



Safety Advisory Group standard event review 10.03.2022

Latitude

These notes should be read in conjunction with any EMP and supporting documents provided by the event organiser

SAG members

V Johnston (VJ) – East Suffolk Senior Environmental Health Officer (Chair)
Nikki Crisp (NC) – East Suffolk Environmental Health Technical Support Officer (Minute taker)
Ben Redmond (BR) – Suffolk Constabulary Events and Operational Planning Officer
Angus Moir (AM) - Suffolk Constabulary Detective Chief Inspector
Jo Hooley (JH) – East Suffolk Legal and Licensing Services Manager
Louise Thomas (LT) - East Suffolk Communities Officer
Craig King (CK) – Resilience Manager East of England Ambulance Service NHS Trust
Keith Fawcner-Simpson (KFS) – SCC Joint Emergency Planning Officer
Michelle Stimpson (MS) – East Suffolk Environmental Health Officer
Daniel Kinsman (DK) - East Suffolk Environmental Health Officer
Emily Rozkalns (ER) - Suffolk Fire and Rescue Service
Martin Clarke (MC) – East Suffolk Licensing Manager and Housing Needs Lawyer
Teresa Bailey (TB) – East Suffolk Senior Licensing Officer
Peter Langford (PL) – SCC Joint Emergency Planning Officer

Event organiser(s)

Lucy Kinsella (LK) – Event Manager, Festival Republic
Jeanie Leach (JL) - Licensing Coordinator, Festival Republic
Grace Nuttgens (GN) – Licensing Assistant, Festival Republic

Apologies:

Marian Hutson (MH) - Suffolk Constabulary (Ben Redmond attending)
Mark Kerridge (MK) - SCC Highways
Ali Smith (AS) – SCC Highways

Introductions

The SAG meeting is convened to allow the relevant regulatory agencies to gain intelligence prior to any event to allow for emergency planning and advise each other on any areas of concern. The group will also advise the event organiser of ways in which they can manage the event safely although the group as a whole does not have statutory powers and any regulation of the event will be done using primary legislation.

1. Overview of Event/Review of Event Details

- Date: 21-24 July 2022
- Event type: Music/arts festival, with camping
- Visitor demographics: families
- Visitor numbers: site licensed for 39,999
- Site plan: Updated and re-drawn. Emergency exit gates now marked on the plan and plans to mark the CCTV camera locations also. Routing into blue gate 1 (main gate during build/break and artist entry) has changed. Some of the area known as the Bermuda Triangle (offsite) has been designated for trailer camping. The revised site boundary is marked in red on the plan but no licensable activities to consider. The Covid check-in will remain a separate health and safety induction area. Access into the village/production has been reviewed and the orientation of the BBC sound stage has been altered to alleviate sound issues and aid crowd movement. As a result, the first aid tent has shifted. The late stage and ballroom will not return this year with plans for a new banquet restaurant in place of the ballroom.

JL confirmed the line-up had now been announced with Lewis Capaldi headlining on the Friday night, Foals on Saturday and Snow Patrol on Sunday. Ticket sales breakdown not yet available due to line-up only recently being announced but the details will follow.

Festival Republic has undergone a restructure in their planning team. LK is now Event Manager, JL is now Licensing Co-Ordinator and GN has joined their team as Licensing Assistant. Louise Priest is their new site manager having previously been involved in a lot of Festival Republic events.

2. East Suffolk Regulatory/Licensing Issues

- Alcohol / Entertainment licences – No DPS currently so Festival Republic are finalising this and will then apply to make the necessary change. As per last year, no cans are to

be brought into the arena. A few traders will be permitted to sell cans in the arena. Glass will not be allowed but a wine and cheese bar will sell wine in glasses for consumption in that area only. Security will monitor this. Action Aid are returning and looking to provide Henna tattoos. VJ advised they will need to submit a proposal to explain why/how they can control this activity as Henna prohibited under the current operating schedule . If permitted, TB confirmed it would not require a minor variation as not a licensable activity. No films this year by Festival Republic but Lavish Lounge will be showing films. TB requested a list of films to be shown a week before the event. LK advised the films would be like the shorts usually played in the woods so not expecting any 18+ but these have not been planned in yet. TB/LK will arrange a date outside of the meeting for provision of this information.

