triangle at the nearest fire point).

- Evacuate all people from the affected area.
- Attempt to fight the fire if the EC deems this appropriate (e.g. by forming a bucket-and-water chain from the nearest fire point(s))
- Clear the vicinity as thoroughly as practicable of any neighbouring combustible objects.
- Call First-Aid.
- It is the duty EC's responsibility to ensure that First Aid have been called: Info Point to are to be delegated to call the emergency services.
- If it is safe and practicable to try to fight the fire, then the all available personnel should be organized do so (e.g. by forming a bucket-and-water chain from the nearest Fire Point(s)).
- If the emergency services have been called the Head Steward should be delegated to decide which access route the appliances will be directed down. This should be communicated to those manning the entrances to the site. The Steward Manager should oversee the clearing of fire lanes in preparation for the arrival of the emergency services: they should achieve unobstructed passage to the incident.
- When the emergency services arrive crew should work to enable and assist them to do their work as effectively as possible.
- Stewards to cordon off the area as appropriate until STAND DOWN is announced.

#### 6.3.3.1 *Fire in a Camping Area*

*In addition to the principle priorities:*

- Stewards should evacuate the vicinity, directing campers to the nearest suitable rendezvous point (i.e. a large structure well away from the fire where everyone affected can receive trauma care).
- If dark, Site Crew should be directed to check the site lighting (to ensure all passageways are lit, especially to aid the arrival of the emergency services to the incident location).
- The Directors of BFE should co-opt suitable structures to provide alternative accommodation.
- Attention should be focused on stamping out smouldering grass using beaters located at each Fire Point.

#### 6.3.3.2 *Fire in a Public Structure*

*In addition to the principle priorities:*

- On arrival at the incident, the EC should decide if the Fire Brigade needs to be called.
- When stewards arrive at the structure and begin, or assist in, evacuation, it needs to be promptly ascertained if the fire can be safely fought by the personnel present (even if people have have already attempted to do so).
- The EC should conclude the probability of the fire spreading. If the affected structure is deemed to be

irrecoverable, attention should be directed to limiting a spread and/or combatting secondary fires.

- If safe to do so:
  - LPG installations should be isolated and removed.
  - Vehicles should be moved a safe distance away from the fire.
  - A fire break should be established by ensuring that a 3m+ gap is created around the incident.

#### **6.3.3.3      *Liquid Petroleum Gas (LPG) Explosion***

*In addition to the principle priorities and for fire in a public structure:*

- Emergency Services to be called immediately.
- Stewards to focus on evacuating the vicinity of the incident and clearing access to it by Emergency Services.
- Site Crew to isolate and make safe nearby gas appliances if possible and safe to do so.

#### **6.3.4      *People Related Emergencies***

##### **6.3.4.1      *Disruptive People***

- Peacekeepers should attend the incident, focusing on talking the situation down whenever possible.
- Peacekeeper Team Leader to evaluate the likely future of the situation.
- Back-up to be requested from the managing Stewards if there is risk of harm to personnel or other people.
- Peacekeepers are to prevent members of the public from becoming involved in order to reduce the risk of harm to public.
- If there are a small number of people involved (less than 4) then an attempt will be made to escort the disruptive persons to a quiet area to 'cool-off'.
- If there are a large number of people involved the police will be called.

##### **6.3.4.2      *Terror Threat***

- A 'terror threat' covers any hypothetical situation where a person either arrives on site and threatens indiscriminate violence, or makes contact with site (e.g. via a mobile phone message or an email) threatening the same.
- Such a threat would require immediate, but discreet, communication amongst organizers. An example of this might be a person driving aggressively around the Reception Field, or someone arriving at the Main Gate with a shotgun. This would create panic if discussed publicly over the radio network (where messages can be widely overheard). Panic could create more immediate danger(s) than the perceived threat. To deal with this we have the WOODSTOCK coded keyword.

- The WOODSTOCK codeword should be used by anyone who is concerned about an indiscriminate threat and needs to draw immediate, direct assistance to the problem without being specific. It can be used in one of two ways:
  1. “Priority priority priority [name and/or Area]. Codeword is WOODSTOCK, I say again; codeword is WOODSTOCK.” In this instance, a representative from that Area should go to Info Point for further instruction.
  2. “Priority priority priority, [name and/or Area]. Codeword is WOODSTOCK; please [perform the specified action].” The codeword indicates that the listener should simply do what they are told to do without question.
- An exact record of the reason for suspecting a bomb scare should be recorded at the Incident Room, especially if the suspicion is due to a worded message that has been left.
- The Steward Manager is to take a decision to call the police (either directly himself or to ask the EC to call on his behalf).
- The advice of the police will be asked for and then followed.
- At this point it will be apparent if an evacuation is required (either of a structure or the whole site). The appropriate procedure, described elsewhere in this document, should be followed.

#### **6.3.4.3      *Unauthorised Mass Entry Onto Site***

- EC, Stewards and Peacekeepers to the incursion point concerned. The EC will coordinate the response.
- The Main Gate will be shut, but remain manned (so that access to the site is not blocked for Emergency Services).
- The Steward Manager is to institute the procedure for disruptive people on site.
- The Reception Team Leader is to institute procedure for managing traffic on the road outside the site (see below).
- The EC should decide if the police need to be called. (This should be done if a hazard remains on the road outside the site for more than 15 minutes).

#### **6.3.4.4      *Serious Personal Injury/Death on Site***

- Depending upon the number of casualties, EC to co-opt a structure to act as a temporary triage centre.
- Suitably qualified First Aiders to assist First Aid team.

#### **6.3.5      *Structural Collapse of a Public Space***

- Stewards should cordon off the incident area and keep the public away from the vicinity until a stand down has been declared after a safe conclusion of the collapse.



- The contractor supplying the structure should oversee the work needed to make the structure safe (whether to get the structure into a safely re-erected state or bring it permanently to the ground).
- If safe and practicable Site Crew should assist.

### **6.3.6 Closure and Evacuation**

#### **6.3.6.1 Cancellation of Event**

- Ticket holders will be informed via the contact details supplied when they bought their tickets.
- The homepage of Buddhafield website <[www.buddhafield.com](http://www.buddhafield.com)> will be updated to inform people that the event has been cancelled. Social media will be used to disseminate the message.
- If the event is cancelled ten days prior to event start, signage will be erected at the site entrance and on the approaches to the site stating “Buddhafield Festival Cancelled”.
- The local police will be informed.

#### **6.3.6.2 Event Full (Sold Out)**

- If a sell out occurs on or before To, we will be able to determine this by monitoring online sales data.
- The homepage of Buddhafield website <[www.buddhafield.com](http://www.buddhafield.com)> will be updated to inform people that the event has sold out. Social media will be used to disseminate the message.
- A sell can occurs on or after T1 by sales at the TKOF on site. This will be determined by the remaining number of printed tickets
- Th TKOF will also be aware of numbers on site by monitoring the number of allocated wristbands.
- The Gate Crew will be informed when all wristbands are gone and will communicate to all enquirers at the Gates that entrance is closed.
- Peacekeepers will be informed. They will be asked to monitor for people trying to enter the site illegally.
- The local police will be informed if people are being turned away from the Gate.
- The Head Steward will count the amount of car spaces in the Car Park on Saturday evening. He will ask the Gate to monitor how many vehicles leave the site. The number of vehicles allowed on site on Sunday, Day Visitors Day, will only be allowed to equal the number that have left. This is should ensure that the balance of people on site is within our agreed license limit.

#### **6.3.6.3 Evacuation Plans**

An emergency evacuation plan following the procedure in *The Event Safety Guide a Guide to Health, Safety and Welfare at Music and Similar Events*<sup>10</sup> has been drawn up by the Event Management Team and submitted to the local authority and the emergency services prior to the event. That plan is to be made known to all the Stewards as part of their pre-

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<sup>10</sup> <<http://www.hse.gov.uk/pubns/books/hsg195.htm>>

event training.

