

PullUp Recordings **GEMFEST** 2024

GemFestival Ltd.

Risk Assessment

GemFest 2024 | 14 - 16 June 2024

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ASSESSORS NAME: Sam Morgan, GemFestival Ltd					DATE OF ASSESSMENT: 08/04/2024		
OBSERVATIONS / HAZARDS	LOCATION	RISK			PERSONS AT RISK	ACTION REQUIRED	
		H	M	L		CURRENT CONTROLS	FURTHER CONTROL ACTIONS
TRAFFIC MANAGEMENT / ACCESS							
1	Possible traffic congestion	Star Beech Hill			✓	Public Participants Artists Contractors Staff	<ul style="list-style-type: none"> Stewards posted at Car Park entrance to ensure congestion is reduced and cars are entering the site safely.
2	Physical hazard from pedestrian and Vehicle conflict on site	Designated Car Parks & Drop Off Zone			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Vehicle access and movement will be restricted on site during running times, apart from in the car park areas. Toilet cleaning will take place early in the morning on Saturday when the site is quiet. Vehicles advised of speed restrictions when entering site, with stewards at every point of the journey from entry to car park to ensure compliance with speed limits. Signage in vehicle areas clearly indicating speed limit. Vehicles and pedestrians are always separated where possible. The car park is separated from the arena using heras fencing. In areas where vehicles and pedestrians share a space, such as the car park, safe pedestrian walkways shall be clearly marked using cones and tape and staffed by stewards . <ul style="list-style-type: none"> In the case of an emergency, where a vehicle is needed to move across site due to an operational or emergency scenario, the driver must use hazard lights, and must be walked on by a Steward or member of Management. Staff issued with hi viz clothing during the event setup and break to ensure visible to vehicles on site.

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3	Physical hazard from pedestrian and Vehicle conflict on ingress and egress	Star Beech Hill			✓	Public Participants Artists Contractors Staff	<ul style="list-style-type: none"> There is no possible pedestrian movement on Star Beech Hill. All access to the festival site is via vehicle. No pedestrians are allowed to enter the site and this shall be clearly communicated via messaging to ticket holders. 	<ul style="list-style-type: none"> Front gate staff are to speak to all attendees on exit. Any attendee considered overly intoxicated will be stopped and questioned to ensure they have a safe way home. In the event of an intoxicated individual who does not appear to have a safe way home, a steward will walk the individual to the shuttle bus to ensure they do not wander down the road.
4	Access is the same as exit and may get overcrowded.	Star Beech Hill			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Stewards are to process access and exit to minimise overcrowding. 	<ul style="list-style-type: none"> Minimal egress to be expected during ingress times, and vice versa. Emergency Incident system in place, as described in EMP, to report potential hazards and provide more resource to help alleviate situations such as overcrowding
5	Potential crash risk as cars turn in and off the site.	Star Beech Hill		✓		Public Participants Artists Contractors Staff	<ul style="list-style-type: none"> One way system in place for entry and exit to avoid congestion on the roads Stewards and traffic management staff to man access and exit at all times, ensuring attendees comply with the one-way system Additional stewards in place to act as an additional early signal to motorists to slow down Ample signage to warn motorists to slow down in advance Road way either side of entry and exit has good visibility and is not on a blind corner 	<ul style="list-style-type: none"> Emergency Incident system in place, as described in EMP, to report potential hazards and allow for resources to be diverted to ingress zones

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ENTERTAINMENT								
1	Music: Outdoor Performance Space – Electrical and Tripping hazards	Stage areas			✓	Participants Artists Contractors Staff		<ul style="list-style-type: none"> Trailing cables to be routed away from public crossing areas where possible Approved cable cover used for cables crossing public walkways Barriers to identify viewing areas Stewards placed in performance areas Emergency Incident system in place, as described in EMP, to report potential hazards
2	Music: Outdoor Performance Space - Injury due to physical hazards such as collapse of structures	Stage areas			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Stage located no more than 1m off ground 	<ul style="list-style-type: none"> No access for participants to stage areas Emergency Incident system in place, as described in EMP, to report potential hazards
3	Music: Outdoor Performance Space - Physical hazard from contact between performers & equipment	Stage areas			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> RCD / weather protected cabling/connections used Contractor to comply with Electricity at Work Reg's 1989 and HS(G) 107 Electrical connection only by competent person(s) following IEE guidance 	<ul style="list-style-type: none"> Stage Manager to inform all artists of potential falls or trips Warning tape to be used to mark potential trips No access for participants to stage areas Emergency Incident system in place, as described in EMP, to report potential hazards

