

## **Event Management Plan Hawkfest 2021**

### **1 Introduction**

The event is a small camping and music event for Hawkwind fans known as Hawkfest.

It is organised by a small Hawkfest production team.

The venue already holds a premises license and regularly hosts corporate events and weddings in The Cranberries Function Suite. There is also a public bar known as The Hideaway. The license application is for a Time Limited Premises License to extend the capacity and opening hours of the venue for the duration of the event.

This Event Management Plan has been prepared to detail any existing and additional measures required to ensure the health, safety and welfare of those who are involved in and attending the event. The main additions to the site to accommodate the additional guests are a temporary marquee, a camping area and a beer garden. Ample off-road parking will be provided.

### **2 Summary of event**

Summary: A small music and camping weekend  
Date and time: 26th - 30th August 2021  
Location: Hills Farm, Kilmington, Devon, EX13 7NS

How many people do you expect: 500 -1000  
What sort of audience: 50-80 year olds with families  
What sort of behaviour: Music, food and alcohol

There will be no food traders, all food provided on premises by licensee.

There are no special activities other than the performance of live and recorded music as specified on the License Application.

No road closures are required as we have provided approximately 3 acres of parking space immediately adjacent to the site entrance, which has good visibility in both directions. The entrance will be marshalled and we don't envisage any traffic problems.

### **3 Command structure**

**Event Organiser:** Steve Littley - Hills Farm

**Event Manager:** Kris Tait - Hawkwind

**Safety Advisors:** Kevin Tait – Hawkwind, Steve Littley – Hills Farm

**Site Managers:** Kevin Tait - Hawkwind, Steve Littley – Hills Farm

**Chief Steward:** Margaret Tait - Hawkwind

**Traffic Managers:** Kris Tait – Hawkwind, Steve Littley – Hills Farm

**First Aid Coordinator:** Margaret Tait – Hawkwind, Steve Littley – Hills Farm

#### **4 Roles and responsibilities**

**Event Organiser** - Ultimate responsibility for the safe running of the event and Health and Safety on the entire site. Establishes the strategic policies that the event operates under and coordinates resources.

**Event Manager** - Command over the entirety of the event.

**Safety Advisor** - Responsible for advising Event Organiser/Manager on management of the marquee and campsite to ensure appropriate safety measures are taken. Will be on site for the duration of the event. Experienced in organising small events including previous Hawkfests and familiar with the requirements of HSG195 Event Safety Guide (Chapter 28 - Small Events). Steve Littley will continue to be responsible for remainder of site.

**Site Managers** – Kevin Tait - physical management of the marquee and associated equipment as well as the campsite. Steve Littley – all other areas.

- Before the event, planning use of and preparing site, supervising contractors and suppliers, checking method statements, risk assessments and insurances.
- During the event, ensuring site used as planned.
- After the event, clearing and returning site to use.

**Chief Steward** - Management of the Stewards.

- Before the event, depending upon the numbers of tickets sold, decide on how many and where Stewards will be placed, ensure training and information provided and any necessary PPE.
- During the event, check Stewards providing service and take welfare breaks.

### **Traffic Manager** – Creating the Traffic Management Plan

- Decide how many and where Traffic Marshalls placed, ensure they receive training and information on the procedures and any necessary PPE.
- During the event, ensure signage installed, and that the Marshalls provide the service expected and take welfare breaks as necessary.
- Ensure free flow of traffic on and off the site.

### **First Aid Coordinator** – Ensuring suitable level of first aid provision.

- Before the event, engage a suitable first aid provider and ensure they have the facilities they require.
- During the event, check providing the service expected. Ensure any trends that become apparent during the event are notified to the Safety Advisor/Event Manager as soon as possible.

## **5 Event schedule**

### Pre event

Build, load in, provision of equipment, electrical rigging, siting of first aid hub, signage, parking provision, campsite layout, staff training.

Steve Littley, Kris Tait, Kevin Tait, Margaret Tait together with qualified outside contractors

### Event

Site management, crowd management, performer management, incident management, facilities management and support services.

Steve Littley, Kris Tait, Kevin Tait, Margaret Tait, Gawain Boal

### Post Event

Public clearance, load out, breakdown, waste collection.

Steve Littley, Kris Tait, Kevin Tait, Margaret Tait

## **6 Event Control/Security**

On site, SIA Security, radio contact, 24 hours

SIA on a ratio of 1 per 100 guests, but no less than 8 SIA on site for the duration of the event, plus volunteer stewards.

## **7 Site considerations**

Site plan, description of site - see attached plan

Layout – maps showing site layout, transport routes, storage areas, car parking provision, etc - see attached

Temporary structures – one marquee with stage inside.