TB requested an updated licence plan following the site plan changes as the site plan is an integral part of the licence agreement. TB is happy to wait for the final one 2 weeks before the show but advised a new licence document would be issued. TB requested an up-to-date Alcohol Management Plan.

- Facilities eg toilets – not discussed.
- Food vendors, street trading etc – The first draft of the list of traders will be available to share next week. VJ asked that Central Fusion check on the traders and ensure they are up to standard. VJ requested that JL notify of any other food-based sponsors asap.

A banquet restaurant will replace the ballroom with capacity for 350 (pre-booked and some walk-ins). LK advised they are working with Social Pantry to provide this. Central Fusion are returning to oversee the traders. The crew catering is to be confirmed but will hopefully be finalised shortly. Richard Parkinson, independent EHO will return this year.

- The sponsors are to be confirmed but Cinch are the headline partner. Confirmation of sponsors will be circulated in April at the next update.
- Drinking water – The same point of contact for water safety, Chris Cornish, will be returning this year. The plan has been updated with some changes to supply on the flow diagram. Each borehole needed a diagram and a safety plan so these have now been updated. The sampling procedure has also been updated to reflect changes in best practice. Water Aid will be onsite to provide water refill stations. Mind Body and Zen are proposing 15 hot tubs this year. VJ advised these will need a Risk Assessment on managing the hygiene, safeguarding and disposal of treated water as cannot discharge into the water course. MS confirmed the water would need to be dechlorinated before discharging and asked what source will be used to fill them. VJ recommended the company put together their Risk Assessment for review.
- Waste management – Festival Republic have set 83.92% as their recycling target this year with 10 tonnes of waste to be compostable. East Suffolk Council's recycling targets can be provided by Daniel Wareing (Daniel.wareing@eastsoffolk.gov.uk)
- Noise/pollution issues – Aerial Acoustics are returning with the same onsite lead as last year. The only change to the Noise Management Plan is to clarify changes of name and late night entertainment. Alcove has now been added to the plan – they will run as they did in 2019 with Festival Republic running the day programming and Alcove doing the evening. The BBC sound stage orientation has been altered by 90 degrees downhill to alleviate noise issues.
- Infection control issues – not discussed.
- PSPO: LT advised the current PSPO runs out on 19 July 2022 and Rachel Tucker has been in discussions about it. LT read out an email to Inspector Mark Jackson querying the need for PSPO for 2022 as only 1 FPN in 2020 and none issued last year. Rachel Tucker

has proposed to discharge the PSPO if all in agreement. JL noted this was expected and they were not looking to apply for one. VJ suggested a 48hour consultation period for the group to consider responses. Replies with any points to raise to LT, with VJ as a cc please by midday Monday 14 March 2022.

- Traffic Management – Andy Pennington will be the new Offsite Traffic Co-ordinator. A traffic subgroup meeting is being held next week but the plans are unchanged from last year: the same routes for families, weekend cars and drop offs/day guests. There will be no purple contingency gates. JL asked about the Sizewell C project and potential impacts but as no-one from Highways was in attendance, she will pick this up at the traffic meeting. PL asked to be copied in as he is involved with this from Emergency Planning point of view. PL will also be on the traffic management meeting.
- Road Closures – not discussed.
- Emergency Services routine access / emergency access routes / RVPs – not discussed.
- Site access routes (ground surfaces) – Adjustments as mentioned.
- Car parking – Last year purple gates were used for the contingency car park but were not needed. This year JL advised the removal of contingency fields with new car parking space in the north-west corner of the site near gate 1 and 4. Unsure on numbers but if the event is a sell out like last time and at full capacity, it is likely they will need this space. It has been grassed over to form car parking but no access gate as yet. This will be discussed at the traffic meeting.
- Pedestrian – not discussed.

