

CROWBOROUGH TOWN COUNCIL

To all Members of the **COMMUNICATION AND EVENTS** Committee (with copies to all other members for information).

You are summoned to attend a meeting of the **Communication and Events Committee** on **Tuesday 19th April 2022 at 7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
6th April 2022

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.
Access details for this remote meeting are available at
www.crowboroughtowncouncil.gov.uk or by telephoning 01892 652907

QUESTIONS FROM MEMBERS OF THE PUBLIC (15 minutes maximum)

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 18th January 2022

4. ASHDOWN RADIO

4.1 To **note** the officer's report and **agree** any action

5. EVENTS

5.1 To **note** the Events report and **agree** any action

5.2 To **note** the Eco Exhibition report and **agree** any action

6. FESTIVE LIGHTS

6.1 To **note** the Festive Lights report and **agree** any action

7. CO-OPTION AWARENESS CAMPAIGN

7.1 To **review** the co-option awareness campaign and **agree** any action

8. FINANCIAL MATTERS

8.1 To **note** the finance report and **agree** any action

9. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING



AGENDA ITEM NUMBER: 4.1
MEETING DATE: 19th April 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Ashdown Radio
PURPOSE OF REPORT: To inform members of a request by Ashdown Radio
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following request has been received from Ashdown Radio:

We are currently filling our interview diary for April onwards for interviewees for Ashdown Radio – the new name of Uckfield FM from April. We are looking for the town council to have a regular slot. I coordinate the interview diary for presenter Gary King, who offers 10-minute slots at 1035 and 1135 weekdays. We would love someone from your organisation to come on air and discuss local issues / events / activities with us.

Interviews are generally done over the phone, we have two ways we can do this one is we call you on a traditional phone (we have to make the call because of the way our equipment is set up) the other is we send you a link by email, and you connect to the studio at the right time and speak to Gary.

We will be reviewing our social distancing policy in due course regarding having face to face guests again, but for the moment interviews are virtual only.

Look forward to hearing from you.

The committee is asked to consider how it wishes to respond to this offer.



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 19th April 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Events
PURPOSE OF REPORT: To provide members with an update on planning to date
SUPPORTING DOCUMENTS: Appendix A - Queens Jubilee location map
Appendix B – Draft CrowFest Management plan
Appendix C - CrowFest Risk Assessment
CrowFest map and car park guide to be handed out at the meeting.
OFFICER CONTACT: Events Coordinator

OFFICER RECOMMENDATIONS:	
1	
2	

Planned events for 2022

Town Conference (20th April 2022)

- Venue has been booked – United Church on Croft Road
- Reminder has been sent to all councillors
- Speaker confirmed – Graham Bond from Sussex Police will speak about speed cameras and general issues
- Town conference posters – up from Monday 4th April
- Event is on website and on Facebook
- On the night, the Events Coordinator will set up, as well as performing roving microphone duties during the conference.

Boundary Walk (22nd May 2022)

- Posters advertising the event are ready and will be put up on Monday 25th April.
- Event is on website and on Facebook

- Press release to go out in Crowborough Life and on Ashdown Radios events calendar
- Registration opens at 9am with a prayer from All Saints Rev. Steve Rees followed by staggered start time between 9am and 11am
- More signage will be put in place as previous feedback urged this
- St Johns Ambulance is booked for the event
- Two weeks prior to event the route will be walked by office the Grounds Team and Events Coordinator
- 13th May – Grounds staff to walk route to cut hedges back and check grounds as well as put up signs. In the afternoon, there will be a staff briefing for the Events staff

FOR COMMITTEE CONSIDERATION: To decide whether free water and chocolate will be handed out as previous years, or whether a small charge should be made for this service.

Queens Jubilee “Big Lunch” (5th June 2022)

- Venue – Chapel Green between 11am-3pm
- Event is on website and on Facebook
- Nearby residents will be notified nearer the date
- Press release to go out in Crowborough Life and on Ashdown Radios events calendar
- Posters are in the process of being designed
- St Johns Ambulance are booked
- Toilets have been booked
- TEN licences to sell alcohol will be submitted
- Marquee with beer tables booked – Blue Anchor to run bar from here
- Further seating in form of straw bales dotted around
- Marquee for live music, the following has been booked and confirmed (timings might change)

11:00-12:00 Jon Hamilton Big Band

12:15 -12:45 Ashdown Choir

12:55 - 13:25 All Saints Church

13:35-14:05 Fermor School choir

14:15 -15:00 The Crowborough Players

Following children’s entertainment has been booked

- 2 x Fair rides
- Messy Play area
- Face Painting
- Punch & Judy
- Balloon Man
- Queens guards stilt walkers
- Fire brigade will have a vehicle onsite for people to visit
- Frank Humphry TBC

Location map available in Appendix A.

Catering booked

- BBQ – Scouts
- Fish & Chips - The village chippy Sussex
- Ice Cream - Tony Roach
- Cakes / Brownies – Crumble & Treacle
- Bar – The Blue Anchor

Sussex Day (16th June 2022)

- Event to take place at Chapel Green War Memorial
- Event is on website and Facebook
- Sussex Flag to be raised at 9am
- Town Crier, Jon Bartholomew, has been booked for 4pm. Sussex Charter will be read followed by bell ringing.

CrowFest (16th-17th July 2022)

- Event is on website and on Facebook
- The Events Instagram page has 117 followers to date. Events Coordinator posts updates on confirmed vendors, confirmed pitch holders and other updates.
- The Crowfestofficial Facebook page has got 256 followers to date and 194 "likes"
- Press release to go out in Crowborough Life and on Ashdown Radios events calendar
- Ashdown radio will also conduct a short interview with Cllr Matthew Street in May where a range of questions about the event will be answered
- The event will also use some of Local and Live's marketing channels to promote the event
- St Johns Ambulance are booked
- Toilets are booked
- Premises licence has been submitted for selling alcohol

The inside of the running track is allocated for children's entertainment, stall holders and ECO Hub marquee. This section will be open from 1pm to 6pm. The Scouts will run their BBQ here and there will also be an ice cream van in this area. A first aid gazebo as well as toilets will be available too.

Children's entertainment booked

- Inflatables, crazy golf
- Arts & Craft marquee to be run by Arty-time but will also include Face Painting

Stall holders

- 22 pitches have been sold to date
- Stall holders have been asked to bring their own gazebo and to leave their cars at the leisure centres carpark as no cars will be allowed on the running track

ECO Hub

- A meeting with Cllr. Alison Arthur and the events team took place in March to explore ideas and options for this. It was agreed that a marquee will be allocated for the ECO Hub and it will be run by Alison and her team. The activities for this are still to be confirmed. The idea is that it will create an interest for a larger ECO exhibition to be held at a later date.

Entertainment ring – this will be open from 1pm to 6pm approximately. Ade Morris booked for MC duties

Day one – Saturday 16th July – still a couple of slots to fill, Army Cadets is potentially interested in performing a drill – TBC

13:15-13:45 SO Dance Academy

14:00-14:30 BMX show

15:00-15:30 TBC

16:00-16:30 BMX show

17:00-17:30 TBC

Day two – Sunday 17th July

13:15 -13:45 Sheepdog demonstration

14:00-14:30 SO Dance Academy

15:00-15:30 Dangerous Steve

15:45-16:15 Sheepdog demonstration

16:30-17:00 Dangerous Steve

The music festival area – this will be open from 1pm to 9pm, however, the first band will be onstage from 2pm. This area will also have toilets, meeting point, first aid, artist green room and the security team will have gazebos in this area.

- A list of bands will be confirmed by the end of April, ready to be announced to the public in May
- Stage company including security, power, stage sound and lights – booking in progress
- Stage Manager, Paul Dunton booked

Catering booked to date (Local vendors has been approached and used where possible)

- Fish & Chips - The Village Chippy Sussex
- Pizza – Doughbro
- Ice cream - Southern Counties
- Cakes and brownies - Crumble and Treacle
- Creps - Ed & Rosie Delaney
- Burgers – Chuckaburger
- Thai – Nongs Kitchen
- Doughnuts – Maxime Doughnut Hut
- Coffee – BrewBox TBC

FOR COMMITTEE CONSIDERATION: To share any suggestions for acts for the performing ring and for any councillors to volunteer help during the event (various opportunities

including car park duties, money bucket collection, roaming the event area, support at green room, meeting point and at performing ring area as well as being available in the kid's zone.)