#### *Evacuation of an Area or Structure*

- The Head Steward to ensure that all Control Points are to be manned. This will ensure that Emergency Services have clear access to an incident.
- The manager of the affected structure may well already be in communication with the Stewards by this point (via radio). If so then s/he should be asked to issue the following announcement (using a PA if available and appropriate):

“It is necessary to evacuate [This structure] because of [brief description of reason]. Please leave immediately and calmly by the nearest exit and follow the directions of the stewards.”
- If the manager of the structure is not yet in communication, then this announcement should be made as soon as possible (it may be that it is quickest and most appropriate for this to be done by the stewards who arrive at the exit doors). Obviously any noise/loud music playing in the structure should be silenced as soon as possible to ease clear communication and reduce risk of panic.
- The First Aid Crew and Peacekeepers are to go urgently to the incident.
- If under hours of darkness, EC will direct Site Crew to ensure and arrange that there is adequate lighting in the incident area.
- EC to ensure the First Aid Crew have been called to the incident.
- If Emergency Services are to be called the EC should delegate the Info Point (Incident Room) to place the call and supply directions to the Festival site.
- Stewards are to man the exits of the structure or boundaries of the area concerned. They are to tell people: 'PLEASE LEAVE [name of structure or “THIS STRUCTURE/SPACE]. PLEASE PROCEED CALMLY OUT OF THE EXITS. GATHER AT THE [nearest open space, as appropriate]”.
- The Stewards should help keep the exits clear and ensure people continue to be able to move out of the structure (asking people to “MOVE WELL CLEAR OF THE STRUCTURE”).
- The Stewards should stop people from re-entering the structure.
- Depending on the nature of the incident further actions may be required at this point. However in general Stewards should remain at the incident to stop people returning to the dangerous area, enable any emergency crews who arrive to do their jobs as easily as possible and keep the public informed of the situation.
- It may be necessary to cordon off the area before the incident can be reduced from MAJOR level
- stakes, hammers and tape are to be kept in the site crew area for this purpose only.
- A Steward Manager (in consultation with superiors and/or emergency services as appropriate) will be

responsible for declaring the incident over : 'STAND DOWN FROM [description of incident]'.

#### *Immediate Evacuation of the Whole Site*

- Communicate that urgent evacuation of the site is required to all people on site.
- All Stewards on duty should be alerted.
- Other Stewards, Site Crew and H&S should be woken and/or called upon.
- The EC should then use the remaining available people and/or PA systems to communicate to people in the following areas as quickly as is practicable. Assuming a start from Info Point:
  - At least one person anti-clockwise around the Rings Field.
  - At least one person straight across the bottom of the Rings Field towards Owl Gate and clockwise around the Owls Field.
  - At least two people clockwise and anticlockwise from the Crossroads around the Long Field.
- Stewards should give the following message to people:  
“Evacuate the site immediately and calmly, following the directions of stewards”.
- Stewards direct people towards the farther end of the Reception Field
- Stewards should be positioned as follows (and should help people steadily evacuate the site):
  - 2 Stewards at each control point directing pedestrians towards the Reception Field
  - 2 Stewards ensuring that pedestrians do not block access from the Emergency Access routes.
  - 2 Stewards to go to the entrance of the Westcombe Emergency Access Route (on Blackdown Hill Road) to ensure passage is clear for Emergency Services.
  - 2 Stewards to go to the entrance of the Moor Cottage Emergency Access Route (on Blackdown Hill Road) to ensure passage is clear for Emergency Services.
  - 2 Stewards outside the Main Gate, stopping traffic from entering directing vehicles on, away from the site entrances, towards Wellington or Taunton.
  - All remaining stewards to reassure and offer all necessary and available care for people in the Reception field, ensuring that access into the reception Field for emergency services is not restricted.
- Stewards hold people in the farther part of the Reception Field (beyond the Car Park, closer to the main road). If it is safe to do so, stewards may allow people to shelter in parked cars (ensuring that people do not attempt to drive off).

- Once all ticket holders are safely in the Reception Field, declare an end of evacuation.
- If the police advise that the danger is over, the EC will declare that people can return on site by communicating with other stewards over the radio using the phrase “Stand down”. Stewards will then guide people back down to the Main Site sector.

*Evacuation of the Whole Site When Early Event Closure Has Been Decided Upon*

- Inform people that the event is being closed, explaining why.
  - Use available PA systems
  - Use all available stewards
  - Post notices at Info Point, venues and workshop spaces.
- Close public spaces as necessary and appropriate.
- Peacekeepers are to continue to patrol, ask people to leave, and assist people to leave without compromising other stewarding duties e.g. if they have a Control Point to man, then don't leave it.
- If people become angry then use the disruptive people procedures.
- If people ask for money back then ask the directors of BFE to make a general decision and communicate this to people who ask.
- Hire coaches and taxis to carry people to nearest public transport (i.e. Taunton).

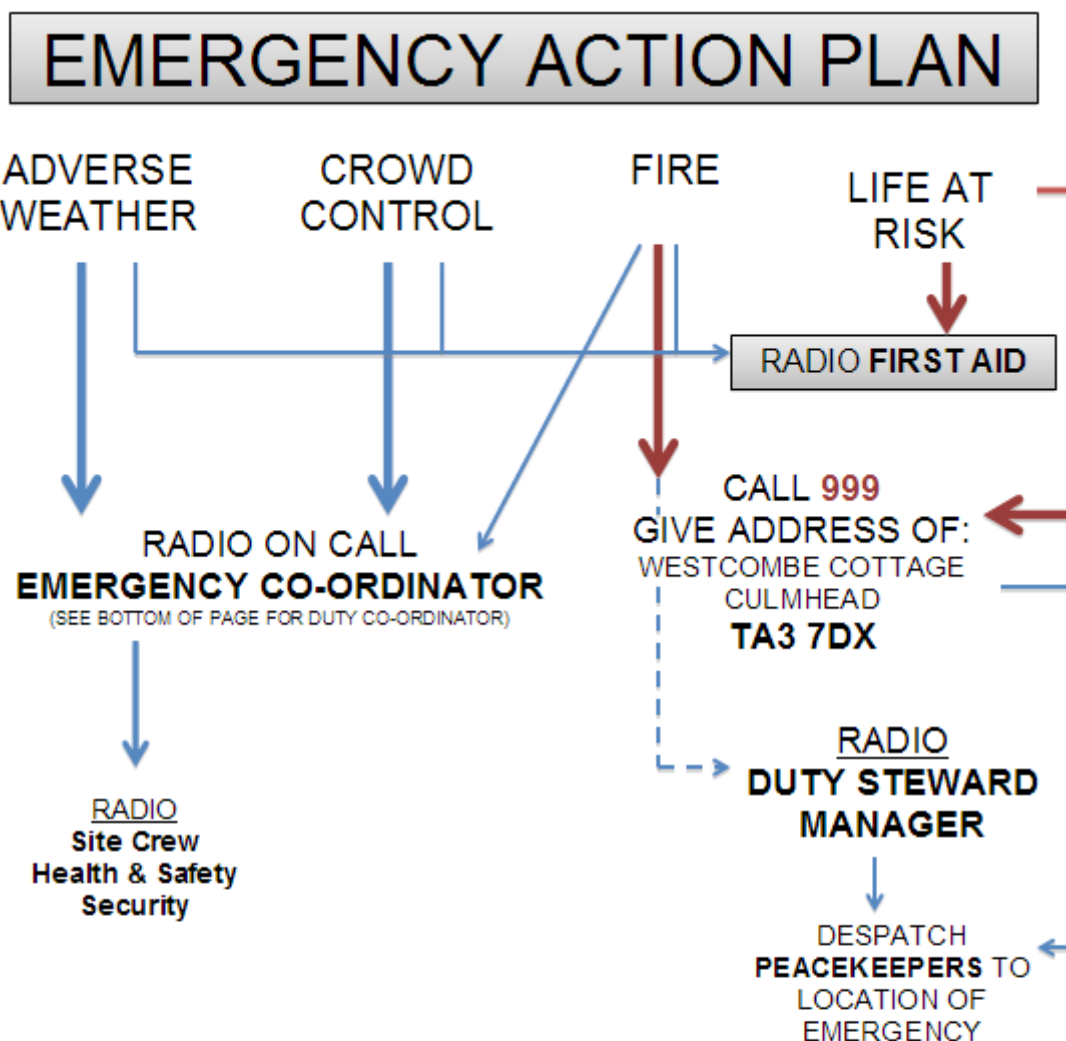
**6.3.7 Radio Failure**

- A list of mobile phone numbers for key personnel will be kept at the TKOF and Info Point.
- In the event of radio and mobile phone failure communication will be by runner.

**6.3.8 Disruption to Traffic**

- In the event of serious disruption to traffic flow on the road past the main gate, which in the opinion of the Reception Team Leader will last for more than 15 minutes, the local police will be informed.

## 7 Emergency Action Plan



**IF 999 CALLED**

ALLOCATE ONE **PEACEKEEPER/STEWARD** TO AWAIT EMERGENCY SERVICES AT THE MAIN GATE TO DIRECT THEM TO ONSITE LOCATION.