Fire safety – All fire regulations adhered to.

Electrical safety – All electrical regulations adhered to.

Gas safety – N/A

Car parking - Designated car parking on site.

Security - On site, SIA Security, radio contact, 24 hours, TBC

## **8 Crowd management**

Crowd make up – Demographic 50-80

Entrances and exits – Clearly marked as are fire assembly points

Safety Barriers – N/A

Signage - On site signage provided

Capacity management – Pre-event tickets only

## **9 Stewards**

How many, who, training, DBS checks. TBC

Steward organisation - Margaret Tait

Steward duties – Margaret Tait

Steward training - TBC

Steward welfare – Margaret Tait

## **10 First aid provision**

**Nearest Minor Injuries Unit: Honiton Hospital      Nearest A&E: Exeter**

How many first aiders – TBC, based on site, radio contact, mobile phone

## **11 Welfare facilities**

Sanitary facilities – toilet numbers in line with Purple Guide, regularly cleaned and restocked.

Drinking water - Yes

Lost children – Details at site office.

Anti-social behaviour - SIAs on site. Any serious issues, contact local police.

## **12 Communications**

Mobile phones and radios

PA system – Radio contact with key people and PA system on both stages.

Landline at event control - Yes

Pre event briefings - Yes

Emergency announcements – Throughout the site.

### **13 Trader issues**

N/A

### **14 Traffic Plan**

**Vehicle movements on site** – Camping area has no vehicular movement once parked. Guests wishing to leave during the weekend must park in car park.  
**Emergency vehicle routes are provided throughout the site and kept clear at all times – see attached plan.**

### **Traffic Management Plan**

There will be 500 – 1000 people travelling to the event by car, train, bus, taxi and foot.

Plan of local road network, ingress and exit routes is shown on attached site plan  
Approximately 3 acres of car parking will be provided. Marshalls will ensure that traffic is directed immediately from the road to the car park. Wristbands etc will be issued after guests are parked to avoid queuing.

### **15 Incident / Emergency Control**

General procedure – informing event control

Who determines appropriate course of action - Event organiser, site manager, event manager, SIA security and safety manager.

Handover of control to authorities if necessary

Evacuation procedures - there are open fields surrounding the premises – please see attached plans

Access for emergency vehicles – please see attached plan

Weather contingency – heat/wet/wind – Hard standing for emergency routes, indoor venues.

Further details in attached Event Safety Plan

### **16 Waste management**

Cleansing facilities and staff – Washing facilities available in venue

Public areas – Bins provided

Toilets – Cleaned regularly

Waste disposal from site – Rubbish collected daily on site for skip collection at end of event.

### **17 Other Issues that need detailing**

Camping – Camp site adjacent to event field – please see attached plan

Private water supply - Yes

Entertainment - Yes

Fireworks – No

Site structure - One marquee.

## 18 Contacts list

Role	Name	Landline	Mobile
Event Organiser	Steve Littley		
Event Manager	Kris Tait		
Safety Advisor	Kevin Tait		
Site Manager	Kevin Tait		
Chief Steward	Margaret Tait		
First Aid Co-ordinator	Margaret Tait		
Security	Gawain Boal		

## 19 Review

N/A

## 20 COVID policy

All government guidance in place at the time of the event will be followed, in addition to frequent cleaning of the facilities and provision of sanitising points. We will also ensure airflow through the marquee by having large and multiple exits open.

## 21 Drugs policy

Hawkfest drugs policy is attached as a separate document.