Firework Display (5th November 2022)

- Pyrovision has suggested a show featuring Elton John, as he goes into his worldwide farewell tour

Armistice Day (11th November 2022)

- Crowborough Veterans & Supporters Association and CTC has met
- Road closure application has been submitted

Remembrance Day (13th November 2022)

- Crowborough Veterans & Supporters Association and CTC has met
- More staff as stewards has been agreed
- Road closure application has been submitted
- St Johns Ambulance has been booked

Christmas Fair (25th November 2022)

- Based on previous feedback, the Events Coordinator suggests extending the Christmas fair by 30 minutes to increase the opportunity for the stallholders to take advantage of the "atmospheric feel" from the lights being switched on

FOR COMMITTEE CONSIDERATION: To consider extending the Christmas fair by 30 minutes (4pm to 6.30pm)

Civic Carol Service (7th December 2022)

- All Saints Church booked for 7th December 2023
- Further planning to start later in the year.

5.1 Appendix A - QUEEN'S JUBILEE LOCATION MAP





Crowborough Town Council
Council Offices
Pine Grove
Crowborough

East Sussex
TN6 1DH

01892 652907

EVENT MANAGEMENT PLAN

Event Management Plan for small and medium sized outdoor events.

EVENT ORGANISER DETAILS

Event Organiser Name:	Mia Kelly
Department:	Event Planning
Telephone:	01892 652907
Mobile:	
Email:	events@crowboroughtowncouncil.gov.uk
Name of Event:	CrowFest 2022
Event Location:	Goldsmith's Recreation Ground, Crowborough
Audience Profile:	Residents of Crowborough Town
Approximate Audience Numbers:	Up to 10,000 throughout event
Date of the Event:	16 th -17 th July 2022
Contact Telephone Number on Day of the Event: (if different to above)	

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1. INTRODUCTION

1.1 EVENT OVERVIEW

Event Description

CrowFest is a two-day music festival providing a platform for local artists and suppliers. The event incorporates children’s activities, inflatable area, performing ring with entertainers as well as stall holders and a main stage. There will be a range of local vendors on site providing refreshments, including a bar area.

The event is taking place at Goldsmith’s Recreation Ground between 13:00-21:00 on Saturday the 16th and Sunday the 17th July. Based on other events the Council organises, it’s likely the event will attract up to 10,000 people over the weekend.

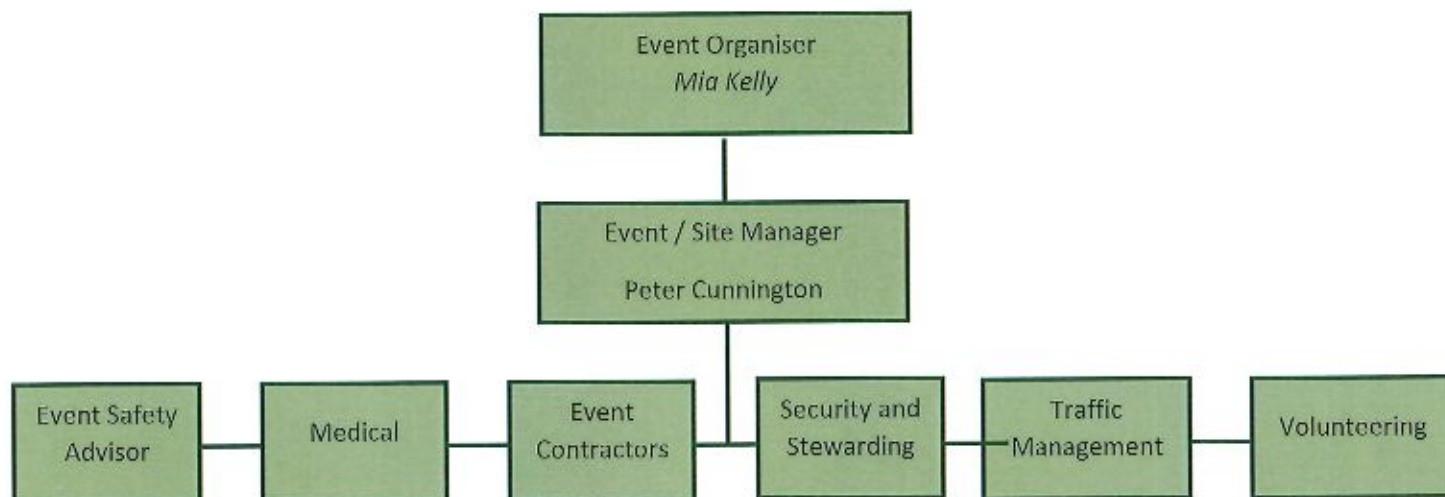
The event is free to attend, and the desire is to attract residents, across all ages as well as people in nearby locations. This event will help support local businesses and promote local upcoming music artists.

Event timing

Event start time	Gates to open at 13:00
Event end time	21:00

2. EVENT MANAGEMENT

2.1 EVENT ORGANISATION STRUCTURE



2.2 KEY EVENT MANAGEMENT CONTACTS

Name	Role	Contact number
Mia Kelly	Event Organiser	01892 652907 [REDACTED]
Peter Cunnington	Operations Manager (Event Management)	01892 652907 [REDACTED]
James Webber	Head Groundsman	[REDACTED]

2.3 KEY EVENT CONTACTS – OTHER

AUTHORITIES (Fire, Police, First aid etc...)

Organisation	Name	Contact Details
Sussex Police	[REDACTED]	101/ 999
East Sussex Fire and Rescue Service	[REDACTED]	[REDACTED] 02031 622363/ 999 Central.businesssafety@esfrs.org
SECAMB	[REDACTED]	111/ 999 ESOU.Events@secamb.nhs.uk
Wealden District Council	[REDACTED]	01323 443322 [REDACTED] [REDACTED] [REDACTED]
NHS	[REDACTED]	111/ 999 [REDACTED] [REDACTED] [REDACTED]
East Sussex Highways	[REDACTED]	0345 608 0193 [REDACTED]

ACT/ ENTERTAINMENT

Organisation/Company	Name	Contact Details
Peter Johnson Entertainment		
SO Dance Academy		
TBC Act from Fire brigade		
TBC Stage act 1-18		

SUPPLIERS/CONTRACTORS

Organisation/Company	Name	Contact Details
Peter Johnson Entertainment		
Maridian Toilets		
Blue Anchor		info@blueanchorcrowborough.co.uk
Carnival Ice's (Ice Cream)		.co.uk
The village chippy sussex		thevillagechippy.sussex@gmail.com
Crumble & Treacle		hello@crumbsandtreacle.co.uk de
Doughbro		
Southern Counties ice cream		
Scouts BBQ		
TBC food vendor		
TBC food vendor		
Local & Live Consultant		
The Pro Group <ul style="list-style-type: none"> • Stage • Lights • Security • Electrics 		
Best in tents – marquees / gazebos		info@bestintentsmarquees.co.uk

2.4 PRODUCTION SCHEDULE

PRODUCTION SCHEDULE – pre-event build

Date	Task	Start Time	Finish Time	Resources/who	Notes
13/06/22	Tree survey of event site	09:00		Grounds Team	
14/06/22	Site Survey for ground repairs	09:00		Grounds team	
15/06/22	Event items build e.g. Signs, information boards, banners.	09:00		Grounds team	
27/06/22	Ground repairs	09:00		Grounds team	
04/07/22	Access and Egress improvements	09:00		Grounds team	
14/07/22	Security Fencing up around site	09:00		Grounds team	
14/07/22	Road signs up	09:00		Grounds team	
14/07/22	Cones to be put in place	09:00		Grounds team	
14/07/22	Prep car park; line mark	09:00		Grounds team	
14/07/22	Mark out pitches with numbers	09:00		Grounds team	
14/07/22	Crowd Barrier fencing to be put in place	09:00		Grounds team	
15/07/22	Close off site to public	09:00		Grounds team	
15/07/22	Stage build commences	09:00		Pro Group	
15/07/22	Light towers install	09:00		Pro group	
15/07/22	Marquees / gazebos up	09:00		Best in Tents	
15/07/22	Stage fencing, arena fencing up	09:00		Grounds team	
15/07/22	Bar to be built	09:00		Blue Anchor	
15/07/22	Power to the site	09:00		Pro Group	
15/07/22	Bins for litter up	09:00		Grounds team	
15/07/22	Signage up	09:00		Grounds team	

PRODUCTION SCHEDULE event day build

Date	Task	Start Time	Finish Time	Resources/who	Notes
16/07/22	Toilets arrive and set up	09:00	11:00	Meridian Toilets	
16/07/22	Pitch holders to set up	09:00	12:45		
16/07/22	Vendors to arrive for set up	09:00	12:45		
16/07/22	Stage company final checks	09:00	12:45	The Pro Group	
16/07/22	Arena sound test and set up	09:00	12:45	The Pro Group	
16/07/22	Electricity testing	09:00	12:45	The Pro Group	
16/07/22	Inflatables set up	09:00	12:45		