<b>ONCALL EMERGENCY CO-ORDINATOR</b>												
DAY	TUE	WED		THUR		FRI		SAT		SUN		MON
TIME	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day
8-8												
WHO	K		STD	K		STD	K		STD	K		STD
<b>Kirsty</b> 07871073128 Radio Channel				<b>Satyadarshin</b> 07970056269 Radio Channel				<b>????</b> xxxxxxxxxxxxxx Radio Channel				

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## 8 Child Protection Policy

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### 8.1.1 *Statement of intent*

We will endeavour to promote the welfare, health and full development of young people, protect them from harm of all kind and encourage them to estimate risks for themselves.

A *designated carer* is defined as any adult, be it parent, legal guardian or parental friend, with whom the child arrives at the Buddhafield Festival, and who is recognised as accepting responsibility for that child during their time at the event.

We will maintain effective procedures for responding to accidents, complaints, alleged or suspected incidents of abuse. Any accidents to be logged in the accident log book and the child checked by a qualified First Aider as required.

### 8.1.2 *Protection from Inappropriate Contact with Adults*

- Children and young people will not be left on their own with any individual adult (other than their carer) at any time.
- Adult Buddhafield workers will be asked to ensure that they are not left alone with children: they should, at minimum, work in pairs. If they undertake supervision of any children as part of their duties, they should do so only with the consent of respective carers. Children should not be enticed away from their carers and not taken off site. If a child is 'lost' (i.e. the child has become temporarily separated from their carer), a worker should only supervise the child until such time as they can be reunited with their designated carer. To this end we have a designated Lost Kids space.
- Any environment in which Buddhafield team members supervise children must be an open (public) space or structure, where visibility is un-obscured (e.g. they should not be seated or playing in shadows), accessible to any passer by and where passers by are frequent.
- Physical contact must be seen to be unambiguous to both participants and observers; it should not be open to the ascription of a sexual motive.

### 8.1.3 *Protection from Violence*

- Under no circumstances will we permit a child to be smacked, shaken or humiliated by an adult. Punitive violence is not permissible: where discipline is required we will see that non-violent modes of communication are used to achieve a just closure.
- Children must not be allowed to use any form of violence amongst themselves; bossy or bullying behaviour should be addressed immediately.
- Violence of any sort may result in the aggressor being asked to leave the camp, or in a child's carer being asked to leave the camp with the child.

#### **8.1.4      *Lost Children***

If at any time a young person is to go missing at the Festival, after conducting a thorough search of the immediate vicinity, we will then:

- Contact the parents/guardian (if they are not already attending the Festival)
- Contact the Police.

#### **8.1.5      *Handling reports of abuse***

Any reports of abuse will be treated seriously by BFE. The Directors recommend the following process.

- Ideally, an allegation of abuse should be directed promptly to the designated activity organizer (often known as the Area Co-ordinator). He or she should act appropriately and report the occurrence to the one of the BFE Directors, requesting immediate assistance or guidance if necessary. If the allegation is serious enough, the Police should be called.
- If an allegation of abuse is received post-event, the Directors should take appropriate, immediate investigative action, see that all circumstances surrounding the allegation are documented and / or minuted in Team Meetings. S/he should take the matter up with those responsible for an alleged lapse in care and ensure that a just closure is arrived at, howsoever that seems appropriate under the circumstances.
- If further action is necessary (including the formal censure or discipline of a Buddhafield manager) the Area Manger should take the matter to the Triratna Buddhafield Council. The Council should conclude an investigation by taking appropriate disciplinary action and / or passing relevant documentation to the pertinent authorities (e.g. the Police).

# **D: Pro Forma Communication**



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# 1 Travel Information

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For up-to-date information look under [Buddhafield Festival](#) > [Getting There](#). The festival is 7 miles south of Taunton, at Culmhead. The site is well signed by yellow, AA temporary road signs.

## 1.1 Travel by Public Transport

### 1.1.1 *Trains*

The nearest station is Taunton. Journeys take about 2 hours from London or Birmingham, 1 hour from Bristol and 30 minutes from Exeter.

### 1.1.2 *Coaches*

Taunton is about 4 hours from London and 1 hour from Bristol. National Express run a regular service.

### 1.1.3 *Free Minibus*

We'll be running a free minibus service between the Festival site and Taunton Railway Station on Wednesday, Sunday and Monday. The minibus will pick up from the recycling point in the large pay-and-display car park. Whichever platform you arrive on, go down the steps, turn right at the bottom, go along the subway towards the ticket office and leave by the main entrance: cross the side road, up the steps and head to the far side of the car park where you'll see the recycling point. Look for a Buddhafield Steward.

### 1.1.4 *Taxis*

If you need to catch a taxi up to the site, most cabs wait at the back of the railway station, near the platform for London arrivals, rather than at the front near the ticket office. We are aware of:

**CJ's**, 01823 337999; **Ace Taxis**, 01823 330330; **Taunton London Cabs**, 01823 283822; **Deane Taxis**, 01823 323232; **Swift Cabs**, 01823 270601;

Fares are typically £10 to £15 daytime and a bit more at evenings and weekends.

### 1.1.5 *Local Buses*

This information is accurate at time of writing, but it's worth checking closer to the time, as details may change. See the Traveline website [www.traveline.org.uk](http://www.traveline.org.uk) for buses towards Buckland St Mary or towards Sidmouth from Taunton, both of which take you very close to the Festival entrance. Get off at the Highbeech Cottage stop (a few minutes after the Lamb & Flag pub, Blagdon Hill). From here look for the temporary AA road Signs to the Festival entrance, which is a short distance further on. The journey takes 15-30 minutes.

## 1.2 Buddhafield Festival Driving Directions

There is no postcode that will take you directly to the Festival site, however **TA3 7EA** will get you very close. once you're in the vicinity of the Holly Bush Park Camping and Caravan site you will see the yellow AA temporary road signs, so follow these for the Festival entrance.

### **1.2.1      *From the M5***

1. At junction 25, take the A358 for Taunton.
2. Take the first exit at the next roundabout (staying on the A358), then take the next left, signed for 'Holway, Corfe (B3170) and racecourse', opposite the Creech Castle hotel.
3. Carry on along the Bridgewater Road and take the third left (at the traffic lights) into Ilminster Road.
4. At the roundabout, take the second exit onto Blackbrook Way.
5. At the next roundabout take the first exit onto Chestnut Drive. Follow Chestnut Drive until it ends at a T-junction with Shoreditch Road (the B3170). Turn left, heading for Corfe.
6. Pass through Corfe (where the road changes name to Whitford Hill), then pass Whitford village. The road goes uphill, passing through a woodland park, where you should look for a four-way crossroads with a rusty-white signpost: turn right, following the signs towards Wellington.
7. Keep following the signs to Wellington. Bear right at the next junction and pass the Holman Clavel pub on the left.
8. At the next junction (crossroads) follow the temporary AA road signs.

### **1.2.2      *From the A303***

1. **If travelling West** (coming from London), about 8 miles out of Ilminster turn right onto the B3170 signed for Corfe and Taunton.
2. **If travelling East**, then about 7 miles after Honiton, turn left onto the B3170 signed for Corfe and Taunton.
3. Take a left at the rusty-white road sign towards Blagdon and Wellington.
4. Carry on following the signs for Wellington, pass the Holman Clavel pub on the left. At the next junction (crossroads) follow the temporary AA road signs.

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## 2 Terms and Conditions

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You'll notice that on your ticket it says:

"This ticket is sold on the understanding that you help maintain the conditions for a safe and harmonious event."

Our Festival is a legendarily harmonious event and we'd like to keep it that way, so we thought we'd make it clear what we think is harmonious behaviour and what we think isn't.

However, we don't like rules and you probably don't either. So what we think are "harmonious conditions" will depend upon circumstances. The person who ultimately decides this is the Head Steward. If you're unhappy about someone's behaviour, then you should ask to speak to the Duty Steward Manager. They will consult with the Head Steward and decide what to do. Given the short duration of the Festival, we will be looking for a pretty prompt shift in poor behaviour, but as far as possible we think it reasonable to give people being challenged the opportunity to accommodate themselves better.

Note that just because someone makes you uncomfortable doesn't mean we will ask them to leave! We think that insisting that someone leave the Festival is a serious matter. We will have to feel confident that the party causing offence is wilfully careless about causing distress.

Since the event is organized by Buddhists, our criteria for gauging harmony are the five Buddhist precepts for lay people.