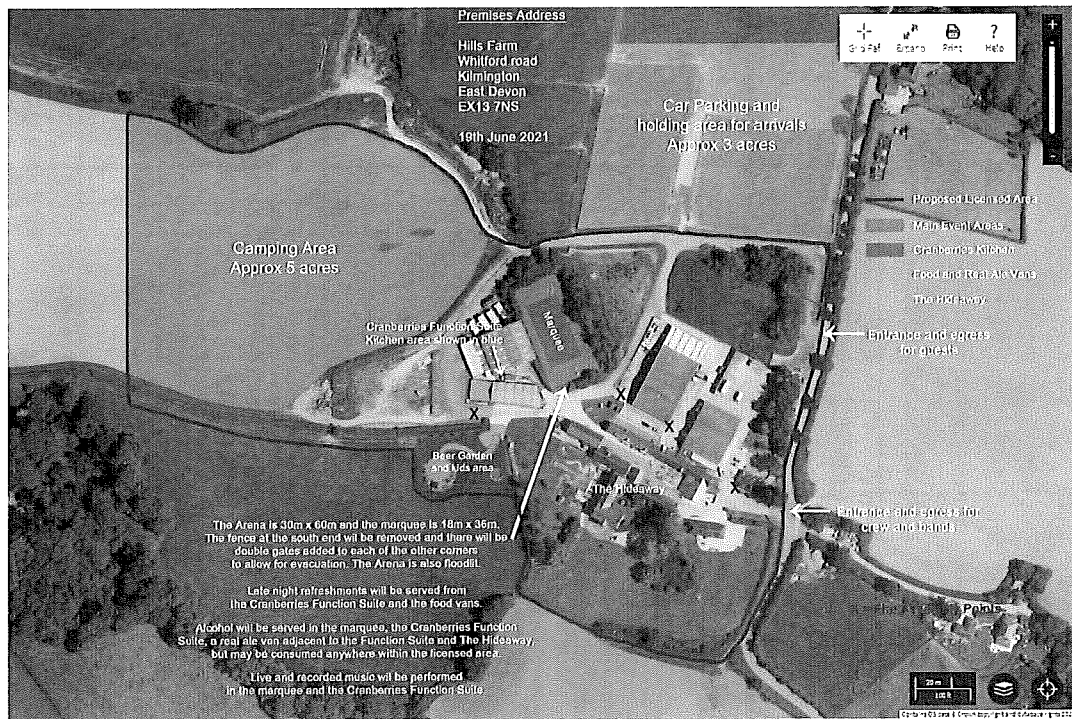
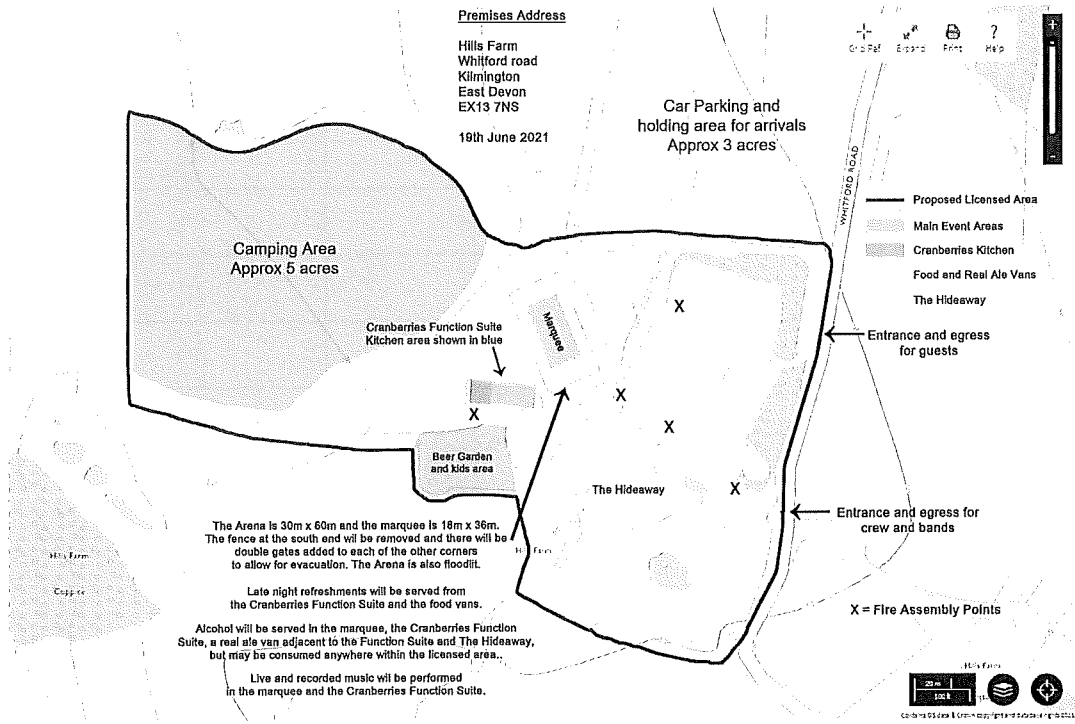
## Risk assessments

**General risk assessment** covering the site hazards, crowd hazards, vehicle hazards – attached as a separate document

**Specific risks** - None

**Fire risk assessments** – attached as separate documents

**Weather contingency** – Much of the site is hard standing and both of the performance areas are indoors – the marquee and Cranberries Function Suite



Campsite and Marquee Fire and Risk Assessment  
 Hills Farm, Whitford Road, Kilmington, East Devon, EX13 7NS