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4	Temporary hearing damage from long-term exposure to loud music.	Stage areas			✓	Participants Artists Contractors Management	<ul style="list-style-type: none"> Noise limiter fitted to sound system and sound engineer informed. Regular check of sound systems to ensure balance/ proper control. Quiet areas provided. Staff rotation between quiet and noisy areas Staff trained in noise risks and protective measures. Staff considered to be particularly at risk given earplugs. 	<ul style="list-style-type: none"> To make sure that protection of staff from excessive noise is designed into the venue/site at the planning stage of each event e.g. location of bars in relation to the main stage/speakers
5	Use of lasers for visual effects	Stage areas			✓	Participants Artists Contractors Management	<ul style="list-style-type: none"> Only competent contractors to install laser equipment. Lasers to be installed above head height, and not pointing directly at the crowd. Only lasers that meet relevant legislation are required to be used. Laser operators to be appropriately trained and suitably competent Messaging in T&C's to alert attendees about the use of laser lighting displays as part of the event. 	

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ELECTRICAL								
1	Current flow causing physical conduction hazard. <ul style="list-style-type: none"> Generators x 3 	Shown On Site Map	✓			Participants Artists Contractors Staff	<ul style="list-style-type: none"> Installation only by competent person – Event Power Engineering Electricity at Work Regulations 1989 applies HS(G) 107 RCD / weather protected cabling/connections to be used PAT testing certificates requested from traders 	<ul style="list-style-type: none"> Generators isolated from the public Emergency Incident system in place, as described in EMP, to report potential hazards – electrical risk treated in highest response categories
2	Physical hazard due to poor lighting across event site during late hours	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Festoon lighting erected across the site, illuminating all public walkways. Festoon lighting erected in backstage, concession and camping areas. 	<ul style="list-style-type: none"> Tower lights available to act as portable lighting in key entry & exit locations
FIRE HAZARD								
1	Fire risk from smoking	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> No smoking policy in stalls 	<ul style="list-style-type: none"> Plant pots with sand placed in locations deemed a risk from smoking All decor to be rated fire-retardant or sprayed with fire-retardant chemicals. Emergency Incident system in place, as described in EMP, to report potential hazards – fire risk treated in highest response categories
2	Fire risk from electrical hazards	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Only competent contractors to install and maintain electrical distribution requirements for site Conditions of Acceptance for stallholders / participants for appliances to be safety checked before event 	<ul style="list-style-type: none"> Emergency Incident system in place, as described in EMP, to report potential hazards – fire risk treated in highest response categories

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3	Fire hazard from cooking activities	Stalls / Trailers		✓		Participants Artists Contractors Staff	<ul style="list-style-type: none"> Restricted LPG use Additional fire extinguishers on site Locate fire extinguishers next to any participants cooking Stall holder / participant to regularly remove waste combustible materials from the cooking area Ensure exit points from cooking areas are kept open and clear from obstruction 	<ul style="list-style-type: none"> Emergency Incident system in place, as described in EMP, to report potential hazards
4	Location of adequate numbers of fire extinguishers and fire-fighting equipment	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> CO2 and Foam fire extinguishers on site for placing around stall runs and areas of identified risk 	<ul style="list-style-type: none"> Emergency Incident system in place, as described in EMP, to report potential hazards
ALCOHOL & DRUGS								
1	Alcohol brought on site	All Site			✓	Participants Artists	<ul style="list-style-type: none"> An Alcohol Policy will be in place, stating that only a certain quantity of alcohol can be brought on site per person, and all guests will be informed. 	<ul style="list-style-type: none"> SIA security personnel to carry out searches as guests enter the event site, to ensure Alcohol & Drugs policies are upheld.
2	Drugs brought on site	All Site		✓		Participants Artists	<ul style="list-style-type: none"> Zero Tolerance drugs policy in place, and searches conducted at entrance by SIA security personnel. 	<ul style="list-style-type: none"> 24/7 emergency medic on site, including ambulance, in the case of any medical emergencies in relation to excessive alcohol or drug intake.