PRODUCTION SCHEDULE – post event breakdown

Date	Task	Start Time	Finish Time	Resources/who	Notes
17/07/22	Pitch holders to remove gazebos	18:00	21:00	Pitch holders	
17/07/22	Remove Inflatables	18:00	21:00		
17/07/22	Vendors to leave	21:00	22:00		
17/07/22	Litter picking across site	21:00	22:00	CTC ground staff	
17/07/22	Site to be closed	22:00	24:00	CTC ground staff	
18/07/22	CTC Gazebo's to be removed	08:00	12:00	CTC ground staff	
18/07/22	Litter picking across site	08:00	12:00	CTC ground staff	
18/07/22	Toilets to be collected	08:00	12:00	Meridian Toilets	
18/07/22	Stage and PA systems to be removed	08:00	17:00	The Pro Group	
18/07/22	Marquees to be taken down	08:00	17:00	Best in tents	
18/07/22	Bar to be taken down	08:00	17:00	Blue Anchor	
18/07/22	Fencing to be taken down	08:00	17:00	CTC ground staff	
18/07/22	Car park to be cleared	08:00	17:00	CTC ground staff	
18/07/22	Signage and cones to be removed	08:00	17:00	CTC ground staff	
18/07/22	Litter picking	08:00	17:00	CTC ground staff	

2.5 EVENT RUNNING ORDER

EVENT RUNNING ORDER

Date	Venue	Description	Start Time	Finish Time	Notes
16/07/22	Entertainment arena	SO Dance Academy	13:00	18:00	
16/07/22	Entertainment arena	BMX show	13:00	18:00	
16/07/22	Entertainment arena	TBC	13:00	18:00	
16/07/22	Entertainment arena	TBC	13:00	18:00	
16/07/22	Entertainment arena	TBC	13:00	18:00	
16/07/22	Main stage	Performer 1	14:00	21:00	
16/07/22	Main stage	Performer 2	14:00	21:00	
16/07/22	Main stage	Performer 3	14:00	21:00	
16/07/22	Main stage	Performer 4	14:00	21:00	
16/07/22	Main stage	Performer 5	14:00	21:00	
16/07/22	Main stage	Performer 6	14:00	21:00	
16/07/22	Main stage	Performer 7	14:00	21:00	
16/07/22	Main stage	Performer 8	14:00	21:00	
16/07/22	Main stage	Performer 9	14:00	21:00	
16/07/22	Kids zone	Inflatables	13:00	18:00	
16/07/22	Kids zone	Market stalls	13:00	18:00	
17/07/22	Entertainment arena	Sheepdog demonstration	13:00	18:00	
17/07/22	Entertainment arena	SO Dance Academy	13:00	18:00	
17/07/22	Entertainment arena	Dangerous Steve	13:00	18:00	
17/07/22	Entertainment arena	TBC	13:00	18:00	
17/07/22	Entertainment arena	TBC	13:00	18:00	
17/07/22	Main stage	Performer 1	14:00	21:00	

17/07/22	Main stage	Performer 2	14:00	21:00	
17/07/22	Main stage	Performer 3	14:00	21:00	
17/07/22	Main stage	Performer 4	14:00	21:00	
17/07/22	Main stage	Performer 5	14:00	21:00	
17/07/22	Main stage	Performer 6	14:00	21:00	
17/07/22	Main stage	Performer 7	14:00	21:00	
17/07/22	Main stage	Performer 8	14:00	21:00	
17/07/22	Main stage	Performer 9	14:00	21:00	

3. HEALTH AND SAFETY

3.1 RESPONSIBILITY FOR HEALTH AND SAFETY AT EVENT

The Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm> is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. It is therefore essential that you address the following areas to ensure that all steps have been taken to ensure your event is safe and complies with all health and safety law and guidelines.

3.2 RISK ASSESSMENT

Risk assessment to be attached to document.

3.3 FIRE SAFETY

A fire-safety risk assessment can be carried out either as a separate exercise or as part of a single event risk assessment covering all other health and safety risks.

Ensure that, based on the findings of the assessment, adequate and appropriate fire-safety measures are taken to minimise the risk of injury or loss of life in the event of a fire. This will include safe occupant capacities based around means of escape.

1. Have you carried out a fire risk assessment and considered the significant findings?

Yes – included on Risk assessment

2. Are there sufficient competent people to manage the event? Will a fire safety officer be present?

Minimum of 3 fire wardens to be in attendance at all times. Event Manager will take the role of safety officer during event.

Local fire brigade will be in attendance during the event.

3. Detail the means of controlling the occupancy numbers at your event.

The event is an open outdoor event. It is predicted that the event will attract no more than 10,000 throughout the weekend, and there will not be more than 4900 people in attendance at one moment in time. The event has a capacity of 6500 max. If at any point it was deemed that the number of attendees would exceed this number, then a control measure of one in and one out would be implemented. The entrance and exit will be controlled by

security who will be monitoring the numbers using a capacity software tool. **Name of software and how do we count it**

4. What provision of warning is there in case of fire?

PA Audio system will broadcast any emergency warnings to all attendees in the event of a fire. A loud hailer will be at the contact point for use in the event of the PA system developing a fault. See script in the appendix.

5. Are there adequate numbers of fire exits for occupancy numbers of the event?

Open plan event with 5 exit points.

6. Does your event involve the use of any temporary structures (such as marquees)? If so, are the escape routes sufficient for the numbers expected to use them?

All marquees will always have a minimum of one of the longest sides fully open to allow entry and exit. Nothing will be placed to prevent this as being an emergency exit route. The exit points will be 3m wide.

7. Will all emergency exits be adequately indicated with correct health and safety signage?

All exit points of the site will have signage directing people.

8. Are all stage/set decorations/gazebos etc. fire retardant to BS standard? Will checks be made on certification on site?

All marquees and gazebos as well as stage used will be fire retardant to BS 7837: 1996. The Events Manager / Operations Manager will ensure that certification is checked on site. Marquee installer will provide certification of safe construction.

9. What lighting is available if the event continues following darkness?

Event will be during daylight hours. Event dismantling will continue into hours of darkness. Street lighting is available around the perimeter of the event location. Additional tower lighting will be provided where needed. See event map.

Flood lights – on the running track

Bar, artists green room and all gazebo's will have lights.

10. What emergency lighting is available?

Tower lights will be diesel powered and therefore will provide back up supply of lighting if a power fault occurs. All lighting inside of temporary structures will be run from generators and therefore not effected by power faults on the main grid. Any temporary structure will have a side open allowing for clear exit and visibility in the event of a power shortage to the generator system.

11. Have all ignition sources been Identified?

As per risk assessment

12. Will generators be fuelled by diesel?

Yes, where possible.

If your event has catering the following information is required:

13. Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue? (If N/A go to 15)

Yes, some vendors will be using LPG cylinder. Stored only for the duration of the event and then removed from site. Cylinders be secured in an upright position with appropriate signage displayed.

14. What control measures are in place for storing LPG?

LPG cylinder will be stored upright and secured in position to prevent falling over. Cylinder will be out of access for public.

15. Detail the firefighting equipment across your event site.

CO2 and water fire extinguishers will be located at the stage, bar, arena and inflatable area. Local fire brigade will be at the event.

16. How are staff trained to use firefighting equipment?

- In house staff are trained in the use of fire extinguishers and as fire wardens.
- On site there will be a minimum of 1 x fire coordinator, 3 x fire wardens during event set up and event running times.

17. Detail the structural materials and decorations/hangings/gazebos that are fire retardant to BS/EN standards

Gazebo's - Flame Retardant to BS 7837: 1996, DIN 4102-B1 & DIN 4102-B2

18. Is there suitable fire appliance access to venue? Is this location detailed on your site plan?

Emergency access will always be maintained. Emergency access routes map provided.

19. Have you identified a place of safety in the event of a fire? Is this location detailed on your site plan?

N/A Open event, crowd will be encouraged to disperse amongst the fire exit points.

3.4 SECURITY AND STEWARDING/ CROWD MANAGEMENT

Some events will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be.

Security at events must be SIA (Security Industry Authority) registered. More information is available at <http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

Please provide details of the arrangements you have made for stewarding and security at your event.

What are the roles and responsibilities of your stewards?