Hawkfest 2021      26th - 29th August 2021

Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls S x L = R	Existing Control Measures	Severity Rating x Likelihood = Residual Risk S x L = R	Action required where risks are not adequately controlled	Other Comments
1. Vehicle and pedestrian collision	Motor traffic accidents involving pedestrians causing serious injury or death	Audience, working personnel	8      4      32	There is a separate entrance for bands/crew/working vehicles. Hazard lights and 5mph speed limit for moving vehicles. There is no vehicle movement allowed in the camping area or in front of the main structure.	8      2      16	No further action at this time	
2. Campsite fires	Tents catching fire causing burn injuries to occupants	Audience	6      4      24	The campsite will be laid out with clear fire lanes. Fire points and firefighting equipment will be provide in the campsite. No campfires will be allowed.	6      2      12	No further action at this time	
3. Marquee fires	Serious burns, spread of fire	Audience, working personnel	10      2      20	All marquees shall have the relevant fire safety certificates. Firefighting equipment provided in all marquees.	10      1      10	No further action at this time	
4. Other fires	Minor burns, may encourage the development of larger fires	Audience, working personnel	2      4      8	Firefighting equipment will be provided at various points on the site. Stewards will co-ordinate any required response to outbreak of fire. Site is sufficiently large for people to easily move away from any fire.	2      4      8	No further action at this time	
5. Marquee collapse	Partial or complete collapse of Marquee structures causing injury to occupants	Audience, working personnel	10      2      20	An experienced contractor will erect marquees. All marquees will be inspected when erected and signed off as suitable.	10      1      10	No further action at this time	
6. Stage collapse	Partial or complete collapse of stage structures causing injury to performers and audience	Audience, working personnel	6      2      12	Stage will be erected by competent persons and checked for safety.	6      1      6	No further action at this time	
7. Marquee overcrowding	Too many people accessing the structure, causing the risk of excessive pressure and an inability to exit all persons from the structure, in the event of an emergency	Audience	8      2      16	The marquee is large enough to accommodate the entire audience. Exits will be as required by regulations or larger. Marquee calculations are attached separately.	8      1      8	No further action at this time	



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8. Marquee guy ropes	Tripping hazard causing sprains and breaks	Audience, working personnel	6 2 12	Areas of potential trip hazards will be highlighted with hazard warning tape. All pegs and stakes will be highlighted and /or padded to reduce likelihood of injury.	6 1 6	No further action at this time	
9. Electric shock to public	High voltage electrical supplies causing the risk of electric shock	Audience	8 2 16	Cables will be routed away from the public where possible. All circuitry will be trip-protected as appropriate. Generators will be in back stage area and will only be accessible by authorised personnel.	8 1 8	No further action at this time	
10. Alcohol abuse	Anti-social behaviour as a result of intoxication.	Audience	4 4 16	All alcohol outlets are briefed to operate within normal licensing conditions. i.e. not to serve anyone who appears to be intoxicated. Security staff are trained to deal with any situation arising.	4 2 8	No further action at this time	
11. Campsite tripping hazards	Guy ropes presenting a tripping hazard causing a risk of sprains and breaks	Audience	6 2 12	Campsite lighting will be provided by dedicated generator/lighting towers and there is more than enough room to maintain safe spacing between each encampment.	6 1 6	No further action at this time	
12. Large scale evacuation	Movement of a large number of people, risks of crushing or tripping during movement	Audience, working personnel	10 2 20	The large size of the site compared to the number of people, and the fact that the event is not contained within a fence, would allow people to move safely away from any danger. Further details in Event Safety Plan	6 1 6	No further action at this time	

# FIRE RISK ASSESSMENT

**Axewater t/a Cranberries Hideaway**  
 Hills Farm, Whitford Road, Kilmington, EX13 7NS  
 Location: cranberries

<b>Business Name - The legal entity (Responsible Person) responsible for Fire Safety</b>	
Axewater t/a Cranberries Hideaway	
<b>Property Address : Hills Farm, Whitford Road, Kilmington, EX13 7NS</b>	
Title : fire risk assessment	
Location : cranberries	
<b>Person(s) appointed to take charge of Fire Safety at these premises : belford littley</b>	
Person leading this Assessment : Steven Littley	
Signature (if necessary): _____	
Date of Fire Risk Assessment : 13/10/2020	
Date set for Review : 13/06/2022	
<b>The Premises:</b>	
Construction Of Building : stone	
Number of Floors : 1	Number of People : 85
Building Use : holiday accommodation	
<b>These premises include the provision of sleeping accommodation.</b>	
<b>Location of Emergency Shut-offs:</b>	
Electric : in electric cupboard next to office	
Gas : side of restaurant	
Water : water shed	
Other : bio mass boiler room	
<b>Significant Findings:</b>	
Sources of Ignition:	
Sources of Fuel:	
People at Risk:	