### **2.1.1      *Don't Cause Harm or Distress to Others***

- The site is vegetarian. (Much of our food is vegan.) We ask you not to bring meat onto the site and if you have to, please do not give it to others for hygiene reasons (and certainly don't try to sell it).
- In an effort to refine our ethical practice, we'd like to reduce the amount of animal-hide goods there are on sale. Please, no sheep skins: we'll ask you to remove them from sale if we see them.
- We ask you to treat everyone with courtesy, patience and respect under all circumstances.
- It isn't only on the London Underground that staff are disrespected and insulted: yes it even happens at Buddhafeld! Most of our crew are volunteers: they don't deserve to be shouted or sworn at for any reason, but especially just because they're asking you to do something you feel is inconvenient.

### **2.1.2      *Don't Take the "Not Given"***

The language here might seem strange, but it means that stealing is stealing no matter how much you dress it up or fudge the issue! Blagging your way in (or helping someone else to) is stealing (and probably trespassing).

- Entry for paying participants is open from Wednesday 17<sup>th</sup> July at 10:00. Those arriving earlier will be turned away.
- Have the appropriate tickets to hand when you arrive at the Main Gate. We will not accept excuses for not

having them on your person.

- If you go off site it's up to you to prove that you're a legitimate, paying participant on the way back in. If we think that you (or someone else) in your vehicle haven't got a reason to be on site, you'll be turned away.
- Please don't invite friends in the local area to stop by at random points in the event. We have a limit on numbers as a part of our Licence and, since we sell out well in advance, the Gate is effectively closed until sufficient people leave. We do allow Day Visitors on Sunday because people are simultaneously leaving — however we cannot guarantee entry since we will only accept new visitors proportional to numbers that have left. There will be an entry fee of £20 per adult (children and parking free).
- We also book our crew well in advance, so bringing someone along in the hope that they'll "sort something out" when they arrive at the site will probably mean they get turned away.
- There is no standing policy of "free entry for local residents". This idea is an urban myth that developed when we held our event in Clayhidon.
- Do not bring dogs. We will simply ask you to leave.
- The law and our licensing authority set a whole range of conditions that we are required to abide by. Whether or not you agree with the fire, health and safety restrictions, they are not negotiable. Please follow the directions you are given by the Stewards.
- Please respect the width of vehicle parking bays. Another festival-goer has already paid for that neighbouring space, so taking more than one space is stealing from them.
- Please do not trespass onto out-of-bounds fields. They do not belong to us and trespassing would upset the owners. (We already have a big enough and beautiful enough site for all of us to enjoy.)
- Please don't help yourself to food or drink intended for crew. Only crew with a wristband and / or a meal ticket are allowed into the crew dining area. People found abusing this will be asked to pay for their food.

### **2.1.3      *Avoid Inappropriate Sexual Behaviour***

- There may be more nudity than you are accustomed to. Many people enjoy the freedom to be naked in a safe, mixed environment. There are two points about this:
- Please don't subject others (naked or otherwise) to lewd or judgmental comments, to repeated, unwanted attention or sexual advances.
- You may be comfortable being fully naked, but please offer consideration to those people that, given our culture, find nudity distracting, challenging or even threatening.
- Please remember that there is precisely no sound insulation between your tent and the next one! It can be very uncomfortable listening to others in the throes of passion, so try to be considerate.

#### **2.1.4      *Speech and Noise***

- No unauthorized sound systems or amplifiers, please. All amplified music must be kept within our license restrictions (tbc) and any venue breaking these may be shut down.
- There are late night cafes and music venues that are within our license — if you'd like to stay up all night and chat around a fire please do — but in a designated area.
- Whilst we are asking participants to be considerate about making noise outside of certain timeframes, within those timeframes there will be amplified music that may not suit your tastes, either in style, volume or times of day.
- We expect our amplified music venues to play music up to the higher noise limit restrictions (tbc and subject to Licence) at any points between:
  - 9am–11pm, Wednesday–Friday & Sunday,
  - 9am–12pm, Saturday
- If you feel that these times do not suit your preferences, you may wish to reconsider booking tickets.
- If there is designated Quiet Camping , it should be as silent as possible from midnight until 7am. Please note that Quiet Camping is not suitable for family camping since young children can't reasonably be expected to stay quiet between those hours.

#### **2.1.5      *Intoxication***

- One of the key things that makes our festival the event that it is, is the firm request that you do not consume intoxicating substances on site. We believe that a truly fulfilling time can be had without reliance on substances and many people come to our Festival precisely because they agree with us. So public alcohol drinking and dope smoking is something we will actively ask you to stop.
- Anyone found selling any kind of intoxicant (legal or otherwise) will be asked to leave. Selling alcohol is in contravention of our Licence, but in the case of controlled substances, we are legally obliged to confiscate them and call the police.
- In order to uphold this principle, we reserve the right to ask to search you, your vehicle or your tent if we have reason to believe you are harbouring intoxicants. We will ask anyone not cooperating to leave.

#### **2.1.6      *And in general...***

Ticket holders consent to inclusion in official photographic, visual and audio promotion of the festival. We regret that, in most cases, it would be impossible to ask personal permission to reproduce your image.

If you need a refund for any reason, we will reimburse the cost of your ticket(s) if you return them to the Festival ticketing PO Box address, and we receive them before the closing date for receiving postal bookings (see [the Festival Booking page](#)). Don't post refund applications to the main Buddhafield Office!

Please note that the above is not intended to be exhaustive and the Head Steward will make decisions about appropriate

action on a case-by-case basis. Their decision is final.

These conditions are subject to change without notice and will be displayed on our website.

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## 3 Letter to Ticket Holders

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Thank you for booking tickets for the Buddhafield Festival! Please find them enclosed, accompanied by some travel Information.

This years Theme is “File In The Heart” and refers to the practice of loving kindness. The Buddhist practice of loving kindness can help us discover the radiant, joyful heart within each of us. Loving kindness is revolutionary because it has the power to radically change the way we experience ourselves and the world, helping us cultivate true happiness and genuine compassion for others. Loving-kindness is not weak or passive, but is the strength that comes from seeing the true nature of suffering in the world, enabling us to bear witness to that suffering without fear. It also makes joy flourish in response to other’s happiness. The Festival presents us with the opportunity to practice loving kindness for 5 whole days, with three thousand like-minded people, and experience its powerfully transformative effects.

### **3.1.1      *Entry to the Festival site***

Access for ticket holders is **from 10am, Wednesday, 17 July**: no admittance before then. For safety reasons, **the main gate closes at 10pm** daily; if you arrive after that you’ll be asked to park up in our Reception Field until **the gate opens again at 8am**. If you’re coming by public transport, there will be a free minibus service between the Festival site and Taunton Railway Station on Wednesday, Sunday and Monday (see enclosed Travel Info for details). Please make sure you **leave the site by 2pm on Monday 22 July**.

On arrival you’ll receive a programme with a site map. Most activity information is listed on the big boards at the Info Point (which are continually being updated). There’s a preview of this year’s programme on the website under [Buddhafield Festival](#) > [What’s On](#).

### **3.1.2      *Buddhafield sells you your ticket(s) on condition that:***

- You understand that the Festival is **neither a retreat, nor a 24-hour party**. Consideration works both ways: there may be music you don’t like and people needing to sleep at different hours to you.
- You **do not bring alcohol, drugs or sound systems** onto the site
- You **do not bring dogs**
- You help maintain a harmonious atmosphere: Buddhafield will ask you to leave the site if in the eyes of the Head Steward the conditions for a happy and harmonious event are not met. What we consider these conditions to be can be found on our website under [Buddhafield Festival](#) > [Terms & Conditions](#).
- Buddhafield reserves the right to refuse admission.

### **3.1.3      *Camping and Live-ins***

To help you plan your festie, we’ve updated the website to take a lot of the guesswork away. Even if you’ve been (many times) before, check the website to see if things have changed. We’d really like you to be aware that there are limitations about what you can do around live-in vehicles, so please check these out before you travel. Follow the navigation for: [Buddhafield Festival](#) > [Facilities](#) > [Camping & Live-Ins](#). If you’ve got questions about noise, what to do with rubbish and

recycling, washing and toilet facilities, First Aid and welfare please go to the website and read [Buddhafield Festival > Facilities](#).