- To ensure the safety of the public at the event.
- Ensure that the inflatables are used safely,
- the arena displays are run safely.
- The contact point tent is manned at all times.
- The carpark is managed efficiently
- Litter is disposed of correctly
- The running of the event

Defined roles are:

- Carpark Steward
- Meeting Point Steward
- Inflatable Steward
- Arena Steward
- Roaming Steward

Where will they be positioned and why?

- At the inflatables area x 4 (Trained and experienced staff from Peter Johnson Entertainment for the safety of users of the inflatables)
- The performing arena x2 (For assisting with changing over equipment between acts)
- Meeting point x 1 (Help point for attendees to the event, providing free water)
- Roaming x 2 (Responding to needs of the event and providing welfare breaks for other stewards)
- Car park x 4 (Directing vehicles into car parks and spaces)

Who are your stewards? How will they be identified? We do not require names, just where you have recruited them from.

Crowborough Town Council Grounds Staff. All stewards will wear CrowFest Branded T-shirts and high visible vests, Inflatable staff are provided by the company and are trained and experienced wearing company uniform.

Will you be using Security Industry Authority (SIA) qualified security staff? (If yes, include details of role, numbers and location details)

Subcontracted to the Pro Group, details of numbers to be confirmed, however will be providing sufficient cover for the stage area, bar, arena and inflatables area throughout a 24hrs cover to ensure the site continuously has security coverage.

All security will be SIA licenced

When will your Security and Stewards be briefed prior to the start of the event? Please provide a copy of the information that will be given to Security and Stewards (briefing document)

Stewards will be briefed on the 11/07/2022 by the event organiser/ event manager. A copy of the event briefing will be included.

Security will be provided with a briefing in advance of the event and then will receive an on site briefing by their supervisor and the event Manager

How will the event team and the Security and Stewards (including any traffic stewards) communicate with each other on the day of the event?

Two way radios will be given to all stewards, security, first aid and events management. Separate channels will be used for each department. They will be:

- Security Channel
- Carpark Channel
- Stage Channel
- First Aid Channel
- Open Channel

Event Management will have overview radios allowing all transmissions to channels to be heard.

3.5 EMERGENCY PROCEDURES

It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event.

Details of emergency plan for the event.

Responsible person for determining that an incident is a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

Event Manager - Peter Cunningham

Who will report this to the emergency services?

Event Manager - Peter Cunningham

Event Organiser – Mia Kelly

Or any person required to do so by the above.

What systems do you have in place to contact the local emergency services?

Event Organiser, Event Manager and Head Groundsman will have a mobile phone in their possession at all times.

Who will liaise with the emergency services when they get to the site?

Event Manager - Peter Cunningham

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

- Emergency access will be maintained from the A26 (Eridge Road) throughout the site.
- Vehicular access routes will be kept clear of physical obstructions across the site.
- Two vehicular access points for emergency services will be 1. Via main entrance point, 2. Via front of leisure centre.
- Fire service will be provided with access and egress map prior to event occurring for reference in the event of an emergency.

Who will be responsible for crowd control during an incident?

Event Manager – Peter Cunningham and Head Groundsman – James Webber. They will instruct Security to maintain crowd control.

If required, how will the event be evacuated and what steps would you take?

In the event of evacuation being required, an announcement will be made via the PA system/ loud hailer for all members of public to evacuate. Stewards/ security will then direct the public away from the location onto the footpaths along Eridge Road / Pilmer Road.

How will any evacuation instruction be given?

Via PA system or loud hailer. Event Manager will be responsible to enacting the required evacuation information.

Details of any emergency signage that will be used at the event (i.e. emergency exit signs)

Use the METHANE method below to describe the situation to the emergency services when something happens.

M - Major Emergency Assess situation

E - Exact Location Exact location? How widespread?

T - Type of Incident Cause? What do we need to respond to?

H - Hazards What might others need to know?

A - Access Approved route? Rendezvous point?

N - Number of casualties Injured & non-injured. How many? Where?

E - Emergency Services Who has attended? What information has been provided?

Unattended Items / Suspicious Items

When assessing whether an item may be an unattended bag or something more sinister, use the following guidance:

H - Hidden Deliberately Has it been put somewhere in an attempt to hide it?

O - Obviously Suspicious Does it look like a device?

T - Typical of an item at your location If you're at a concert, for instance, is it a rucksack or something someone may have left.

Chances are if you have answered NO to the questions above, it isn't suspicious. Ask around to see if anyone noticed who put it there. If there is a chance it may be suspicious, use the following as guidance:

C - Confirm Confirm with Senior Event Staff your actions.

C - Clear Clear people away from the immediate area and await instruction.

C - Communicate Communicate your actions with Senior Event Staff.

C - Control Control access to the immediate area and await instructions

If there is suspicious activity you would like to report, call 999

3.6 INCIDENT REPORTING AND INVESTIGATION

Detail the system in place for reporting and recording accidents and incidents.

St John's Ambulance will be in attendance during the event. They will be based at meeting point as well as at the performing arena. Any accident or incident will be recorded by themselves and passed to the event organiser. Any accident or incident not involving St John's Ambulance will be reported to the event organiser and recorded in the event checklist.

3.7 EVENT MEDICAL COVER

Medical Provider Details. Company Name and full address

St Johns Ambulance
Events Admin Hub,

Email contact

Telephone Number(s) 0303 003 0104

Contact phone number during the event TBC

Name of person(s) in charge of medical cover during the event

Medical team command structure and lines of responsibility

Start time for medical cover

13:00

Finish time for medical cover

21:00

Number of medical staff on duty and qualification levels

2 x First Aiders
1 x Emergency Transport Attendant Members
1 x Paramedics
1 x Ambulance Units

Will you have the ability to convey patients to hospital from the event?

Yes, 1 x ambulance onsite

Number of ambulances at the event and location(s)

One

Number of first aid treatment areas and their location(s) at the event.

2 x First aid gazebo's fully equip

Can you confirm that all medical staff do not have other duties i.e. a security role?

Yes

How will the medical team communicate during the event?

2 Way radio systems

Who will have the responsibility to ring 999 if NHS ambulance services are required?

St Johns Ambulance medical staff will be responsible for deciding if ambulance is required. On instruction from St Johns staff any steward or event staff may call 999.

Number of defibrillators available during the event

2

Expected no. of persons attending the event (Inc. event staff)

10,000

Participants

50

Spectators

9,550

3.8 FUN FAIR, INFLATABLE PLAY EQUIPMENT AND OTHER ATTRACTIONS

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation.

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. The name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme) is required Please ensure that you check any safety documentation of contractors that are hired for example;

ADIPS - Amusement Devices Inspection Procedures Scheme

PIPA is an inspection scheme set up by the inflatable play industry to ensure that inflatable equipment conforms to recognised safety standards.

RP11 - RP11 (Register of Play Inspectors International) inspection regime.

Name, address and tel. number of organisation	Attraction name	ADIPS number, PIPA or RP11 (if applicable)
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]	[REDACTED]	
[REDACTED]		
[REDACTED]		
[REDACTED]		
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[REDACTED]		
[REDACTED]	[REDACTED]	
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

3.9 TEMPORARY DEMOUNTABLE STRUCTURES (TDS)

Please provide a detailed list of all temporary demountable structures you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.

Please note construction work on events must comply with the Construction, Design and Management Regulations 2015 (CDM 2015) and details of your Construction Phase Plan should be included in the form below before the build is commenced.

For further advice on CDM 2015 please go to <http://www.hse.gov.uk/entertainment/cdm-2015/index.htm>

For all TDS under CDM Crowborough Town Council will be acting as the client and event organisers. Contractors are being used for the installation and management of all TDS and they will take the role of Designer and Contractor to fulfil these positions.

Best in Tents – Contractor for installing all marquees (excluding Bar), they are responsible for ensuring the design, installation and safety checks of the marquees are completed.

Pro Group – Contractor for the installation of the staging including all the sound and lighting set up. They are responsible for ensuring the design, installation and safety checks are completed.

The Blue Anchor – Contractor for the installation and running of the bar. They are responsible for ensuring the design, installation and safety checks of the bar are completed.

Crowborough Town Council – As the client, will ensure all contractors installing TDS are competent and qualified to do so. They will ensure that they do this through ensuring contractors have the adequate insurance in place, along with the necessary qualifications and training to carry out their role safely. All contractors will be required to provide a construction phase plan to the events management before the event along with all relevant risk assessments.