Further Control Measures Required				R	Added Documents	Assignee	Due Date	Status
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**Fire Risk Assessment Checklist Supporting Evidence or Comments**

Sources Of Fuel								
1.	Is there a system for controlling the amounts of combustible materials, flammable liquids or gases kept in the workplace?	No						
2.	Is the waste control system operating effectively?	Yes	yes we have a bin store away from building to recycle waste					
3.	Are all the combustible materials and flammable liquids or gases stored safely?	Yes	combustible are stored in store rooms					
4.	Is the upholstery of furniture in good condition?	Yes	yes furniture is in good condition					
5.	Is the workplace free of rubbish and combustible waste materials?	Yes	yes all areas are kept free of rubbish					
Sources Of Heat								
6.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	N/A						
7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	all equipment is pat tested and fitted with correct fuses					
8.	Is the fixed electrical installation inspected periodically by a competent qualified electrician?	Yes	all electric install have and are tested by qualified electrician					
9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes	most of the equipment is directly plugged into a direct socket					
10.	Are flexes run in safe places, where they will not be damaged?	Yes	if using a flex cable it is kept safe out of the way or covered by rubber mate					
11.	Is there a designated external smoking area provided with adequate ashtrays?	Yes	3 outside smoking areas provided					
12.	Have suitable measures been taken to protect against the risk of arson?	Yes	we have 45 cctv cameras and buildings are kept locked and people are on site 24/7					
13.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	N/A						
14.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	cctv and 24/7 on site					
Staff and People at Risk								
15.	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency? Has it been explained to all employees?	Yes	a plan is on all exit doors and staff shown explained about fire risks and what to do					

16.	Does this emergency plan take account of any disabled or vulnerable people who may be in the building - whether as workers or visitors?	No	
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	No	
18.	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?	N/A	
<b>Means of Escape</b>			
19.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	all building regs have been put in place to stop spread of fire
20.	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?	Yes	yes there are enough fire exits in place
21.	Do the exits lead to a place of safety?	Yes	all exit lead to the outside
22.	Are all gangways and escape routes free from obstructions?	Yes	yes all exits are kept clear
23.	Are the escape routes free from tripping and slipping hazards?	Yes	all exits are kept clear
24.	Are steps and stairs in a good state of repair?	Yes	all in good condition
25.	Are final exits always unlocked when the premises are in use?	Yes	always unlocked
26.	Can the final exits be immediately opened without the use of a key?	Yes	all push bar
27.	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?	Yes	yes all have arrows
28.	Are internal fire doors labelled, as such, and normally kept closed?	Yes	yes fire doors are labelled and other doors kept closed
29.	Are the self-closers on fire doors operating correctly?	Yes	yes all in working order
30.	Are escape routes clearly signed?	Yes	yes all are signed
31.	Are escape routes adequately lit?	Yes	yes all have emergency lighting
32.	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes	yes all working and regularly check
<b>Fire Fighting Equipment</b>			
33.	Is an adequate number of suitable fire extinguishers provided?	Yes	yes all in place
34.	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	yes in correct places
35.	Are the fire extinguishers serviced annually by a competent company or person?	Yes	yes serviced yearly with contract
<b>Fire Warning Systems</b>			

36.	Is there an automatic fire detection and alarm system?	Yes	yes fitted to all rooms
37.	Is the fire alarm and any detection system in good working order?	Yes	yes tested weekly and maintained
38.	Is the fire alarm tested weekly?	Yes	yes tested weekly
39.	Can the fire alarm be raised without placing anyone in danger?	Yes	yes from call points
40.	Are the fire alarm call points clearly visible and unobstructed?	Yes	yes in clear sight
41.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	No	
42.	Is the fire alarm system, and all its components, continuously monitored?	Yes	tested weekly
43.	Is any fixed fire-fighting installation (e.g. sprinkler system) in working order?	N/A	
<b>Fire Safety Administration</b>			
44.	Have all members of staff been trained in how to call the Fire Authority, the use of the fire extinguishers and basic fire prevention?		not all staff trained on extinguishers all management and kitchen staff are but all staff understand about calling fire brigade is a fire is detected
45.	Have you asked your insurers for advice regarding the fire protection of your premises?	Yes	they visit and inspect annually
46.	Have you told, will you tell your staff or their representatives about your findings?	Yes	plan shared with staff
47.	If you have prepared a formal report, has it been shown to your staff or their representatives?	No	
48.	If you share the workplace with others, do they know about the risks that you have identified?	Yes	from the plan
49.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A	
50.	Has an emergency plan been drawn up in case of a major fire?	Yes	yes it has
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes	yes owners home
52.	Are Fire Action Notices displayed prominently throughout the workplace?	Yes	yes they are
<b>Revised or Reviewed</b>			
53.	Has a procedure been established to review the Fire Risk Assessment periodically?	Yes	yes

## Hawkfest 2021 Drugs Policy

Hawkfest does not condone the use of drugs. Drug enforcement laws are as applicable onsite as anywhere else in the UK and it is, therefore, illegal to buy, sell or possess drugs. However, we have to take a realistic approach as to what is achievable on site.