#### **3.1.4 For friends without tickets**

- Since our tickets are often sold out and our crew booked well in advance, *please* check the website for up-to-date info about this before you travel down to the site. Don't bring people expecting to come to an 'arrangement' at the gate, as this can put us in the painful position of having to turn them away.
- A **limited number of day tickets** are available on gate for **Sunday, 21 July only**, subject to weather conditions price £20 (children and vehicles no charge). **Please do not invite friends or family to visit you on site**; buying a day ticket on Sunday is the only option for visiting.

#### **3.1.5 No alcohol and no drugs**

Help create the most positive and aware atmosphere possible. We believe this is one of the qualities that makes the atmosphere at our festival special: a great many people come to Buddhafield because that's our stated aim. People have told us about the pleasure in discovering they could enjoy a festie without their drug of choice, so if this would be a new way of experiencing one, give it a try! Whatever your personal views on drugs, please bear in mind that if you bought a ticket, then we'd like this value to be respected.

See you there!

*The Buddhafield Team*

Ticket issues <[ticketing@buddhafield.com](mailto:ticketing@buddhafield.com)>

General questions: <[festivalinformation@buddhafield.com](mailto:festivalinformation@buddhafield.com)>

Encs D.1 and D.2



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## 4 Letter To Contractors

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Dear Contractor,

Welcome to Buddhafield 2013.

The theme of this years event is “Fire In The Heart” please see our publicity for more information about what we’re planning.

You are welcome on site from Sunday morning July 14th and are requested to leave site by midday on Tuesday July 23rd latest.

On the afternoon of Tuesday 16th, Taunton Deane Borough Council will be inspecting all arrangements, and permission to admit the public will only be granted to us subject to their being satisfied everything is in order. It is therefore essential that you are fully prepared well in advance of this.

On Monday 15th we will be going round making our own checks and we ask you to be ready to show us around your arrangements then.

Under the Health and Safety at Work Act 1974 we, Buddhafield Events Ltd., have a duty of care to ensure the safety and welfare of everyone on site. Please read the enclosed Site

Safety Rules. Under the above act you also have various duties, including a duty of care towards your employees and the public. Some of the most important points are listed below but these are NOT exhaustive — it is your responsibility to be aware of and comply with all relevant regulations. Buddhafield Events Ltd. requests that you carry out your job with regard to the above Act and be ready to talk our Safety Co-ordinator through your procedures.

- Gas. All gas equipment needs to be covered by current Gas Safe certificates. Our safety co-ordinator will come round to check certificates and talk through your procedures. We will also have a Gas Safe registered inspector who will be checking your equipment. If you need any work done he may be able to do it on site but at your expense.
- LPG installation used on food stalls should be such that no unauthorised persons are able to gain access to cylinders, valves, pipework etc.
- Electrics. All electrical systems must conform to the current IEE Wiring regulations. Our safety co-ordinator will come round to check test certificates and talk through your procedures. We will also have a site electrician who will be checking your equipment. If you need any work done they may be able to do it on site but at your expense.
- Canvas. If you have structures that will be used by the public our safety co-ordinator will require proof of compliance with the Fire Precautions (Workplace) Regulations 1997.

Specifically, current fire retardancy certificates (To BS5438 Test 2) will be required for all tarpaulins used in the structure. We can advise on how to get your canvas tested and certificated.

- Insurance. You will need to prove that you have current public liability insurance.
- First Aid. As part of your arrangements you will need to make sure you have adequate first aid cover for the work you are doing. We will be providing a staffed First Aid point during the public event but before and after that will only have a basic first aid kit available. If you need more than this you will need to provide it.
- Safety Policy If you have more than 5 employees you must also provide us with your written documentation of your safety policy as required under the Health and Safety at Work Act .

If you have any questions please do not hesitate to contact our safety co-ordinator in advance. His name is Steve and you can reach him on [healthandsafety@buddhafield.com](mailto:healthandsafety@buddhafield.com).

More generally, please be aware that there are a few important points to note:

- Dogs. Anyone arriving with a dog will not be admitted.
- Children. Children are very welcome but they all need to be counted in our total numbers. Please make sure the number of tickets you have requested includes all children.

Site Terms & Conditions available at <http://www.buddhafield.com/FestivalHarmony.htm> It would help us very much if you could please respect these and spread the word. Many thanks.

Yours sincerely,

Ratnarashi.

Encs D.1 and D.2

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## 5 Letter To Traders

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Welcome to the Buddhafeld Festival! The [theme](#) of this years event is Fire In The Heart. Please see our website for more information about what we're planning.

You are welcome on site from Sunday 14 July from 10:00. For safety reasons we do not allow vehicles onto the arena fields after 22:00. Late arrivals are welcome to stay in the car park overnight. You are requested to leave the Festival site by midday on Tuesday 23 July at the latest. Please understand that in order to preserve the ground, *we are restrictive about vehicle movements on site*. In poor weather conditions we request your patience and cooperation. No-one benefits from churned fields, which make for an unpleasant event, hamper folk getting to your pitch and make it difficult to leave without towing.

On the afternoon of Tuesday 16<sup>th</sup> July, Taunton Deane Borough Council will be inspecting our arrangements. Permission to admit the public will only be granted subject to their being satisfied everything is in order. It is therefore essential that you are fully prepared well in advance of this inspection. On Monday 15th we will begin making our own checks. We ask you to be ready to show us around your pitch. Under the *Health and Safety at Work Act 1974* we — Buddhafeld Events Ltd. — have a duty of care to ensure the safety and welfare of everyone on site. Under this act you also have various duties, including a duty of care towards your employees and the public. Please read the enclosed *Site Safety Rules*. Some of the most important points are listed in that document, but these are *not* exhaustive — it is your responsibility to be aware of, and comply with, all relevant regulations. Buddhafeld Events Ltd. requests that you carry out your job with regard to the Health and Safety at Work Act and be ready to talk our Health & Safety Co-ordinator through your procedures.

- **Food**

If you propose to trade food you must let us know as soon as possible: we need to pass details of all food handlers to Taunton Deane Borough Council in advance. If you are not pre-booked as a catering trader you will *not* be allowed to serve food on site. The local Environmental Health Officer may contact you before the Festival and may also carry out spot checks throughout the event. You must be able to demonstrate compliance with all relevant food hygiene regulations, specifically The Food Safety Act 1990 (Amendment) Regulations 2004, General Food Regulations 2004, Regulations (EC) No. 178/2002, 852/2004 of the European Parliament and of the Council and Food Hygiene (England) Regulations 2006, and hold at least a current Basic Food Hygiene Certificate. Since all caterers must be able to ensure an adequate supply of hot and cold water in their food handling area, we need to plan the site layout in advance to ensure your pitch is connected to the mains supply. No food or drinks should be supplied in glass bottles, glasses or in any other receptacle reasonably capable of causing injury to any Festival-goer through misuse or careless disposal. Please design your space to ensure that your counter is positioned well away from a stage entrance-exit routes. Adequate arrangements should be made for the disposal of waste matter and waste water: please be prepared to adapt your customary practices to site policy.

- **Gas**

All gas equipment needs to be covered by current Gas Safe certificates. Our H&S Co-ordinator will visit to check your certificates and talk through your procedures. We will also have a Gas Safe registered inspector who will be checking your equipment. If you need any remedial work performed, s/he may be able to do it in situ, but only

at your expense. LPG installations used at food stalls should be such that no unauthorised persons are able to gain access to cylinders, valves, pipework etc. They must also be secured in a vertical position to minimise the possibility of being knocked over.

- **Electrics**

We do not routinely provide electrical power. If you do require electricity, we expect you to be able to generate this yourself with a suitable wind or solar rig. In the event that this is not feasible it's *essential* you discuss your needs before you arrive and that any power we can provide is managed diligently according to the requests of our power contractor. Any electrical system you bring with you must conform to the current IEE Wiring regulations. Our H&S Co-ordinator will come round to check test certificates and talk through your procedures. We will also have a site electrician who will be checking your equipment. If you need any work done he may be able to do it on site ,but, again, at your expense.

- **Fire Safety**

You have a duty to provide yourself with suitable fire-fighting equipment for your area/activity. (We recommend taking a course in fire safety.)

- **Canvas**

If you have structures that will be used by the public our safety co-ordinator will require proof of compliance with the Fire Precautions (Workplace) Regulations 1997. Specifically, current fire retardancy certificates (to BS5438 Test 2) will be required for all tarpaulins used in the structure. We can advise on how to get your canvas tested and certificated.

- **Insurance**

You will need to prove that you have current public liability insurance.