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3	Attendees over intoxicated / on site bar concessions	All Site			✓	Participants Artists	<ul style="list-style-type: none"> TENs license currently in place. Glass bottles contents decanted to plastic glasses Staff selling and supplying alcohol to be trained in prevention of underage sales Staff to refuse sale when appropriate e.g. due to drunkenness and highlight any issues to security immediately Challenge 25 scheme for proof of age to be adopted Half measures and 0% / alcohol free options to be made available, in line with company policy 	<ul style="list-style-type: none"> SIA security personnel employed at event and posted in key locations. Bar staff will have constant radio communication with SIA security team and management teams on site. SIA to complete Challenge 25 ID checks on entry Premises License conditions and additional SAG guideline measures to be in place on the approval & acceptance of the application
CROWD CONTROL								
1	Movement of people during event	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Public pathways to be correct width to ensure that congestion is reduced, and vehicles can get through in the case of an emergency. 	<ul style="list-style-type: none"> If vehicle movement agreed during event hours vehicle to be led by Steward
2	Stage crowd areas becoming overcrowded	Stage areas			✓	Partipants Artists Contractors Staff	<ul style="list-style-type: none"> Security and Stewards to be deployed near stages during peak hours 	<ul style="list-style-type: none"> Ensure stewards are vigilant with keeping watch on attendees and report any potential problems to security and management Emergency Incident system in place, as described in EMP, to report potential hazards

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3	Barrier Failure Workers and others risk injury if barriers collapse.	Site Perimeter			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> • Heras fencing to be erected by a competent person/contractor. • Contractor to provide sign off certificates for all structures. • 	<ul style="list-style-type: none"> • Daily checks made on all structures by a competent person. • Fence panels and structure regularly checked throughout the event by event organisers and site manager. •
4	Public Disorder			✓			<ul style="list-style-type: none"> • Adequate number of trained, SIA badged security staff. • Challenge 25 Policy in place • No glass at the event. • Attendees to be made aware of prohibited items (illegal substances, glass, alcohol and sharps) in advance. • Pit stewards and/or security staff employed to observe crowd behaviours. 	<ul style="list-style-type: none"> • Ample SIA and stewards to spot potential public disorder. • Control of numbers in performance areas and marquees to ensure capacity is not exceeded. • Emergency Incident system in place, as described in EMP, to report and prevent potential disorder Additional control and procedures available in EMP 3.4 <p>EMERGENCY PLANS</p> <ul style="list-style-type: none"> • EMP 2.14 STEWARD AND SECURITY ROLES • EMP 2.15 PREVENTION OF CRIME AND DISORDER

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5	Management of stage capacities				✓		<ul style="list-style-type: none"> All headline + major support acts are playing on the mainstage, and thus we anticipate that nearly all customers will want to remain at the mainstage area. The mainstage area can accommodate most if not all the site, and we can expand or contract the circle of hay bales that boxes this stage in depending on ticket sales to allow for more or less capacity. 	<ul style="list-style-type: none"> In the event that more than the allotted capacity of other stages is exceeded or appears to be exceeded, security & stewards will be on hand and briefed to shut off any additional footfall to the area by blocking the main access path using crowd barrier and monitoring entry and exit.
TRIPS & SLIPS								
1	Physical hazards from loose and obstructive material and debris on surface of the site	All Site			✓	Participants Artists Contractors Staff		<ul style="list-style-type: none"> Pre-event site check Litter picking equipment on site Emergency Incident system in place, as described in EMP, to report potential hazards
2	Physical hazards broken glass, cans etc.	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Drinks in glass containers to be decanted into plastic containers when served on site. Glass bottles containing alcohol not allowed on site in line with alcohol policy. 	<ul style="list-style-type: none"> Pre-event site check Emergency Incident system in place, as described in EMP, to report potential hazards

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INJURY / ACCIDENTS / ILLNESS								
1	Injury / Accident / Illness	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Emergency medical services contracted by competent company - MERTS Ltd No accidents in prior year - 8 patients were treated for hayfever issues, and there were 3 welfare related individuals (alcohol intoxication) which were also discharged back into the event with no concerns. Risk assessment identifies control measures to reduce accidents & injuries 	<ul style="list-style-type: none"> 24/7 medical team trained to emergency standards on site. Ambulance stationed on site. Emergency Incident system in place, as described in EMP, to report potential hazards
2	Handing Injuries	All Site			✓		<ul style="list-style-type: none"> All work involving manual handling assessed on an individual task basis. Only competent staff involved in manual handling. During the event itself the Task and Load of manual handling will not exceed 10-15kg for moving crates of drinks and food supplies, and will be performed by managers, trained in basic manual handling. During the build up and pack down, all large items will be moved by competent suppliers and we will ask them for proof of manual handling training and awareness. 	