Therefore, in conjunction with our SIA security team, we will take the following actions:

1. If anyone is found to have illegal drugs in their possession in an amount that would be considered reasonable for personal use, they will be given the opportunity to dispose of the drugs in an amnesty bin, and subject to being compliant to a further search, will be allowed to stay on site. In the event of non-compliance, they will be ejected from the site.
2. If anyone is found to have illegal drugs in their possession in a large amount that would not be considered reasonable for personal use, and would imply the intent to supply, they will be detained by our SIA security team and the police called.
3. If anyone is found dealing drugs, they will be detained by our SIA security team and the police called.

If the amnesty bin is used, arrangements will be made for a police pickup, or delivery to the police.

Hawkfest Limited

# Event Safety Plan

Hawkfest 2021

Hills Farm  
Whitford Road  
Kilmington  
East Devon  
EX13 7NS

26<sup>th</sup> - 29<sup>th</sup> August 2021

## **1. Introduction**

It is the objective of the organisers to provide, so far as is reasonably possible, a safe and healthy environment for ticket holders, guests, crews, bands and all other personnel working on behalf of the event, and to ensure that any activity undertaken by the event does not adversely affect the health and safety of other persons.

## **2. Risk Assessment**

A full risk assessment has been carried out for the event and is attached with this Event Safety Plan.

## **3. Site Safety**

No cold beverages shall be supplied except in plastic / polycarbonate vessels.

## **4. Fire Safety**

A full fire safety risk assessment of the site has been carried out, prior to opening to the public, and is attached with this safety plan. This includes, but not limited to:

Emergency vehicle access and egress.

Means of escape in case of fire by all people present.

Means of giving warning in case of fire.

Firefighting equipment.

Standards of fire performance for temporary structures, linings, drapes etc.

Crowd management.

Electrical installations.

Campsite fire safety.

## **5. Fire Arrangements**

In the event of a fire occurring on site, the Emergency and Evacuation Plan in section 7 will be followed.

Portable fire fighting equipment will be located strategically around the site and in the structures. The type and quantity will be as recommended in The Events and Open Air Venues Guide, and will include water, foam and carbon dioxide types as appropriate.

Fire points will be clearly signposted.

## **6. First Aid Arrangements**

The office at the main gate will provide first aid facilities. It will be staffed 24 hrs a day for the duration of the event.



There are trained first aiders in the audience who agree to be available on a rota system, and can be contacted by the main gate.

In the event of emergency medical services being required, these will be called by the main gate.

First aid signs will be posted at the main gate and the marquees.

## **7. Emergency and Evacuation Plan**

It is recognised that whilst the potential for a major incident to develop in a small well managed music event is low, a pre-planned procedure is essential.

The decision to fully or partially evacuate the site will be taken by the Production/Site Manager. This decision will be communicated by radio to security staff, the main gate and stewards, who will direct people to a place of safety.

If necessary, any performances will be stopped and a calm announcement will be made over the PA systems, however it will be the policy to continue performances if it is safe to do so whilst incidents of concern are dealt with in other areas of the site, in order to avoid confusion and unnecessary crowd movements.

The main gate staff will inform any necessary emergency services.

The evacuation routes essentially consist of moving over open farmland, away from any danger.

The site is sufficiently large and unfenced to believe that it is reasonable to assume that after any decision to evacuate any part of the site is taken, the majority of people affected by such decision can very quickly be moved to safe areas.

## **8. Entry Conditions and Arrangements**

A holding area will be provided off the main road where ticket holders will be directed to upon arrival.

No person shall be admitted unless he or she has purchased a ticket in advance.

Tickets will be exchanged for security wristbands at the office adjacent to the main gate and holding area.

All production and working crew will have different distinct coloured wristbands.

A pick-up and drop-off point will be provided off the main road.

Signs will make it clear that no glass bottles are allowed on site.

## **9. Campsite Operation**

Car parking will be provided adjacent to the main gate for anyone wishing to leave or return during the event. No movement of cars will be allowed in the main camping area

during the event

Campervans and caravans will be parked in a separate area.

### **10. Campsite Fire Safety**

Due to the very large size of the site compared to the number of people attending the event, there is more than enough room to maintain safe spacing between each encampment (see site plan).