- **First Aid**

As part of your arrangements you need to make sure you have adequate First Aid cover for the work you are doing. We will be providing a professional First Aid point during the public part of the event, but before and after that we may only have basic First Aid provision. If you need more than this you will need to provide it.

- **Safety Policy**

If you have more than 5 employees you must also provide us with written documentation of your safety policy as required under the Health and Safety at Work Act.

If you have any questions, or need any advice, please don't hesitate to contact our H&S Co-ordinator. You can reach them via <healthandsafety@buddhafield.com>.

More generally, please take these important points into consideration:

- **Drink and Drugs**

We actively promote the Festival as offering a drink and drug free space. We believe that this is one of the things that makes our Festival special, and we know that many ticket holders come because this is their expectation. Regardless of your personal views on this topic, we expect there to be no alcohol available (and certainly no drugs). People disrespecting this request may be asked to leave.

- **Animal products**

In our efforts to be more ethical, we insist that there is only vegetarian food for sale. (If you are able to offer a vegan alternative that would be appreciated.) We would also like to reduce the amount of goods made from animal hide for sale. *Please no sheep skins: we will ask these to be removed from sale if we see them.*

- **Dogs**

Do not allow any member of your crew to bring a dog: anyone arriving with one will be turned away.

- **Children**

Children are very welcome, but they still need to be counted in our total numbers. Please make sure the number of tickets you have requested includes any children you (or your crew) bring with them.

- **Terms & Conditions**

Available at <[www.buddhafield.com/FestivalHarmony](http://www.buddhafield.com/FestivalHarmony)>.

Yours sincerely, and looking forward to seeing you in July,

Satyadarshin,

For the Directors, Buddhafield Events Ltd.

Ticket issues <festival.traders@buddhafield.com>

Find attached: *Terms & Conditions; Site Safety Rules; Travel Information*

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## 6 Catering Concessions

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Table 16: Food Traders

Trader	Summary of menu	Registered address	Contacts	Registered Authority
The Buddhafield Cafe	Full menu of Vegan and vegetarian breakfasts, lunches and dinners	Trevince House, Hittisleigh, Exeter EX6 6LP	Robin McDowell Anne Moss	Mid Devon
The Chai Shop				
The Outer Regions				

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## 7 Service Providers

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First Aid	
Festival Medical Services	PO Box 4297 Shepton Mallet BA49BD
t	
e	
www	

Fire Extinguishers	
t	
e	
www	

Tickets	
Out of Hand Ltd	Hebron House, Sion Rd, Bedminster, Bristol BS3 3BD
t	0117 953 6363
e	info@outofhand.co.uk
www	www.outofhand.co.uk

Minibus hire	
t	
e	
www	

Wristbands	
PAC Wristbands Ltd	Unit 1 South Park Court Business Centre, Hobson Street, Macclesfield, Cheshire SK11 8BS
t	
e	june@wristbands.co.uk
www	www.wristbands.co.uk

Licensed Security	
t	
e	
www	

Recycling (Collection)	
Mid-Devon Community Recycling	Unit 2, Silvertown Mills, Hele
t	t: 01392 882388
e	
www	

Sanitary/Medical Waste Disposal	
H & A Waste Services Ltd	49 Cardrew Way, Cardrew Industrial estate, Redruth, Cornwall TR15 2SS
t	1209219993
e	
www	

Temporary Road Signage	
AA Signs	Unit A2, South Western Business Park, Sherborne, Dorset DT9 3RH
t	01935 816610
e	signs.southwest@theaa.com
www	www.theaa.com

Temporary Vehicle Track Hire	
Trax Protable Access Ltd	Dukerie Mill, Claylands Avenue, Worksop, Notts S81 7DJ
t	0870 2402381
e	
www	



Temporary Fence Hire	
Block & Mesh	Doric House, 132 Station Road, Chingford, London E4 6AN
t	0870 8505744
e	
www	

Two-Way Radio Hire	
High Motive	The Penthouse Suite, Top Floor, Cardiff International Arena, Mary Ann Street, Cardiff CF10 2EQ
t	029 2023 4691
e	mail@highmotive.co.uk
www	www.highmotive.co.uk

Kids area and Marquee Hire	
Majical Youth Theatre Project	Majical Youth Theatre Project Pengraig Farm, Felindre, Llandysul, Carmarthenshire, SA44 5HX.
t	0845 345 3352
e	<a href="mailto:Majicalyouth@googlemail.com">Majicalyouth@googlemail.com</a>
www	<a href="http://www.majicalyouth.co.uk">www.majicalyouth.co.uk</a>

# **E: Appendices**

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# 1 Risk Assessments

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## 1.1 Introduction

These risk assessments have been prepared using guidance contained in *The Event Safety Guide HSG195* and *Health and Safety at Work Act 1974*, and drawing on our experience of Buddhafield 2012 and previous events.

Each table of identified risks is followed by a paragraph outlining how each is to be managed; further detail may be found in the appropriate sections of the *Buddhafield Festival 2012 Event Plan*.

### 1.1.1 Risk Assessments

Risk assessment for the provision and safe installation of temporary demountable structures, barriers, temporary electric supply, lighting and P.A. Equipment.

#### 1.1.1.1 Marquees

Marquees are to be erected by competent persons and be subject to regular checking throughout the event. All tent fabric, including concessionaire stalls, to be of flame retardant material. Certificate of confirmation will be required.

The marquees are to be provided and occupied in accordance with the plans provided in the Event Plan, subject to any on-site recommendations by the Fire Officer.

## 1.2 Lifting Operations

Lifting equipment, including wire ropes, winches, chain hoists, shackles, eye bolts etc used to support any suspended equipment should comply with the requirements of the appropriate British Standard. A current certificate or record in the form required by the Lifting Plant and Equipment (Record of Tests and Examination) Regulations 1992, together with a copy of the register of inspection and maintenance of such equipment, should be held at the venue. Each hoist or winch should bear an approved stamp or mark to identify it with the apparatus referred to in the certificate.

Table 17: Generic Festival Risk Assessment

Identified Hazard	Persons at Risk			Worst Case Scenario					Probability					Risk
	Crew	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Requires control
Disruption to services	✓				✓						✓			✓
Structural collapse	✓	✓	✓		✓						✓			✓
Lifting and handling injuries	✓	✓	✓			✓					✓			✓
Risk of falling objects/falls from heights over 2metres	✓	✓	✓		✓						✓			✓
Failure of work equipment	✓	✓	✓			✓					✓			✓
Fire	✓	✓	✓											✓
Electric shock, burn, fire	✓	✓	✓											✓
Site vehicles overturning/ collisions/ hitting pedestrians	✓	✓	✓											✓
Contact with hazardous substances	✓	✓	✓											✓
Disasters and emergencies	✓	✓	✓											✓
Adverse weather conditions	✓	✓	✓											✓
slips, trips and falls	✓	✓	✓											✓
Pinch hazard when assembling tubular structures	✓													✓
Ill health due to poor hygiene and sanitation	✓													✓
Injuries or illness aggravated due to lack of Immediate care	✓													✓

Table 18: Generic Festival Risk controls

Identified Hazard	Control Strategies
Disruption to services	Site checked before build-up commences for any buried services and overhead power lines
Structural collapse	All temporary demountable structures will be erected by competent people experienced with working with the structure in question. All structures are to be signed off as safe by the safety coordinator in conjunction with the person responsible for the erection of the structure. Check list will be used to ensure the correct erection of each structure.
Lifting and handling injuries	Contractors to supply risk assessments and ensure that persons under their control have received training in safer handling techniques in accordance with the <i>Manual Handling Regulations 1992 and their guidance (L23)</i> . Safety coordinator to monitor contractors work activities.
Risk of falling objects/falls from heights over 2metres	Ensure the creation of danger zones in areas below people working at height, Hardhats to be worn within danger zone. Where workers are working at a height of 2m or more fall protection devices must be used. Front of stage will be marked with a 50mm white line. All contractors working at height to use a system whereby tools and equipment is counted up and down.
Failure of work equipment	Ensure tools and equipment brought onto site are well maintained and inspected and serviced regularly and electrical equipment is P.A.T tested in line with the Provision and Use of Work Equipment Regulations 1999 (PUWER 99). Ensure tools are used as intended (right tool for the job), hazardous machinery is adequately signed, maintained and serviced in accordance with PUWER 98 and Safety Signs Regulations 1996.
Fire	All backdrops, blacks and decorations to be inherently fire retardant or fire proofed to <i>BS 5867: Part 2 1980 (and 1993) Fabric type B</i> . Electrical equipment and cables tested. Tent walls and fabrics kept away from sources of incandescent heat. Temporary electrical supply system and all electrical equipment, PA and lighting tested in accordance with IEE Regulations 17 <sup>th</sup> edition. Stage manager to ensure no combustible materials stored under the stage. Fire fighting equipment in place from build up to strike down.
Electric shock, burn, fire	Temporary electrical supply system designed, installed and tested by competent electricians. Fire fighting equipment provided at inverters, stages, cafes and fire points.
Site vehicles overturning/ collisions/ hitting pedestrians	All contractors and site crew informed of the site traffic rules and traffic management system prior to the event.