3.10 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 2015) – CONSTRUCTION PHASE PLAN (CPP)

PLAN

Client details:

Crowborough Town Council, Pine Grove, Crowborough, East Sussex TN6 1DH

Principal Designer Details:

[REDACTED], Best in Tents, Macknade Farm, Faversham, Kent, ME13 8XE info@bestintentsmarquees.co.uk
Joseph Turner, The Pro Group, [REDACTED]
[REDACTED] Blue Anchor, info@blueanchorcrowborough.co.uk

Principal Contractor Details:

[REDACTED] Best in Tents, Macknade Farm, Faversham, Kent, ME13 8XE
[REDACTED], The Pro Group, [REDACTED]
[REDACTED] Blue Anchor, info@blueanchorcrowborough.co.uk

Description of work/ project:

Erection and dismantling marquees
Erection and dismantling the stage
Erection and dismantling the bar

Key dates

15th July Erection of marquees / stage / bar
18th July dismantling marquees / stage / bar

WORKING TOGETHER / ORGANISE

Each contractor will arrive via the same access point, however will then work in different sections of the site. The only time two contractors will be working alongside each other will be during the installation of the green room marquee next to the stage. This will be managed by consultation on site by the client to ensure that the green room is only installed when the stage installation contractor is ready for it to occur. Communication between the two contractors will be managed to ensure that they are both aware of the other requirements and movements on site.

How the work will be managed safely

Risk assessments to be submitted by all contractors and they will be provided with the Event risk assessments. All contractors will receive a site briefing before commencing work.
Communication will be maintained via 2 way radios provided to each contractor.

Key Arrangements:

Key safety risks on this project are:

Collapse due to weather or improper installation/ intentional damage. – minimised through selection of competent contractors, monitoring of windspeeds and weather conditions. Security on site 24hrs a day to reduce risk of vandalism, site closed for public access when event now open.

3.11 SAFETY BARRIERS

Please provide detail of all safety barriers you will bring onto our event site. Ensure you incorporate all barriers on to your site plan. For example, use of pit barrier in front of a stage.

MOJO Stage Barriers will be used at front of stage.

Crowd control barriers will be used around arena.

Crowd control barriers will be used around all areas out of bounds for the public within the event area.

Heras fencing around perimeter of event site. Allowing for 5 entry/ exit points. Heras fencing will be weighted down with ballast.

3.12 ANIMALS AT EVENTS

The organiser is responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. The organiser shall abide by the obligations and the duty of care imposed on them by the Animal Welfare Act 2006.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences / registration documentations for each animal.

Dog demonstration including ducks and Sheepdogs, please see risk assessment as an appendix

4. COMMUNICATIONS

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your event management team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event. Ensure that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day. This could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, and MC's and information points.

4.1. EVENT COMMUNICATIONS – SURROUNDING RESIDENTS

Document here how you are going to communicate your event plans to surrounding residents and businesses.

Two weeks prior to the event date a letter drop to all residential and commercial properties around the event location. The letter will include all details around the date, time, location and activities surrounding the event. The event information will also be available on The Town Council's website from January 2022. As well as on social media, Twitter, Instagram and Facebook.

The nearby leisure centre will have posters with the event info.

Advertising boards will be used around the town to inform all local residents.

4.2. EVENT COMMUNICATIONS - MEDIA PLAN

Document here how you are going to communicate your event plans via the media, including any social media.

Local media outlets will be notified of the event four months prior.

See attached marketing plan.

Posters will be displayed in Council owned poster boards around Crowborough Town 4 weeks prior to the event.

4.3. EVENT COMMUNICATIONS – AUDIENCE

Document here what plans you have in place for communication with your audience on the day, take note of point 3 above.

An MC will be used to engage the audience in the event and notify them of the activities going on. You are here boards will be available as well as other signage direct people of where to go.

4.4. EVENT COMMUNICATIONS – EVENT MANAGEMENT

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.

All stewards and event team staff will have 2 way radio contact. Emergency services will be called via St Johns Ambulance staff or event management staff.

5. WELFARE

5.1 SAFEGUARDING CHILDREN

If your event is family friendly and involves activities specifically for children/vulnerable persons you will need to consider if your staff/volunteers are qualified to work with children.

You may be required to be DBS (disclosure and barring service) checked in this instance.

The DBS helps employers make safer recruitment decisions and helps ensure that they prevent unsuitable individuals from working with children/ vulnerable persons. Employees working with 'unsupervised' children are legally required to be DBS checked. Please see <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> for further information

Detail your safe guarding procedure below.

At this event there will be numerous activities aimed at children. Such activities include; Inflatables and arts & crafts activities. Staff employed by Crowborough Town Council will not at any time be left on their own with a child or children. Parents for the children will always be required to ensure the safety of their children. No activity staff will oversee children without the parents or other adult present. Staff manning the contact point will always ensure that no member of staff is left with an unaccompanied child on their own and all contact will be in the public view. Therefore, it is not required that any staff have DBS checks.

5.2 LOST/ FOUND CHILDREN AND VULNERABLE PERSONS

Please document here your lost/found children and vulnerable persons policy and procedures. Take into account the following

- Threat
- Harm
- Risk

Note: It is important to act swiftly in this kind of situation. If in any doubt at all, please contact the Police immediately.

The risk of lost children/ vulnerable person at this event is low. The event is a family-based event where several hundred children are anticipated to attend. All children/ vulnerable persons should be accompanied by a responsible adult to ensure their safety and wellbeing. However, in the event of a report of a lost child/ vulnerable person to any member of staff the following will occur: All staff notified immediately via two-way radio. Security staff to go to exit points and maintain a visual cordon on exits. 6 staff will conduct a physical sweep of the event area. If after 10 minutes of initial notification, additional aggravating factors or on parent's request, child is not located then Police will be called immediately. Cordons and continual searches will be carried out until child located or Police take control. Event Manager / Event organiser will coordinate with emergency services.

5.3 ACCESSIBILITY

Arrangements for access across the event for persons with disabilities. For example access/egress to event, access to toilet facilities, access to viewing areas, general movement across site.

The event will be held on grass. Access and egress will be from pavement to the grass with no obstructions for wheelchairs. The event field is all on grass and level ground.

5.4 PROHIBITED ITEMS – DRUGS/WEAPON/ALCOHOL

Arrangements for minimising the risk of the above entering your event footprint. Can include the following:

- Search procedures, if any required
- Entrance refusal system for possession,
- Ejection system for possession,

There will not be a search policy on entry and the public will be free to enter and leave as they wish. Any person believed to be in possession of illegal substances or weapons will be asked to leave the event by security or the event organiser or event manager. Security will be permitted to search persons if suspected to be in possession of illegal substances or weapons. If they are deemed to pose a danger to staff or public they will be reported to the Police. All confiscated drugs or weapons will be stored in a secured vehicle within sealed bags. All details surrounding their confiscation will be recorded and they will be handed to local police for investigation/destruction.

6. LICENSING

6.1 PREMISES LICENSING AND TEMPORARY EVENTS NOTICE (TEN)

If your event includes licensable activity, please provide details here.

Alcohol will be sold at one bar within the event which will be run by [REDACTED] at The Blue Anchor. Crowborough Town Council will apply for a Premises license. The DPS for the site is Mia Kelly.

6.2 BAR MANAGEMENT

If your event will have either a Temporary Event Notice (TEN) or Premises Licence for the supply of alcohol you will need to consider how you will manage the bar. You will need to provide the following detail:

- Designated Premises Supervisor
 - Personal licence Holders
 - Control of the sale of alcohol
 - Proof of age policy (including challenge 25)
 - Promotion of responsible drinking
 - Appropriate signage
 - SIA security on each bar
 - Refusals and incident log book on each bar
 - Provision of free drinking water
 - No glass policy
 - Bar Staff training
-
- DPS is Mia Kelly (Event Coordinator)
 - Personal Licence Holder is [REDACTED]
 - The bar will operate a strict over 18's policy. All staff will be instructed to challenge under 25's for identification to ensure alcohol is not sold to minors.
 - Signage will be displayed around the bar and event location to encourage responsible drinking.
 - SIA Security will be within the bar area.
 - Refusals and incident log book held by Personal Licence holder at the bar.
 - Free drinking water will be provided at the meeting point tent.
 - No glass will be used for drinks at the bar. Only compostable/ recyclable cups will be used.
 - All bar staff will be experienced and employed by The Blue Anchor, Crowborough.

6.3 STREET TRADING

If your event includes licensable activity please provide details here.

Between 30-50 Stalls on site. Mix of Charities and commercial organisations selling / showing their products / services.

7. INSURANCE

Event organisers must hold public liability insurance to the value of £10 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

Please confirm that you hold public liability insurance to the minimum value of £10 million You will also need to ensure that you hold copies of all contractors relevant insurance and that copies of such can be provided upon request.

Public Liability Insurance held with Zurich for £15 million.

All vendors/ contractors must supply evidence of public liability insurance cover. These are kept on file.