Stewards will direct campers to where to set up so as to ensure that fire lanes and exits are not blocked.

Campfires will not be allowed.

Campsite lighting will be provided by dedicated generator/lighting towers

Firefighting equipment as detailed in section 5 will be provided at clearly signposted fire points.

### **11. Sanitary and Waste Facilities**

Toilets will be provided at various locations around the site. The number will be in excess of the minimum recommended by HSG195, and they will be cleaned and emptied throughout the weekend as required. Disabled toilets will be provided.

All water will be provided from a private water supply via taps positioned around the site. Drinking water and non-drinking water taps will be clearly marked. This supply will be independently tested before the event.

Refuse bins will be located at various points around the site.

### **12. Noise**

Private sound systems are not permitted.

Notices will be posted at the event exit asking anyone leaving the event at night to have consideration for local residents (although most people stay on site for the duration of the event)

Noise control will be as detailed in the Sound Management Plan, and will include managing noise from the campsite.

### **13. Exit from Event**

It is expected that the majority of visitors will leave the site gradually throughout Monday.

Exit will be from the main gate with good visibility in both directions.

**14. Security Arrangements**

A suitable number of SIA registered security staff shall be engaged on the site throughout the event as detailed in the Event Management Plan.

Premises Address

Hills Farm  
Whitford road  
Kilmington  
East Devon  
EX13 7NS

19th June 2021

Car Parking and  
holding area for arrivals  
Approx 3 acres

Camping Area  
Approx 5 acres

Marquee

Beer Garden  
and kids area

Entrance for  
Emergency Vehicles

Entrance for  
Emergency Vehicles

Hills Farm

Coppice

WHITFORD ROAD

Hills Farm



?

Help



Print



Expand



Grid Ref



Hills Farm

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### Hawkfest 2021 marquee occupancy calculations

The marquee is 18m x 36m which due to the oval shape gives a useable floor area of 582m<sup>2</sup>

Stage/Backstage is 129m<sup>2</sup> and front of house area is 6m<sup>2</sup> = 135m<sup>2</sup>

Bar is 6m<sup>2</sup> and area within 2m of bar is 22m<sup>2</sup> = 28m<sup>2</sup>

Normal audience area is therefore 582 - 135 - 28 = 419m<sup>2</sup>

Floor Space Factor 2 will apply to this area, so 0.5m<sup>2</sup>/person

Safe occupancy for this area is 419/0.5 = **838** subject to sufficient exit widths.

For the area within 2m of the bar, Floor Space Factor 1 will apply, so 0.3m<sup>2</sup>/person

Safe occupancy for bar area is therefore 22/0.3 = **73**

Total safe occupancy for audience is 838 + 73 = **911**

The stage itself is 80m<sup>2</sup> so available area for bands and crew is 129 - 80 = 49m<sup>2</sup>

Floor Space Factor 2 will apply to this area, so 49/0.5 = 98

This gives total safe occupancy of 911 + 98 = **1009**

At 5mm/person, a minimum of **5.045m** of exits is required.

It is the intention to have up to an 18m section of sidewall left open on the left side of the marquee as well as 2m at the back and 3m at the backstage position, giving a total of **23m**, well in excess of this minimum, however the minimum will always be maintained.

All exits are well within the recommended 45m travel distance for a normal fire risk area.

The event normally attracts approximately 650 guests, however ticket sales will be capped at 911 so the safe occupancy can not be exceeded.

## Hawkfest 2021 Sound management Plan

Event date : 27<sup>th</sup> – 29<sup>th</sup> August 2021

Address: Hills Farm, Whitford Road, Kilmington, East Devon, EX13 7NX

Event Organiser : Steve Littley – Mobile: | | Landline: |

The nominated person for dealing with/managing noise issues/complaints for the period of the event is : Mrs Margaret Tait |

### Noise Criteria

The performance of live music will take place in two venues, the Cranberries Function Suite and a temporary marquee. The sound levels will ideally be up to 100dB(A) measured at the Front of House mixer position, however in accordance with The Noise Council Code of Practice 1995, the following guidelines will be adhered to:

The Music Noise Levels (MNL) when measured during sound checks or concerts will not exceed 65dB LAeq, 15min at 1 metre from the façade of any noise sensitive premises between the hours of 10:00 and 23:00.

The Music Noise Levels (MNL) will not exceed 45dB LAeq, 15min at 1 metre from the façade of any noise sensitive premises between the hours of 23.00 and 10:00.

