

Event Plan & Safety Policy - Sopley Festival 2019

a) General

The Sopley Festival is an annual community event run by the Sopley Parish Hall Management Committee to raise funds for the restoration and operation of Sopley Parish Hall. It is a social event mainly (but not exclusively) for the members of Sopley Parish to get together with friends and families and enjoy one of the primary summer social events of this small rural parish.

The event will be run in the grounds of Moorlands Bible College, Sopley, BH23 7AT, situated on the east side of the B3347 between Winkton and Sopley.

The Festival will take place during the afternoon of Saturday 13th July and will consist of live musical entertainment provided by various local artists, demonstrations, stalls and sideshows, children's competitions, and a dog show. There will be a collection of Classic vehicles, along with refreshments including Burgers, ice creams, teas, coffee and cakes, and a licensed bar.

The Festival will continue in the evening with a separate event in the grounds of the Woolpack Inn, Sopley, with food and live musical entertainment.

b) The Prevention of Crime and Disorder

- This is a family event, and we anticipate that this will reduce the attraction for crime and disorder. However, we will take all necessary steps to prevent bad behaviour of the minority spoiling the event for others.
- Stewards will be placed at two entrances to monitor for anti-social behaviour and if necessary restrict access to any unwanted elements. A small entrance fee will be charged for the Festival, and it is thought that this will further dissuade any unwanted element (although we have never experienced any trouble of this kind in the past).
- All stewards throughout the site will be vigilant to prevent individuals causing damage to adjoining buildings and property.

- The main contact throughout the event will be Mrs Caroline Paul, Chairman of Sopley Parish Hall Management Committee, who can be contacted on 078 675 21583. She will have a register of all Staff and Stewards and their contact mobile numbers in order to communicate in the event of possible problems.
- There will be a licensed bar in order to provide refreshment. Excessive drinking will neither be allowed nor tolerated. Children and those under age will not be served at the Bar.

c) **Public Safety**

- A full written Risk Assessment will be carried out prior to the event, and this will be updated during the days leading up to the event.
- It is expected that around 700 people may visit the Festival during Saturday afternoon. Some of these are likely to be local people able to walk to the event. There are 204 existing car parking spaces in the adjoining Moorlands College grounds, and we have arranged parking for an additional 300 cars in an adjoining field. Thus we believe we will be well able to provide the required car parking spaces well away from the pedestrian area set aside for the stalls and side shows. There will be a clearly defined safety barrier separating the two areas.
- Cars will be able to pull off the B3347 on to the Moorlands College drive before parking. It is not expected that queuing will be a problem.
- There will be qualified First Aiders on site throughout the Festival. All staff and stewards will have their contact details.
- Signing for the entrance, exit, toilets and parking will all be provided.
- There will be dedicated parking spaces for disabled visitors.
- Traffic will be directed by stewards wearing Hi-Viz Jackets.
- No Parking cones will be used as necessary along the entrance to the Festival site from the B3347.
- No coaches are expected, but these could be accommodated by prior agreement if required.

- There will be two pedestrian entrances to the event, one at the North end of the site and one at the South gate. These will both be situated well away from the road, and queuing will not be a problem.
- Rubbish bins will be provided around the site. Rubbish will be removed from site immediately following the event.
- The event will be covered by the Sopley Parish Hall Public Liability Insurance Policy. All exhibitors are required to have their own insurance cover.
- All BBQ food will be monitored by a Food Safety Certificate holder.
- No private BBQ's or fireworks will be allowed on site. Stewards will be vigilant in looking out for fires.
- Communication with the public will be via a site wide PA system, which will address both north and south field areas simultaneously.
- Emergency Procedures have been produced and are attached to this Event Plan.
- Emergency Vehicle access will be via the main site entrance on the B3347. Stewards will ensure such vehicles have un-impeded access to the site.
- Minimal electrical supplies will be needed. However, these will be provided by local mobile generators as necessary. Exposed electrical cables will be covered by matting where appropriate, and all reserves of generator fuel will be stored in approved containers.
- Since the event will take place in the daylight hours, light pollution will not be a problem.
- Fire extinguishers will be clearly identified in the Refreshment areas
- The wooded area to the west of the site contains four bee hives situated 30 metres in to deep woodland. Whilst this area is very difficult to access, it will be fenced with warning signs.
- In order to preserve the flatness of the ground, if horses are to take part in any of the Main Ring events then the divots created will be flattened by staff and volunteers before the commencement of the next event.

d) The prevention of public nuisance noise.

- With the exception of the college itself, there are no other neighbours within a 300 metre radius in any direction.
- Local advertising will be prevalent during the two weeks leading up to the event. It is hoped that we can minimise any problems by communicating well with our parishioners.

e) The protection of children from harm.

- This is planned to be a family event.
- The event will be attended by the children of Sopley School, and several other local Pre-School groups, many of whom will be taking part the event.
- Any child attending this event under the age of 12 is required to be accompanied by an adult. Stewards will challenge any minor trying to enter the event without an adult.
- It is expected that Sopley School pupils will perform during the afternoon under the supervision of teaching staff during their performance.

Emergency Procedures

Procedures for staff and volunteers to follow in an emergency should include:

- Raising the alarm -Ensure that the Main Contact and all Stewards are urgently informed.
- Informing the public if necessary – using the Public Address System.
- Onsite emergency response, i.e. use of fire extinguishers – via Stewards.
- Crowd management, including evacuation, where necessary - by Stewards.
- Evacuation of people with disabilities.
- Traffic management, including emergency vehicles - by Stewards.
- Incident control – by Stewards.
- Liaison with emergency services - via Main Contact or her delegate.
- Providing first aid and medical assistance – Using qualified First Aiders.

Revised 04/07/2019