8. CATERING

Detail any catering and / or provision of food you plan to provide at your event. Please note that all details of any catering concessions should be listed under 2.4 Key Event Contacts – Other.

The village chippy sussex

thevillagechippy.sussex@gmail.com

Fish & Chips, drinks

Doughbro

[REDACTED]
pizza, chicken wings and soft drinks

Southern Counties - Ice Cream
[REDACTED]

[REDACTED] – ice cream

Crumble and cake -Cakes, brownies

Scouts BBQ, burgers and hotdogs

9. SITE CONSIDERATIONS

9.1 SITE PLAN

Please include a copy of your site plan as separate attachment.

9.2 ACCESS AND EGRESS

Details of method of entry to event.

This could include;

Ticketing- prior booking required and/or buy on entry

Free to turn up – un-ticketed

Detail the exit plan for your event.

Ensure the public leave safely, quickly and quietly

Consider redeployment of SIA security and stewards to direct people leaving appropriately and give information on transport away from event site

Detail the local taxi and vehicle pick up points

The event is an un-ticketed free to turn up event. Access will be via Eridge Road, Crowborough. Most attendees will be local residents that will attend the location on foot.

Due to various different activities occurring throughout the day, attendees are anticipated to leave the event at various times in small numbers.

The main exit time for the event is 21:00 when the stage music will stop and attendees will be asked to leave the site. At this time attendees will be encouraged to use all the available exit points around the site to disperse crowd noise across the site. Attendees will be reminded to leave the site responsibly and quietly to respect neighbours and local residents. The key demographic of attendees is expected to be families and small groups. Security will be on all exit points to remind attendees of respecting local residents when they leave along with signage along the exit routes.

The event is for local residents and therefore a large proportion are expected to walk or use public transport to leave the site. Local public transport services will be informed of the event and timings to expect an increase in service users. All exiting traffic from the carpark will be directed to turn left only from the site to reduce the congestion of multiple vehicles leaving at the same time. This will prevent congestion on the A26 from vehicles leaving and wanting to turn right.

Local Taxi firm 'Crowborough Cabs' located on Heatherbank, The Broadway, Crowborough TN6 1DE, will be informed of the event and encouraged to be in the site to allow for easy collection of passengers. Signage will direct attendees to a taxi pick up point.

9.3 MANAGING WEATHER

Inclement weather, particularly high winds, flooding and electrical storms can cause the cancellation of events at any time of year in the UK. You will need to ensure that you consider the potential effects of weather on your specific event site. This will include the following:

Monitoring wind speeds throughout (use of anemometer)

Monitoring weather forecasts continually from installation to end of derig

Appropriate ballasting of gazebos, marquees and other temporary structures

Installation and sign off for staging and other temporary structures by a competent person.

Contingency plan for evacuating structures and/or event site

Please detail the weather management plan for your event

In the run up to the event the Met weather reports will be checked daily. If weather conditions predict that wind speeds over 20 knots (23mph) are anticipated, then consultation will be had with the marquee company over the viability of setting up the marquees. On the day of the event weather reports will be continually checked if there is a risk to high winds. At any point that the marquee company, Stage or inflatable company deem it unsafe to continue the event will be cancelled.

In the event that excessive rain is anticipated then the inflatables will not be used and hay/woodchip will be spread over any slip risks.

9.4 TOILETS

You are required to provide adequate toilet facilities for your event attendees, staff and contractors.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split. Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

20 x unisex toilets and 2 x disabled. Sanitiser gel provided.
10-15 toilets at leisure centre for public to use (there will be warm water and soap here)
3 Female/ 2 Male toilets and 3 x urinals provided on the site.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 75 females	1 toilet per 400 males + 1 urinal per 100 males	1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males

9.5 WASTE MANAGEMENT

Details of the arrangements made for waste disposal.

Single use plastics - All event organisers should ensure that single use plastics are avoided at festivals and events. Therefore please take whatever action is necessary to ensure that single use plastics are not used at your event and you use sustainable resources. Outline here your waste management policy for the event.

Single use plastics will not be permitted at the event. Bulk bag bins will be installed around the venue to provide adequate waste disposal. Both recycling and general waste bins will be provided across the whole site. This rubbish will then be removed at the end of the event by Crowborough Town Council staff and disposed of via either recycling or through our normal waste collection.

Staff will complete a litter pick of the venue and surrounding areas during and after the event to ensure it is left clean and tidy.

9.6 NOISE MANAGEMENT

Noise Management

Details of the arrangements made for minimising noise disruption throughout the build, event and derig. For further information please refer to our online noise monitoring guide.

Outline your noise management plan for the event including sound checks prior to event commencement, monitoring during event, and equipment used

During the construction stage of the event staff noise levels will be kept to a minimum. All construction will occur between 08:00 to 20:00hrs.

Sound checks will be completed to ensure that music systems do not project sound beyond the event venue. These will only be conducted where necessary and during times between 08:00 to 20:00hrs

Sound levels will not be increased during the event from the entertainment to not affect the residents. Sound level monitoring will continuously occur by sound management crew and can be adjusted if complaints occur.

During derig the sound levels will be kept at a minimum and will only occur between 08:00 to 20:00hrs.

Stage company will be constantly monitoring noise levels at front of house on a calibrated type one meter which will be set on an LEQ15 state. This is common procedure at this kind of festival. They can also remotely monitor levels around the site if required.

9.7 VEHICLES ON SITE

Please outline here what your vehicle policy is for your event site.

No public vehicles will be allowed on the site before, during or after the event. Vendor and contractor vehicles will be allowed access onto the venue during set up times. Vehicle movement will be limited to a minimum. No vehicles to travel over 10mph whilst on the site. Any vehicle that is not fitted with a flashing becon or sounder will be taken through the site with banksmen.

No vehicle movement during the event times, other than vehicles used for the arena displays. These will be walked through the event with banksmen ensuring crowd safety.

Vehicles will not be allowed to move off the site until 21:30 to allow sufficient time for all attendees to have left the site prior to vehicle movement.

10. TRAFFIC MANAGEMENT

10.1 ROUTE MANAGEMENT

Is the event taking place on or off the Highway?

On the Highway ☐ Off the Highway ☒

Goldsmith's Recreation Ground, Crowborough, Open recreation ground area owned by Town Council.

Route for traffic to take in order to get to the event

From Tunbridge Wells – drive on A26, follow Eridge Road until you get to Crowborough, on your righthand side off Eridge Road you will signs for Goldsmith's Recreation Ground.

From Uckfield, drive on A26, follow Eridge road, drive through Crowborough and on your left hand side you will see signs for Goldsmith's Recreation Ground.

Route for traffic to take in order to get to the event

Via High street, turn right at the cross junction Eridge Road, follow Eridge road for 200m and you will see signs for Goldsmith's Recreation Ground on your left hand side.

Route for traffic to take in order to get to the event

Can people enter your event without causing an obstruction on the road?

Yes

Impact of the event on public transport.

This is a local event for the people of Crowborough so the majority will arrive on foot. An estimate of 15% of the attendees will arrive by local transport. The local bus companies have been notified of the event as some impact on the public transport is anticipated over a period of 8h.

Need for parking suspensions as part of the event

No. Nothing is being enforced, there will be no wating cones placed on Eridge road up on Eridge gardens to minimise congestion.

10.2 ROAD CLOSURES

Is there a need for a road closure?

Yes

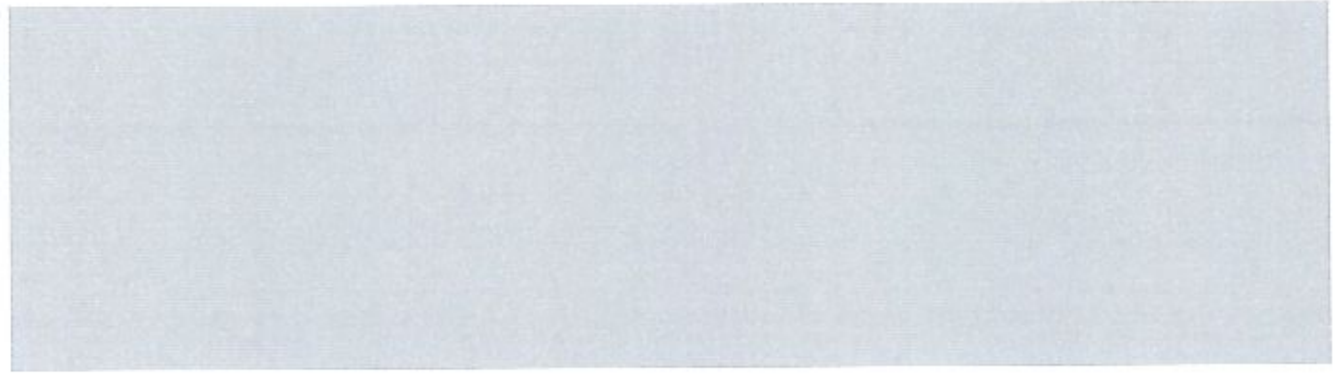
☐

No

☒

List ALL roads that need to close for the event below:

Duration of the closure?