3. Risk - assessments and controls

- Crowd management – The Crowd Management Plan is under review and will be shared once ready. The changes to the BBC sound stage should help as there will no longer be a pinch point so crowds should be able to move more freely around this area.
- Extreme cold/heat, severe weather, flood risks etc – KFS requested a copy of the Severe Weather Plan to be sent to keith.fawkner-simpson@suffolk.gov.uk please. JL will forward this on. KFS noted the site plan changes were good but there is no scale on it and queried how the capacity for the obelisk area is calculated. LK advised each box on the plan represents 100m². Optimum capacity is 2 people per m², capacity for 40,000. KFS suggested circulating a separate occupancy map which may be clearer. LK will distribute.
- Temporary Demountable Structures – A new listening post tent with scalloped edges will be in use this year and has been updated in the Tent Calculations document.
- Camping activities – The camper van fields will open on the Weds at 2pm but there will only be access to the camper van fields and nowhere else. Opening 8am on Thurs for general camping. Some of the area known as the 'Bermuda Triangle' has been designated for trailer camping, marked on the site plan.
- Vendors - food / retail – details to follow.
- Aeronautical displays (CAA regulated) – re drones, LK is putting in an application to apply for restricted air space so none on site during public opening hours.
- Vehicular displays – none planned.
- Site Previous Use – not discussed.
- Road based activities – none planned.
- Water based activities – The Swimming Safety Plan has been updated by Susan Reynolds who provides the lifeguards. She has removed references to red and yellow flags as she

felt these are more suited to beach use and not necessary for small area of lake. Plumbing will be Wicked Water and water safety management contact will be Chris Cornish. MS asked for updated private water supply plans please.

- Animal displays / rides / livestock – MS requested details for the petting zoo as DEFRA requirements have changed. JL/LK to forward details.
- Pyrotechnics – None planned currently.
- Fire – awaiting confirmation (hopefully next week) of point of contact. No fireworks are planned but as soon as contractor is confirmed, the fire Risk Assessment will be drawn up. Electricity contractor is to be confirmed but will be in the next version of EMP.
- Safeguarding – This year it is the Welfare Crew (set up by Alison and Steve Wood who managed last year's on behalf of Open Road). No change to safeguarding with the coordinator provided by Open Road. Brooke returning to provide messaging around consent. Hoping to work with Samaritans also. Daily safeguarding meetings taking place with reps from each agency, inviting rep from Police to attend.
- External threats/counter terrorism – The Counter Terrorism plan is under review and will be shared once finalised.
- A tabletop exercise is scheduled for 5 July at Henham Barns. Any issues with date, please let JL know.

4. Event Control, Stewards, Marshalls and Security Staffing

- Event Safety Officer – Personnel changes: Noel Painting will not be onsite this year although he is still involved. Ian Donaldson will be night time Silver this year.
- Event management structure & Event Control – not discussed.
- Communication methods – not discussed.
- Staff numbers, deployment and shift impacts on staff levels – not discussed.

- Steward / marshal Qualifications – not discussed.
- Event staff medical / fire fighting / security capability – continuing to work with Pathway and same security company as last year. EDMS to provide medical provision again.
- Volunteers (age range / responsibilities & limitations) – not discussed.
- Public access and egress (including disabled attendees) – not discussed.
- Venue - crowd capacities and management – not discussed.
- Notification of incidents – not discussed.
- Routine for escalating and requesting emergency services assistance – not discussed.

JL advised the Operational Management Plan is under review with a new organisation chart. The plan is remaining the same but the chart needs updating. The first version of the EMP was circulated 21 February and they are still working to version 9 of the operating schedule. JL noted the EMP has been overhauled this year so it will be a new document with more detail and less signposting to appendices. There will now be 6 key appendices in the EMP but previous appendices will be retained in case they are required, available on request from JL.

5. Emergency Services – issues arising

- Fire safety – ER had no concerns at this time.
- Medical provision – JL advised EDMS are the medical provider. The Medical Plan has been written up but will be reviewed as the location of the first aid point has moved. CK had no concerns.
- Policing – JL advised they are meeting with Police today and hoping to work with Cambridge Police for this as per previous years to provide drug testing.

6. Major Incident Plan

Appendices to EMP: Major Incident Plan (appendix 1) was finalised yesterday, to be circulated after the meeting. It has been split into the Major Incident Policy (for all Festival Republic shows) and Major Incident Plan (event specific). It has been simplified to make it quicker and easier to read through in the event of an incident.

PL requested that when site plans have been finalised, please send a copy to PL so it can be stored on Resilience Direct and available for all responders in the event of a major incident.

7. Agreed action to take forward

JH requested access to documents. JL will arrange access to the site for JH to be able to view.