



## **EVENT MANAGEMENT PLAN**

# **TREW FIELDS**

**6th, 7th, 8th July 2018**

Compiled by Will Herman, Co-founder

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## **EVENT DESCRIPTION**

Trew Fields is a groundbreaking cancer awareness and holistic health event, bringing together leading health professionals, researchers, wellbeing experts and those living with cancer, in an uplifting festival setting. There will be talks, workshops and live music across two days with onsite camping for those who wish to stay.

Our aim is to create a more progressive conversation around cancer and health, to re-frame the aggressive mainstream narrative surrounding the disease and to leave people feeling empowered, educated and uplifted.

Trew Fields first took place in July 2017 and was a huge success with 450 people attending. Due to popular demand we would like to increase our programme and capacity for 2018.

Trew Fields is the brainchild of Sophie Trew, who was diagnosed with cancer four years ago at the age of 23.

*"I believe everyone should have access to all health information. Currently this isn't readily available, Trew Fields is a space to explore this in an uplifting environment. When I was diagnosed, I knew nothing about health or cancer itself. It was a confusing and isolating time because, although there was a lot of information, much of it was contradictory and negative. Through research I came across a proactive health and cancer community. Trew Fields was born out of a dream to bring together the people who inspired me in my recovery and a like-minded community in a context where we can share stories, exchange wisdom and have fun. Above all, it's about hope, which is often lacking." Sophie Trew*

## **LOCATION & SITE**

The event will take place on land at Thatched House Farm, Loxhill, Dunsfold Road, Surrey.

There will be a main 'talks-tent' hosting headline speakers, various smaller tents and areas hosting workshops and classes such as yoga and Arts & Crafts and a music stage hosting live bands and music.

There will be a selection of hot and cold food stalls, coffees, smoothies and a bar managed by *The Crafty Brewing Company* which is located on the farm.

There will be a large parking field and a camping field.

PLEASE SEE ATTACHED SITE PLAN.

## **DATES AND DURATION**

### **Friday 6th July**

Gates open for early campers: 17:00

Gates Close: 22:00

### **Saturday 7th July**

Gates open: 09:00

Talks start: 10:00

Music starts: 10:00

Gates Close: 22:00

Music Stops: 02:00

### **Sunday 8th July**

Gates open: 09:00

Talks start: 10:00

Music starts: 10:00

Gates Close: 22:00

Music Stops: 01:00

### **Monday 9th July**

Site clear: 11:00

## **AUDIENCE PROFILE**

### **Estimated Attendance: A maximum of 1000 people**

A reasonably diverse demographic mix would be expected to attend the event. However the audience profile will be mainly adults ranging from 25-50. We also expect a number of families with children from 0-16. There will be much for a family audience to enjoy as well as for the older demographic.

## THE EVENT ORGANISERS

### **Sophie Trew - Co-founder / Festival Director**

Background managing events & workshops for large charity organisations.

### **Will Herman - Co-founder / Production Manager**

Extensive experience of large-scale production management across theatre and outdoor events.

### **Jack Cliffe - Event Management Advisor**

Taste Festivals - IMG Arts & Entertainment

### **Luke Herman - Designated Premises Supervisor**

Director of The Crafty Brewing Company Ltd.

## CONTACTS

<b>Will Herman</b> Production Manager	07534 267 491	will@trewfields.com
<b>Sophie Trew</b> Festival Director	07554 442 868	sophie@trewfields.com
<b>Luke Herman</b> DPS	07702 305 595	luke@craftybrewing.co.uk

## CATERING AND HOSPITALITY

There will be a number of Food concessions onsite (approx 7 vendors) offering a wide variety of hot and cold food and drinks.

All drinks will be sold in compostable or recyclable cups or containers. NO GLASS IS TO BE SOLD AT ANY BAR OR CONCESSION.

The Event Organiser will ensure that all catering operations comply fully with the current relevant food hygiene and fire legislation.

The event organiser will ensure that all food concessions on the site are registered with, and have been inspected by, the Local Authority where the business is based prior to the event.

The Event Organiser will ensure that clean water is available within close proximity to provide hygienic means of washing hands.

The Event Organiser will ensure that suitable and sufficient facilities for the storage and disposal of all solid and liquid waste are provided within close proximity to any food concession.

### **LITTER**

Our aim is to ensure that as much waste material is recycled and composted as possible.

A waste management company will be appointed to provide suitable number of bins which will be located around the site.

Litter picking will take place throughout the event.

Concessions will be encouraged to deal with waste products quickly to prevent an accumulation that could lead to either environmental issues or the gathering of cardboard etc.

### **RADIO**

Event staff will be issued with radios where required. Each department will be allocated a designated channel as well as the establishment of a chat channel and an emergency channel.

Loud hailers and the Stage PA systems will be available for emergency use.

### **SECURITY**

A company will be appointed to provide suitable number of SIA qualified security staff who will be on duty throughout the event.

These staff will be managed by a security chief who will be briefed by the festival organisers to ensure suitable cover across the site including at the gate, and around bar.

Radios will be used to communicate between the event team and security chief and amongst security staff.

### **SIGNAGE & PUBLIC INFORMATION**

An Information and Welfare point will be available where members of the public will be able to obtain advice and assistance.

This centre will also deal with lost children (using suitably vetted and qualified staff) and lost property.

Signage will be erected across the site to direct people to each area as well as temporary signage on nearby roadsides for people arriving by car.