10.3 TRAFFIC MANAGEMENT PLAN (TMP)

A TMP plan will need to be submitted to the local authority

Due to this event being advertised for residents of Crowborough it is not anticipated that we will have many attendees from outside the area of Crowborough. Due to this most attendees will be able to access the event on foot preventing the impact on traffic in the immediate area.

It is likely however, that some residents will choose to drive to the venue rather than walk. To allow for this, a field at Goldsmith's has been allocated for visitor parking. There will be 700 car parking spaces available. There will be signage directing people of where to go. No parking cones will be placed on Eridge road, around the junction, Eridge Gardens to deter nuisance parking and allow a continuous flow of traffic. There will be a left turn only out of the Event onto Eridge Road, this as well to minimise congestion and create better flow in traffic leaving the event.

Across the weekend, we are estimating that up to 10,000 people will visit the festival. The event has a capacity of 6500, but less than 5000 people will attend at one time. It has been predicted that we will have an estimated 15% of the attendees using public transport, therefore the bus companies having routes through Crowborough have been informed of the event.

To anticipate transport methods the follow has been used for transport capacity per day.

50% Attendance by foot (2500)

35% Attendance by car (1750)

15% Attendance by public transport (750)

Car park capacity

1750 persons attending by car each day. Due to event being a family event averaged of three attendees per vehicle. Allows for 583 cars to arrive on site. Capacity for 700 vehicles on site.

TMP map included of site and access/ egress routes.

I agree that my own personal data and documents that I am submitting can be shared with members of the Safety Advisory Group (Sussex Police, East Sussex Fire and Rescue Service, South East Coast Ambulance Service, Maritime and Coastguard Agency, East Sussex County Council, Royal National Lifeboat Institution, Civil Aviation Authority, and East Sussex Healthcare NHS Trust).

Signed Name: Mia Kelly

Appendix:

A – Risk Assessment

B – Map of Event

C – Staff Briefing Document

D- Marketing Plan

E – Dog and duck show Risk Assessment

F – Evacuation script



Crowborough Town Council

RISK ASSESSMENT FORM

CROWFEST 2022

Contents:

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Company: Crowborough Town Council

Department: Events

Assessment Date: 17/02/2022

Task being assessed: CrowFest 2022

Performed By: Peter Cunningham (NEBOSH OCC Health, IOSH MS)

Review due: 17/02/2023

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
People Movement											
Crowd density causing crushing/ unable to move around site	All employees, contractors, volunteers, members of the public	Crushing, Trampled, Abrasions, Broken bones, Fatality	3	5	15	<ul style="list-style-type: none">- Attendee numbers will be counted using manual clickers.- Maximum capacity 6500 attendees- Security personnel spread across site and stage, including at all entry/ exit points.- PA system to disperse crowds- First aid staff on site with Ambulance- Barriers to be removed in event of evacuation- Radio contact between all staff.	1	5	5	Event Manager, Event Coordinator, Security	Continuously during event
Access/ Egress Emergency Evacuation	All employees, contractors, volunteers, members of the public	Crushing, Trampled, Abrasions, Broken bones, Fatality	3	5	15	<ul style="list-style-type: none">- Specific entrance area- Five alternative exit points across site- Security personnel at entrance/ exit points- Barriers easily removed to widen exit points in event of emergency- First Aid on site including ambulance- Access/ Egress routes of hardstanding surface- All access/ egress points illuminated including routes.	1	5	5	Event Manager, Event Coordinator, Security	Continuously during event
Too many people attending event	All employees, contractors, volunteers, members of the public	Stress, Disorientation Crushing Trampled Death	2	5	10	<ul style="list-style-type: none">- Capacity numbers monitored by security via multi device software recording real time capacity numbers.- Monitored by event management.- Capacity limit set to 6500, based on 160,000 sq ft area, 25sq ft allowance per person.- If capacity limit reached, entry will be via 1 out 1 in rule.	1	2	2	Event Manager, Event Coordinator, Security	Continuously during event
Unauthorised access to stage/ entertainment areas/ out of bounds	Members of the public	Falls from height Collapse of equipment Burns Electrocutation	4	5	20	<ul style="list-style-type: none">- Stage access via pass only, monitored by security- Stage area barriered off from public, MOJO barriers at front of stage- All entertainment will be staffed and barriers used where needed- All equipment such as generators and speakers will be barriered off- All cables will be out of reach and covered in public areas- 24hr security for site.	2	3	6	Event Manager, Security	As needed

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Slips and Trips	All employees, contractors, members of the public	Tripping over objects/ cables Slipping on uneven surfaces Obscured trip hazards Surface unevenness	3	3	9	<ul style="list-style-type: none"> - All equipment will be stored out of public areas and barriered off. - House keeping will be maintained at all times on site - All cables in accessible areas will be covered and secured - Cables will not be laid across foot access areas unless absolutely necessary - Pre-check of all surfaces before event to reduce ground unevenness - Surface levels to change gradually across site - Steps to have additional grip measures and highlighted to indicate change of level - Steps to be artificially lit in reduced visibility areas. 	1	3	3	Contractors, Event Manager, Event Coordinator, All employees	As needed

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Vehicle Movement											
Vehicle movement on site during set up/ derig	All employees, contractors, members of the public	Hit by moving vehicles, Crush injuries Vehicles hitting equipment Vehicles causing damage to surfacing	3	5	15	<ul style="list-style-type: none">- Only authorised vehicles will be permitted on site, monitored by stewards- Vehicle speed restriction on site to 10mph- Vehicles must be fitted with working orange beacon, if not possible vehicle must have banksman- Banksman required for all reversing operations- No person will position themselves between a vehicle and solid object- Vehicles will not drive within 2m of any equipment- Equipment will be barriered off- No vehicle will be permitted to travel on a surface not suitable to be driven on- Running track will only be driven on when protective matting is in place	1	4	4	Event Manager, stewards, Event Coordinator	Continuously during set up/ derig
Vehicle movement on site during event opening times	All employees, contractors, members of the public	Hit by moving vehicles, Crush injuries Vehicles hitting equipment Vehicles causing damage to surfacing	3	5	15	<ul style="list-style-type: none">- Only authorised emergency vehicles will be permitted on site, monitored by stewards- Vehicle speed restriction on site to 10mph- Vehicles must be fitted with working orange beacon, if not possible vehicle must have banksman- Banksman required for all reversing operations- No person will position themselves between a vehicle and solid object- Vehicles will not drive within 2m of any equipment- Equipment will be barriered off- No vehicle will be permitted to travel on a surface not suitable to be driven on- Running track will only be driven on when protective matting is in place	1	4	4	Event Manager, stewards, Event Coordinator	Continuously during vehicle movement

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Vehicle movement in public carpark	All employees, contractors, members of the public	Hit by moving vehicles, Crush injuries Vehicles hitting equipment Vehicles causing damage to surfacing	3	3	9	-	2	2	4	Event manager Event Coordinator Head Groundsman	Continuous
						- Parking stewards directing vehicles into spaces within the carpark area					
						- Stewards will be wearing hi-vis tabards					
						- Radio contact between stewards					
						- Vehicles instructed to maximum speed of 10mph via signage					
						- No person will stand between vehicles whilst parking					
						- All equipment will be barriered off to prevent collisions					
						- One way system will be implemented to prevent collisions					
						- Grass matting will be placed on up hill routes to prevent surface damage.					

