

1. A risk assessment is to be produced for the event to include, the crowd management of its attendees and each individual activity by workers, employees or contractors within the premises and other spaces utilised to support the licensable activities taking place. All control measures determined by this risk assessment are incorporated into an action plan which is fully implemented by the senior management team.
2. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
3. The event management plan shall contain a summary document covering an overview in the following areas:
 - Event overview
 - Audience profile
 - General site overview plan
 - Summary description of all areas including temporary structures
 - General site safety policy
 - Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - Event control - overview of functioning
 - Event Capacities including for temporary structures
 - Event timings
 - Insurance
 - Food provision information
 - Local Community Considerations
 - Build and breakdown plan
 - References to appendices detailed below
4. The EMP shall contain appendices detailing fully the following areas:
 - A scaled site plan which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
 - Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site

- A crowd management plan including capacities and evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency
- Emergency protocols and Major Incident Plan covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.
- Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- Fire safety plan
- Traffic management plan covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points.
- Noise management plan - in line with conditions set by Environmental Health
- Waste management plan
- Medical provisions plan covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
- Security operations and deployment plan covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching of people within the site, bar security, camping / tent security, car parking security and security incident log
- Drugs policy including psychoactive substances. A drugs (including psychoactive substances) policy will be written in consultation with the police, particularly with regard to the definition of "dealing". Where any person is suspected of dealing in drugs, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and police will be contacted prior to ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags. A register of all seized drugs will be kept and updated at the time the item is placed into storage. All seizures will be fully documented and details of the incident including offender details will be supplied to the police at the conclusion of the festival. Where any person is suspected of dealing in drugs, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be

detained by the security company/door men and police will be contacted immediately.

- Weapons policy - A strict zero tolerance policy must be adhered to in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry.
 - Entry and Search policy and procedure - detailing the staffing structure and procedural process to be followed at each entry point. Surrender bins to be provided at all entrances prior to the point of search and must be highly visible and clearly marked. Search policy on entry and entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description.
 - Eviction policy and procedure, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process, management and recording of the process including onward travel from the festival of the evicted person.
 - Bar management and Alcohol policy including staff management structure and responsibilities, bar staff briefings for the event. The use of challenge 25 protocol, refusals registers and incident logs.
 - A Safeguarding policy and plan to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure.
5. A Noise Management Plan, detailing how noise levels will be controlled so as not to cause nuisance to the community, shall be submitted to and approved by the Environmental Health at East Herts Council no later than 3 months prior to the event.
6. The Noise Management Plan is to follow "the recommended noise control procedure" contained in the Noise Council's Code of Practice on Environmental Noise Control at Concerts and shall include:
- a. a location plan;
 - b. a description of all stages and music producing venues;
 - c. the directionality of sound;
 - d. predicted noise levels and the sound propagation characteristics of the event;
 - e. details of noise reduction measures;
 - f. the music running times;
 - g. the methods for local residents to contact the site management if they wish to comment on noise levels;
 - h. the methods used to engage with Environmental Health and other bodies to ensure compliance;
 - i. and the proposed monitoring positions.

7. The Premises License Holder shall ensure that the sound supplier and all individual sound engineers are informed of the sound control limits. Environmental Health should then be provided with confirmation from the sound engineers that they have been appropriately informed of the limits.
8. Noise monitoring by the Organisers shall take place, and be recorded, throughout the entirety of the event at the prior approved (by East Hertfordshire Environmental Health) site locations to ensure that limits are not exceeded. On-site monitors shall be continuous and regular checks to be carried out at noise sensitive locations to inform the controlling of sound equipment
9. The event organisers shall ensure the Music Noise Levels (MNL) do not exceed the noise levels of the Licence Conditions. Monitoring must be at a height of 1.2 to 1.5 m above the ground height and not closer than 1 m to any structure.
10. There must be a written hierarchy of control between the noise control consultant and the sound producers so it is clear who is ultimately responsible for turning down the music levels. Details of this hierarchy are to be provided to Environmental health no later than 4 weeks prior to the commencement of the event.
11. The premises licence holder shall ensure that music noise levels do not exceed the following:
65dB LAeq(15min) not less than 1m from the façade of any noise sensitive dwellings, with 70dB LAeq(15min) in the 63Hz and 125Hz octave bands.
12. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly.
13. A telephone number shall be designated for complaints and must be active throughout the event in case of noise disturbance. This should be in the hands of a nominated person who will answer. The telephone number shall made available 7 days before the event, provided to Environmental Health. A copy should also be affixed to the entrance to the event.
14. If requested, the results of any noise monitoring shall be provided to East Herts council within 10 working days of any request for them.