## **ELECTRICITY SUPPLY AND LIGHTING**

Temporary electrical supplies, including all generators, distribution cabling and end connection for the arena will be installed by a competent contractor in accordance with the site plan and power specifications.

All temporary power supplies will be fitted with RCD protection, where necessary, and suitably earthed.

Heras fencing (2.5m high block and mesh fencing) will be used to segregate areas which are of danger to the public such as generators and equipment storage.

## **MEDICAL & FIRST AID COVER**

The event organisers will consult with an appropriate first aid provider prior to the event (i.e St Johns Ambulance). There will be a first aider on site during each day of the event who will be given a radio for communication with the event control team.

## **TEMPORARY STRUCTURES**

All temporary demountable structures will be erected and signed off by competent company / provider or persons.

## **TOILETS**

Toilets will be located across the site and numbers provided will exceed the minimum requirements. Toilets will be supplied by an independent provider and regularly emptied and maintained over the weekend.

## **WATER**

Clean drinking water will be available onsite via a standpipe in the main area. Cups will be available free of charge from the bar.

## **INSURANCE**

The event organisers will take out an insurance policy for the event which will include Public Liability Insurance up to £2,000,000 and Employers Liability Insurance up to £5,000,000.

## **EVENT EVACUATION PLAN**

Event control, Stewards and Security Team Leaders will attend a briefing before the event where all emergency procedures and responsibilities will be clarified.

If anything untoward happens during the event the control team will brief stewards and security team leader via radio. All stewards will have been briefed on the protocol regarding evacuation in the event of an emergency.

In case of an emergency The production Manager will make the decision to evacuate the public and also coordinate this evacuation.

There will be 3 emergency exits from the festival area which be clearly visible and signposted.

In case of any suspected packages the nearest stewards will contact the control team who will, if deemed necessary, call the police immediately.

### **Evacuation Procedure**

I. In the event of an emergency requiring evacuation of the festival area, The Production Manager will give the evacuation signal to the Security Officers on the radio. The control team will immediately make repeated announcements over the public address system for the public to calmly make their way to the emergency exits.

II. As soon as an evacuation signal is given, stewards and security will assume a station in the vicinity of the exit doors and guide the public out of the festival area.

III. When orders are given to evacuate, security team member will render assistance to those persons evacuating the area and shall begin an immediate check in all areas of the Festival Areas including toilets to make sure that everyone has left the Festival Area.

IV. If the emergency is located in a specific area, stewards will ensure that the immediate area of the emergency is cleared and will work to move the crowd towards the nearest safe exit routes away from the emergency.

V. Security staff will prevent re-entry for anyone to the site without the confirmation that it is safe to do so from the Emergency Services or Event Control.

VI. Emergency escape procedures will be verbally discussed with all personnel and all new stewards prior to assignment.



## HEALTH AND SAFETY

The organiser of this event will ensure that professional contractors holding the required certificates of competence carry out the installation and/or maintenance of any plant and equipment such as:

- Power installation and distribution
- Site plant and equipment
- Access equipment
- Litter management
- Sanitation Temporary structures
- Medical

It is the policy and intention of the event organiser to comply with the terms of any applicable legislation and local authority conditions to provide and maintain a healthy and safe environment for all members of the public, contractors and crew. Our health and safety policy is to minimise the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending this event.

The event organiser recognises and accepts their duty to protect the health and safety of all visitors to the event, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

While the event management team will do all that is within its powers to ensure the health and safety of all persons, it is recognized that health and safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person.

To ensure that the highest standards of health & safety practice are maintained the organisers have agreed that that the following site rules:

### **2.3 Fire Risks**

2.3.1 All fire exits and escape routes are to be kept clear of obstruction at all times.

2.3.2 Smoking is NOT permitted in the immediate vicinity of LPG or fuel stores, or where signage indicates.

2.3.3 Cables should not be ran across a fire exit or escape route where this cannot be avoided they should be either buried, flown or ran through trunking or conduit.

2.3.4 Ensure you are Familiar with the location of Portable Fire Fighting Equipment (PFFE) and hoses, and which class of fire they can be used on.

2.3.5 PFFE should where possible only be used by trained competent persons.

2.3.6 Avoid any flammable materials coming into contact with ignition sources such as hot equipment or lighting.

2.3.7 All materials to be used in set construction and temporary structures will be fireproofed to the relevant standards.

2.3.8 Where necessary the correct classification of PFFE is to be positioned near high fire risk areas such as welding equipment, amps and dimmers etc.

2.3.9 You are to be familiar with the venues fire exits and escape routes and you are to bear in mind that the most obvious route could be heavily congested.

2.3.10 Ensure you are familiar with the evacuation procedures and Emergency Form up Points.

## **2.6 Electrical Safety and PAT Testing**

2.6.1 All electrical equipment should be PAT tested and certificates of safety will be available for inspection.

2.6.2 All cabling will be run with sufficient protection from the elements and vermin.

2.6.3 All electricity supplies will be fitted with an RCD preferably set to 30mA 40ms trip. If this is not possible then it should be set at this level for connection and disconnection of equipment.

## **6.13 Fire Safety**

All materials introduced onto the site will, where applicable, be fire retardant to the appropriate British or European Standard.

All concessions will be checked for compliance with fire safety requirements by the on-site providers.

Portable fire fighting equipment (FFE) will be located strategically around the site and crew will be instructed to inform event control of any outbreak of fire. It will be the responsibility of the event management to ensure that the alarm is raised and the Fire Service are called.

Fire access lanes will be kept clear throughout the event.