Identified Hazard	Control Strategies
Contact with hazardous substances	All substances classified as hazardous to health assessed and crew instructed on the harm they can do. Personal protective equipment issued in line with the <i>Control of Substances hazardous to Health 1998</i> . Chemicals stored to ensure they do not present a risk to the public, crew or contractors. Flammable and oxidising chemicals stored separately away from possible sources of ignition. Chemical storage areas signed in accordance with the <i>Safety Signs Regulations 1999</i> .
Disasters and emergencies	Ensure all crew and contractors are familiar with the emergency procedures. Crew and contractors working at height instructed to familiarise themselves with the best egress in the event of an emergency.
Adverse weather conditions	Stewards, gate crew, site crew etc will have foul weather clothing in line with <i>Personal Protective Equipment Regulations 1992</i> .
Slips, trips and falls	Tidy storage and work areas to avoid tripping. Steel toecap boots worn. Co-operate with other contractors on site to avoid getting in each other's way.
Pinch hazard when assembling tubular structures	Danger to be pointed out by foreman, gloves to be worn.
Ill health due to poor hygiene and sanitation	Ensure contractors and employers are made aware of shared site sanitary conditions, washing and welfare facilities
Injuries or illness aggravated due to lack of Immediate care	Ensure contractors have their own first aid arrangements. Ensure all contractors are aware of shared first aid and medical facilities in accordance with the <i>First Aid Regulations 1981</i> .

Table 19: Risk Assessment for safe access and egress from the site

Identified hazards	Persons at risk			Worst case severity					Likelihood					Risk
	Crew	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Requires control
Slips and trips	✓	✓	✓	✓					✓		✓			✓
Falls	✓	✓	✓	✓							✓			✓
Vehicle collisions	✓	✓	✓	✓							✓			✓
Vehicles hitting pedestrians	✓	✓	✓	✓							✓			✓
Crowd panic due to lack of crowd management	✓	✓	✓	✓							✓			✓
Crowd panic due an emergency	✓	✓	✓	✓							✓			✓
Areas of boggy woodland	✓	✓	✓	✓							✓			✓
Ponds	✓	✓	✓	✓							✓			✓
Limited visibility on site access	✓	✓	✓	✓					✓					✓
Mud on carriage way	✓	✓	✓	✓							✓			✓

Table 20: Controls for safe access and egress from the site

Identified Hazard	Control Strategies
Slips and trips	All pedestrian routes kept free of trip hazards. Staff on hand to clear any spillage immediately. Access routes checked for trip and slip hazards.
Falls	Step edges clearly identified with 50mm white line.
Vehicle collisions	Introduce traffic management system on site. 5mph speed limit Car park suitably marked and marshalled.
Vehicles hitting pedestrians	Public entering by agreed access points only.
Crowd panic due to lack of crowd management	Venues adequately signed so public are not confused. Stewards providing information to the public about facilities and the entertainment.
Crowd panic due an emergency	All emergency exit routes to be kept clear at all times adequately signed. All staff made familiar with emergency evacuation plans. Radio communication between key personnel. Use of code words to avoid panic. Public announcement system and stewards to be used to reassure the public and guide them to the designated place of safety.
Areas of boggy woodland	Areas of boggy woodland within the site will be identified and fenced. Areas on the site boundary will be fenced to prevent access from the site.
Ponds	Ponds adjacent to the site will be fenced to prevent access.
Limited visibility on site access	Hedges will be cut back to improve visibility.
Mud on carriage way	Contingency plans will be made to clean carriage way if required.



Table 21: Risk Assessment for the provision of site services and welfare

Identified hazards	Persons at risk			Worst case severity					Likelihood					Risk
	Crew	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Requires control
Electric shock, fire, burn and defibrillation	✓	✓	✓	✓					✓		✓			✓
Gas explosion, carbon monoxide poisoning	✓	✓	✓	✓							✓			✓
Spread of disease due to lack of adequate sanitary arrangements	✓	✓	✓	✓								✓		✓
Spread of disease from the provision of bad drinking water	✓	✓	✓	✓								✓		✓
Food poisoning from on site caterer	✓	✓	✓	✓								✓		✓
Injuries or medical conditions aggravated by lack of immediate assistance	✓	✓	✓	✓							✓			✓

Table 22: controls for the provision of site services and welfare

Identified Hazard	Control Strategies
Electric shock, fire, burn and defibrillation	Temporary electrical systems designed, installed and tested in accordance with <i>IEE regulation 17<sup>th</sup> edition</i> . Only competent electricians permitted to work on system.
Gas explosion, carbon monoxide poisoning	All gas equipment used by caterers tested by a CORGI registered fitter within the last 12 months in accordance with <i>Gas Safety (Installation and Use) Regulations 1998 (L56)</i> . All operators using LPG able to demonstrate a basic understanding of its safe use, characteristics, and emergency procedures
Spread of disease due to lack of adequate sanitary arrangements	Sanitary provision in excess of guides in <i>Event Safety Guide (HSG 195)</i> :- 28 WCs, 1 suitable for disabled people, 12 pee bales spaces and wash basins available near toilets. All toilets facilities regularly maintained.
Spread of disease from the provision of bad drinking water	Drinking water is drawn from the mains supply via temporary pipes.
Food poisoning from on site caterer	Caterers to ensure that the delivery, storage, preparation, and service of food conforms with the requirements of the <i>Food Hygiene Regulations 1990</i> and the <i>Temperature Control Regulations 1990</i> and follows guidance set out in <i>The Mobile Outdoor Caterers' Association: Code of Practice 1999 2<sup>nd</sup> Edition</i> and their <i>Due Diligence System: 2<sup>nd</sup> Edition 1999</i> .
Injuries or medical conditions aggravated by lack of immediate assistance	First Aid to be provided in line with <i>First Aid Regulations 1985</i> . Making provision in accordance with advice in <i>The Event Safety Guide (HSG195)</i> , a minimum of 4 first aiders will be on duty.

Table 23: Risk Assessment for fire: tents, cars, live-in vehicles, gas cylinders, camp fires, personal cooking, fire lanes and fire jugglers

Identified hazards	Persons at risk			Worst case severity					Likelihood					Risk
	Crew	Public	Performer	Fatal	Major	Minor	No injury	Damage	Likely	Probable	Possible	Remote	Improbable	Requires control
Tents catching fire	✓	✓	✓	✓							✓			✓
Fire in tent spreading to others	✓	✓			✓						✓			✓
Fire in car spreading to others	✓	✓	✓	✓									✓	✓
Fire in live-in vehicle spreading to others	✓	✓	✓		✓						✓			✓
Fire/injury caused by exploding calor gas cylinders	✓	✓	✓	✓								✓		✓
Injury to/by fire jugglers	✓	✓			✓						✓			✓
Fire in public structure	✓	✓	✓								✓			✓
Injury from camp fire		✓	✓		✓						✓			✓

*Table 24: Controls Risk Assessment for fire: tents, cars, live-in vehicles, gas cylinders, camp fires, personal cooking, fire lanes and fire jugglers*

Identified Hazard	Control Strategies
Tents catching fire	Stewards to monitor anyone cooking too close to or inside their tent. Stewards to ensure no one camps within 3m of any camp fire.
Fire in tent spreading to others	Site layout planning to observe recommended maximum density of 425 tents/hectare. Stewards to monitor camping patterns as people arrive and advise people to choose alternative spots if any area becomes overcrowded.
Fire in car spreading to others	Site layout planning to observe recommended minimum separations of cars in car park. All car park lanes to be laid out before public arrive using pegs and barrier tape. All car parking to be supervised by stewards. No petrol cars to be allowed to park in or behind any crew areas eg kids area.
Fire in live-in vehicle spreading to others	Site layout planning to observe recommended minimum separations of live-in vehicles. All live-in vehicle lanes to be laid out before public arrive using pegs and barrier tape. All live-in vehicle parking and to be supervised by stewards. No camp fires to be planned or permitted within 5m of live-in vehicles. People cooking in live-in vehicles to be noticed by walkabout stewards in case any seem intoxicated or in need of assistance etc.
Fire/injury caused by exploding calor gas cylinders	All cylinders to be stored in groups of no more than three and fenced from public access. All cylinders to be switched off at main.
Injury to/by fire jugglers	Only trained fire jugglers to be allowed to juggle. Fire stewards to be present with mobile fire trolley whenever fire jugglers active. Stewards to ensure juggling area is cordoned off from public access.
Fire in public structure	No flammable materials to be allowed in public structures. Public structures to have clearly marked 'fire exits', evacuation plan to be part of contingency plan. A mobile 'rapid response' fire trolley to be available at all times.
Injury from camp fire	No unauthorised camp fires to be permitted. Walkabout stewards to keep eye on all camp fires and the people associated with them. No wood with nails to be allowed as firewood.