### Noise Assessment

The following nearby sensitive premises have been identified:

230m : Hill View - north on Whitford Road on the right

300m : 6 x semi-detached houses - north on Whitford Road past Hill View on the right

370m : Large detached property - south on Whitford Road on left

600m : Large detached property - north-west of Hills Farm on Gore Lane

Once the sound systems are installed, the front of house engineers will be instructed to run the system at 100dB(A) at front of house and the noise levels will be measured at these premises. If necessary the front of house maximum level will be reduced to stay within guidelines.

As we do not have permission to enter these properties, measurements will be taken at the perimeter of these properties nearest to Hills Farm at the following locations:

Hill View – on Whitford Road, 240m north of Hills Farm main entrance on Whitford Road

6 x semi-detached houses - on Whitford Road, 290m north of Hills Farm main entrance on Whitford Road

Large detached property - on Whitford Road, 300m south of Hills Farm main entrance on Whitford Road

Large detached property on Gore Lane – 500m north-west of the marquee at Hills Farm on land owned by Hills Farm

### Noise Control and Management

The sound from the marquee is the most likely to be heard nearby. To minimise the level at nearby sensitive premises, the loudspeakers will be pointed north-west, away from the nearest premises, north on Whitford Road.

If the levels measured above deem it necessary, the timings on the marquee stage will be adjusted to ensure that performances finish by 23.00.

The sound system in the function suite is smaller and indoors, so is unlikely to cause a problem, however this will also be monitored for the duration of the event.

### Complaint Handling Procedure

We will have a dedicated complaint telephone number which will be operated throughout the event:

**Mrs Margaret Tait - 07484 321 617**

Should any complaints of noise be received, at any time during the event or sound propagation tests, one of our team will visit the complainants address and take a measurement. If music noise levels are measured to be above the limit immediate action will be taken on-site to reduce the level from the event. This will be achieved by two-way radio or mobile phone communication with all persons involved with the sound control procedures, thus a quick response to the problem can be actioned.

Complaints will be logged and any action undertaken recorded.

We also intend to hand deliver a letter to nearby properties, no less than 2 weeks before the event, detailing our noise complaint procedure.

The contents of this letter are contained in Appendix A

In addition:

- All amplified music in an outside marquee shall finish no later than 24.00 hrs (or 23.00 hrs if required).
- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65dB LAeq over a fifteen minute period throughout the duration of the concert or event.
- The control limits set at the mixer position shall be adequate to ensure that the Music Noise Level shall not at any noise sensitive premises exceed 65dB LAeq over a fifteen minute period throughout the duration of any rehearsal or sound check for the concert or event.
- The Event Organiser shall have full control over the sound amplification equipment and the volume shall be adjusted according to the requirements of the Responsible Authority for Environmental Health .
- The Event Organiser shall ensure that all persons (including individual sound engineers) involved with the sound system are informed of the sound control limits and that any instructions from the Responsible Authority for Environmental Health regarding noise levels are complied with.
- Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health for the purpose of sound level measurements, communications with the sound engineer and monitoring licence conditions.



Appendix A

To the Occupier,

Hawkfest 2021 noise complaint procedure

We are writing to inform you that we will be running a small music event known as Hawkfest over the weekend of 27<sup>th</sup> - 29<sup>th</sup> August 2021 at Hills Farm, Whitford Road, Kilmington, East Devon, EX13 7NS (known as Cranberries).

In accordance with The Noise Council Code of Practice 1995, and following discussions with the East Devon Environmental Health Department, the following guidelines will be adhered to:

*The Music Noise Levels (MNL) when measured during sound checks or concerts will not exceed 65dB LAeq, 15min at the perimeter of any noise sensitive premises between the hours of 10:00 and 23:00.*

This is approximately the level of normal conversation/laughter

*The Music Noise Levels (MNL) will not exceed 45dB LAeq, 15min at the perimeter of any noise sensitive premises between the hours of 23:00 and 10:00.*

Effectively, this means that the music noise should not be audible within noise sensitive properties with windows open in a typical manner for ventilation.

Prior to any performances taking place, we will take measurements at nearby properties and adjust our levels to ensure compliance with the above limits.

If however, you feel that we have exceeded these limits, we will have a dedicated complaint telephone number which will be operated throughout the event:

**Mrs Margaret Tait - 07484 321 617**

**General Enquiries - Event Office - 01297 33193**

Should any complaints of noise be received, at any time during the event or sound propagation tests, one of our team will visit the complainants address and take a measurement. If music noise levels are measured to be above the limit immediate action will be taken on-site to reduce the level from the event. This will be achieved by two-way radio or mobile phone communication with all persons involved with the sound control procedures, thus a quick response to the problem can be actioned.

Yours sincerely,

Steve Littley