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FOOD & WATER								
1	Provision of food provided on site	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Ensure contractors selling food have the appropriate certificates for food hygiene. No trader will trade without the correct certificates. 	<ul style="list-style-type: none"> Management to contact traders to obtain copies of relevant certificates.
2	Source of drinking water	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Free water bottles available at all bars, stages and at the medical tent (24/7). 	
3	Food poisoning				✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event. We'll ensure vendors provide copies of their registration for our records. 	

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4	Gas Safety				✓		<ul style="list-style-type: none"> Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates to be kept on food stall. Food vendors only allowed to have one day’s supply of LPG at their stall. 	<ul style="list-style-type: none"> Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. We will ensure vendors provide us with their Gas safety certificate available from a Gas Safe Engineer following their latest gas check. evidence for their training in the safe use of LPG equipment, CE marks on the equipment, flame failure devices.
ALL ISSUES REQUIRING SECURITY								
1	Any and all foreseeable issues requiring security	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Security contracted by competent company - Assero Security Ensure Security are aware of any disturbances and to take action to mitigate any problems. Security to be deployed at different areas of the site depending on time of day. 	<ul style="list-style-type: none"> Stewards are to be introduced to all security on site. Security, Medics, Stewards, Bar Supervisors and Management team to have constant radio communication via private licensed channels.
WELFARE								
1	Participant welfare	All Site			✓	Participants	<ul style="list-style-type: none"> Stewards in place to support and direct public Adequate emergency response procedures in place with participant welfare at the forefront of all activity Ample toilet, waste and hand sanitisation facilities 	<ul style="list-style-type: none"> Pre-event communication regarding potential weather events in line with forecasts Emergency contact via SMS, email, Instagram and so on

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2	Staff welfare	All Site			✓	Staff	<ul style="list-style-type: none"> Hi Viz clothing provided Steward roles information provided prior to event Briefing information provided pre shift Stewards advised to wear suitable clothing 	<ul style="list-style-type: none"> Regular breaks taken by staff Rest area provided on site Event Managers to supervise stewards Access to all Event Managers and SIA Management to contact if they feel unsafe or unsure for any reason.
WEATHER								
1	Physical hazard from excessive temperatures or rain & storms.	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Stewards advised to bring appropriate and waterproof clothing. Free water bottles available at all bars and at the medical tent. Shelter is to be provided around the site. 	<ul style="list-style-type: none"> Emergency first aid facilities on site Stewards to be informed of where to direct participants in need of water or shelter In the event of predicted extreme weather closer to the date,
WASTE								
1	Participants leaving waste / rubbish around site and at camping areas	All Site			✓	Public	<ul style="list-style-type: none"> A waste management company will be employed to ensure waste is taken away from bins on site. 	<ul style="list-style-type: none"> A clean up team will be arranged for the days post-event to ensure that the land is kept clean.

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ENVIRONMENT								
1	Crowds may cause damage to hedging / vegetation.	All Site			✓	Public	<ul style="list-style-type: none"> The site will be properly marked with heras fencing so crowd will not need to go near vegetation. The site will be left in the same condition as it was prior the event. 	<ul style="list-style-type: none"> Management to ensure pre-event checks take place to be aware of any potential danger at the site inspection.
NEIGHBOURS								
1	Noise complaints from neighboring residential areas	All Site			✓	Public	<ul style="list-style-type: none"> Neighbours are to be informed of the event via advertising of the premises license and with personal contact at least one month prior to the event. Sound limits in place on site and upheld by management, as laid out in the Noise Management Policy. Noise Hotline policy to be installed, with all 	<ul style="list-style-type: none"> Noise hotline established to allow direct communication with the festival Strict noise procedures to be adhered to as set out in the noise management plan
2	Attendees using neighboring properties to park instead of paying for carp parking	Off Site			✓	Public	<ul style="list-style-type: none"> Limited risk as no pedestrian is allowed to enter the site, as such there is no way attendees can leave their car on an individuals driveway and be admitted for the weekend. 	

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COMMUNICATION								
1	Loss of communication	All Site			✓	Contractors Staff	<ul style="list-style-type: none"> Security, Medics, Stewards, Bar Supervisors and Management team to be provided with a radio (and private headset) in order to have constant radio communication via private licensed channels. Management to have phone numbers of all staff and contractors on site. 	<ul style="list-style-type: none"> Spare batteries/radios at Event Control to ensure communication is upheld. Communication failsafe as detailed in the EMP 1.6 COMMUNICATION STRUCTURE