## 1.3 Buddhafield Shower System

The Shower system used by BFE at the BFF was designed, built and adapted by BF Team according to the requirements of the Mid Devon County Council Health and Safety Officers. It has been successfully used, without injury to staff or clients, for over four years at the BFF and other events run and attended by us.

### 1.3.1 *Description of the Shower System*

The shower system will consist of

- A converted caravan, which contains the heating system, the hot water storage facility, and the temperature controlled mixer system.
- A raised header tank mounted on a guyed scaffold pole to the rear of the caravan.
- Four enclosed shower cubicles, with integral changing space, to the front of the caravan

In brief, the system takes mains water which is heated by wood fired boilers using an heat exchange system that indirectly heats shower water held in two immersion tanks within the caravan. This hot water is then mixed with cold mains water by the use of dedicated thermostats to a predetermined temperature of up to a maximum of 42°C which is then fed to the taps for each shower. The header tank regulates the water pressure, (which can vary depending on water use on the Festival site), and gives head of pressure to the mixer system and so to the shower heads.

The clients using the showers have no access to the heating system which is off limits within the caravan. The system operators within the caravan, when it is in normal use, need only maintain the fires to keep the showers operating at the required temperature.

### 1.3.2 *Identified Hazard Areas, associated risks and their prevention:*

#### 1.3.2.1 *Header Tank*

- **Risk**

Tank can fall if supporting guys and clamps fail. Risk rating Low

- **People at Risk**

Anyone

- **Prevention**

- a) Ensure scaffold clips securing the Header Tank support pole on the trailer are correctly used and tight
- b) Fit heavy duty guys and securing pegs in adverse weather conditions, c) Erect security barrier at a radius equal to the height of the Header tank

#### 1.3.2.2 *Shower Cubicles*

- **People at risk**

Clients using the shower system

- **Risk**

a) Scalding. No risk as the temperature in the shower heads is controlled by thermostat controlled mixer taps to a maximum of 42°C

b) Slipping / trip hazard, risk rating: Low

- **Prevention**

a) Non slip flooring (coconut matting) is fitted throughout, plus wooden base planking is left rough and unvarnished, in particular in the 'enclosed' shower stalls

b) A handrail to be fitted where changes in floor level occur

c) Guy ropes and associated pegs for the structures around 'external' shower stalls are clearly marked or fenced off where appropriate

#### 1.3.2.3 *The Heating Unit / Trailer*

- **People at Risk**

Staff operating the system

- **Risk**

- Chopping Fuel wood, risk rating: Low

- **Prevention**

- All staff to be required to use appropriate PPE, such as protective gloves and hard boots when cutting, splitting or moving fuel wood. Shower users to be kept out of the wood preparation area, with fencing as required

- **Risk**

Fire in Trailer. Risk rating: Low

- **Prevention**

a) Staff to ensure no fuel wood is kept within - or under - the Trailer when operating b) No fires to be lit before the water supply has completed filling the system at set up.

c) Burns to staff feeding the fires, risk rating: Low

- **Prevention:**

Staff to be required to use appropriate PPE, such as wearing protective gloves when stoking the fires

- d) Scalding if the immersion tanks fail, risk rating: Low

- **Prevention**

Baffles fitted between the immersion tanks, the fire chimneys and the shower units to be monitored daily by operating staff

- e) Scalding or injuries due to heat exchanger structural failure if the vent is blocked, risk rating Low

**Prevention:** Hot water feed pipes and hot water containers have pressure release valves fitted that will operate in the event of unforeseen blockages.

### **1.3.3     *Staff Training***

The staff operating the system are volunteers recruited before each event, are trained in its operation and in the use of safety equipment supplied by the system manager.

Their duties, apart from actually feeding the fires, will include monitoring client use by maintaining verbal contact with clients in the shower area. Any risks that develop are to be resolved immediately and then reported for logging to the system manager. Risks that cannot be resolved shall require the closing of the showers while the problem is resolved.

## 1.4 Mobile Compost Toilets

Table 25: Risk Assessment for Compost Toilets

Hazard	Hazard Level	Those at risk	Risk Assessment	Risk Management	Risk Management Action
Climbing steps	Low	Users	Design and safety rails important	Use BS/Building regulations specification step/risers	Steps and risers meet or exceed BS/Building Regulations. Handrails fitted.
User unfamiliarity/intoxication	Low	Users	Design and safety rails important	Use BS/Building regulations specification step/risers	Steps and risers meet or exceed BS/Building Regulations. Handrails fitted.
Darkness at night time on remote sites	Low	Users	Low level lighting desirable	Use low wattage lighting	Use LEDs and batteries or candles in jars/lanterns. The latter two require maintenance provision.
Biological contamination	Med	Users	Hygiene information reminders necessary	Hygiene information reminders necessary	Signs to be posted inside loos. Hand wash facility must always be provided.
Biological contamination – Composting	Med	Operators / site crew	Likely to come into contact with un-composted material which is hygiene hazard	Protective clothing essential and awareness of risks known to staff.	Coveralls, gloves and Wellington boots to be worn when handling composting containers (IBCs).
Spillage	Low	Operators / site crew	Handling techniques important	Handling techniques developed to avoid spillage. Sealing plates always in position.	Sealing plates always in position. Develop handling procedures. Trained operators important. PPE to be worn. Spillage containment materials always to hand.
Wooden materials	Low	User/operators	Possible splinters/breakage	Design and finishing	Smooth edges. Choice of materials.



Table 26: Partial Environmental Risk Assessment for Exempt Composting Facilities under Para.12

Source	Secondary Source	Hazard	Pathway/occurrences	Receptor	Y/ N	Risk Management
Composting operations	Noise associated with operations	Nuisance.  Disturbance of sensitive bird species, particularly nesting. Vacation of nest sites.	Audible above background noise	Humans (residential)  Sensitive bird species	N	
	Dry, combustible material	Fire	Spontaneous combustion of dry material	Site operatives and assets	N	
	Vermin and vectors (rats, gulls, flies)	Infectious disease  Eating eggs and chicks. Disturbance of colonies.	Off-site migration  Off-site feeding, roosting and migration	Humans (operatives/visitors/residential)  Breeding colonies or feeding populations of protected species	Y	Sealed units including fly screens
	Litter	Nuisance	Off-site migration inc. windblown, carriage by scavengers	Humans  Animals	N	
	Mud and debris	Creation of slippery road surfaces	Transport off site from vehicles and deposit of mud or debris on public areas off-site	Humans	Y	Site movements minimal, and use of appropriate

						<p>equipment for conditions. Procedure for checking and clearing highways of mud.</p>
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Table 27: Miscellaneous site risks

Hazard	Hazard Level	Those at risk	Nature of risk	Risk Management Action
Woodland bog	Low	Users	Getting stuck in the bog	Visual marker fencing between Kids' Area and woodland. "Boggy woodland" warning signs at strategic locations.
Wooden beams on 'Fairy Track' slippery when wet.	Low	Users	Slipping on wet wooden railway sleepers and injury due to falling	Metal tacks at regular intervals on the sleepers to minimise chance of slipping.
Projecting metal fittings on flagposts and other scaffold uprights	Low	Young children	Injury to head as result of bumping into metal projections on flag posts	Cushioning of metal projections using strips of carpet and gaffer tape
Unstable trees in beech line on south side of the Long Field.	High	Site users	Death or serious injury due to falling trees or tree limbs.	Tree survey commissioned March 2011 to identify "high risk" trees. Batch of "high risk" trees felled, late 2011. Cordon-off and place warning signs in fall zones of remaining "high risk" trees before Festival and monitor during Festival.