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Weather Conditions											
High Winds	All employees, contractors, members of the public	Temporary structures being lifted Inflatables becoming unstable Items blown over	2	5	10	<ul style="list-style-type: none">- All temporary structures such as staging, inflatables and marquees will be installed by competent persons- Wind speed will be monitored by installers and advice taken if safe to continue- All temporary structures will be suitably fixed to the ground as per manufactures recommendations.- Stall holders will be responsible for securing gazebos- Inflatables will be monitored constantly whilst in use and access prevented if unsafe.- Fencing will be suitably weighted to the ground if over 1m in height.- Event will be cancelled if wind speed exceeds gusts of 64mph or prolonged wind speeds of 35-40mph.- If wind speed is expected to be in excess of 15-20mph over a ten minute period then all sides of marquees should be closed.	1	2	2	Event Manager Event Coordinator Contractors	Continuously during event
Heatstroke/ sunburn	All employees, contractors, members of the public	Excessive exposure to direct sun Extreme temperature No shade areas Lack of water Not applying sun cream	3	3	9	<ul style="list-style-type: none">- All employees will be provided with free access to water and shade- All employees will be provided with free sun cream- Additional rest breaks will be given in the event of extreme temperatures over 30c- Announcements via PA will be given to attendees to drink water and apply sun cream- First aid on site to treat any symptoms- Bottled water will be free on site for all attendees	2	3	6	Events Manager, Events Coordinator, individual staff	Constantly

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Excessive Rainfall	All employees, contractors, members of the public	Slipping on surface Electrical equipment becoming dangerous Surface damage from equipment/ vehicle movement	2	3	6	-	1	3	3	Contractors Event Manager Event coordinator	During and after rainfall
						- If heavy rainfall is anticipated additional measures to improve grip will be provided using hay					
						- First aid on site - Electrical equipment will be checked and monitored by qualified electrician - Electrical connections will be water resistant - Vehicles will not be driven on heavily saturated ground - Equipment will be checked for secureness during and after heavy rainfall to ensure movement has not occurred.					

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Manual Handling											
Erecting Fencing	All employees,	Musculoskeletal Disorders, Cuts, Abrasions	3	4	12	<ul style="list-style-type: none">- No person will lift any object that is beyond their capabilities- All persons will assess an object before lifting- Correct lifting technique will be used- Heras fencing will be lifted by two people- Regular breaks will be taken when completing repetitive tasks- Gloves will be worn when handling fencing panels.	1	4	4	Event Manager, Event Coordinator, Head Groundsman	During installation of fencing
Erecting Gazebos	All employees,	Musculoskeletal Disorders, Cuts, Abrasions	2	4	8	<ul style="list-style-type: none">- No person will lift any object that is beyond their capabilities- All persons will assess an object before lifting- Correct lifting technique will be used- A minimum of 4 people will be used to erect each gazebo	1	4	4	Event Manager, Event Coordinator, Head Groundsman	During installation of gazebo
Installing signage	All employees,	Musculoskeletal Disorders, Cuts, Abrasions	2	4	8	<ul style="list-style-type: none">- No person will lift any object that is beyond their capabilities- All persons will assess an object before lifting- Correct lifting technique will be used- All signage will be assessed before being installed and the correct number of staff used.- Gloves will be worn when installing rough wood posts for signage- Regular breaks taken from using mallet or sledge hammer to install posts.	1	4	4	Event Manager, Event Coordinator, Head Groundsman	During installation of signage
Lifting equipment	All employees,	Musculoskeletal Disorders, Cuts, Abrasions	3	4	12	<ul style="list-style-type: none">- No person will lift any object that is beyond their capabilities- All persons will assess an object before lifting- Correct lifting technique will be used- Movement distance will be reduced by using mechanical aids where possible/ reduce loading distances.	1	4	4	Event Manager, Event Coordinator, Head Groundsman	During installation of equipment

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Underground Services											
Digging holes	All employees, contractors,	Electrocution Damage to water lines Gas explosion Death	3	5	15	- Site to be checked prior to any excavation for power lines and gas lines - If digging in suspected power line are isolated tools must be used	1	4	4	Event Manager Ground Staff	As required
Ramming posts/ pegs into ground	All employees, Contractors	Electrocution Damage to water lines Gas explosion Death	3	5	15	- Site to be checked prior to any posts/ pegs installed below 400mm for power lines and gas lines - Wooden posts only to be installed below 400mm unless ground pre-checked. - In event of rupture – refer to emergency contacts list in emergency procedures document.	1	4	4	Contractors Event Manager Ground Staff	As required

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Working at height											
Falls from staging	All employees, Contractors, Members of public	Musculoskeletal disorders, Breaks, Cuts, Abrasions	3	4	12	<ul style="list-style-type: none">- Staging will be barriered off from public access, only authorised persons will be allowed on the stage- No persons will position themselves near the front of the stage whilst setting up or performing- No persons will jump from the stage into the crowd- Crowd barriers will be placed no closer than 2m from the front of the stage- Access and egress from the stage will be via securely installed steps- Handrails will be provided at all points around the stage apart from the front- Handrails will be provided alongside step access	1	2	2	Contractors Event Manager	As required
Falls from vehicles	All employees, Contractors	Musculoskeletal disorders, Breaks, Cuts, Abrasions	3	4	12	<ul style="list-style-type: none">- Vehicles will only be climbed on via approved climbing steps- No vehicle will be climbed on unless it has fail restraint bars fitted.- No additional objects or ladders will be placed on vehicles to increase height to be climbed.- Persons will not lean beyond fail barriers in such a way that could cause them to fall.	1	1	1	Head Groundsman Event Manager	As needed
Falls from ladders	All employees, Contractors	Musculoskeletal disorders, Breaks, Cuts, Abrasions	2	4	8	<ul style="list-style-type: none">- Only persons trained to use ladders will use them- Must be used in accordance with ladder association guidance- Ladders must not be stored in a manner that could be used by unauthorised person- PPE must be worn – Hard hat, gloves	2	2	4	Head Groundsman Event Manager	As needed
Any other working from height	All employees, Contractors	Musculoskeletal disorders, Breaks, Cuts, Abrasions	2	4	8	<ul style="list-style-type: none">- Any person who works at any height must take reasonable steps to prevent injury.- No person shall jump or step off of working from a height above 1m. All sudden drops over 30cm should have handrails provided.	2	2	4	Event Manager	As needed

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Noise											
Noise from sound set up	All employees, Contractors, Members of public	Tinnitus Hearing loss Deafness	4	4	16	<ul style="list-style-type: none">- Sound levels will be monitored and adjusted to keep within recommended dB levels- No person will stand directly in front of speakers- Barriers will be used to create a distance from speakers- All staff will be provided with in ear hearing protection- Public will be able to move in open field to avoid excessive noise if needed.	2	3	6	Event Manager Event Coordinator	Continuous
Noise from equipment use	All employees, Contractors, Members of public	Tinnitus Hearing loss Deafness	3	4	12	<ul style="list-style-type: none">- Sound levels from generators and equipment will be monitored before use- All equipment will have barriers around to prevent access- All equipment will be placed to reduce sound impact- All equipment used will be of the lowest reasonable sound level possible.- PPE – Hearing protection will be worn if access is required close to noisy equipment in operation.	1	1	1	Event Manager Event Coordinator	As required

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?	
			L	C	R		L	C	R			
Lighting/ Emergency Lighting												
Access/ Egress during darkness	All employees, Contractors, Members of public	Falling over objects Tripping up Sprains Cuts/ abrasions Breaks	5	4	20		<ul style="list-style-type: none">- Additional tower lighting to be positioned across site and on during end of event and throughout hours of darkness- Floodlights on running track to remain on through hours of darkness- Emergency lighting/ lighting to be installed in bar marquee and green room marquee	2	2	4	Event Manager Event Coordinator	During set up
Electricity												
Electrocution	All employees, contractors, members of the public.	Poorly maintained electrical equipment, Working near overhead power lines Contact with underground power lines Use of unsuitable electrical equipment Electrocution Death	3	5	15		<ul style="list-style-type: none">- All electrical equipment and cabling will be checked and signed off by the event electrician before use.- Electrical equipment/ cables will be protected by RCD- Equipment exposed to the weather elements will be suitably protected by IP rating relevant to installation.- All circuits and supplies will be designed prior to the event to ensure no cables or supplies are overloaded.- All equipment will have been PAT tested within the last 12 months.- Any power lines run above head height will be secured using fire proof clips and be of a fire rated cable.- Overhead power lines will be highlighted by blue power cones either side- CAT tester will be on site for checking underground services prior to fixings being installed if penetrating greater than 400mm.	1	3	3	Electrician Event Manager	During setup and derig

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Drugs/ Alcohol											
Illegal Substances	Members of the public, Contractors, Staff	Secondary injuries from being under the influence, Medical reactions to substances, Violence				<ul style="list-style-type: none">- The event is a zero tolerance to illegal substance use.- The event is aimed at families- Security will be onsite and given authority to search if illegal substances are suspected.- Any person found to be under the influence or in possession of illegal substances will be removed from the event- First aid is available on site- Signage will be at all entrances indicating that the event is a zero tolerance on drugs and searches may occur.	1	3	3	Security, Event Manager	During event open times
			2	4	8						
Excess Alcohol Consumption	Members of the public, Contractors, Staff	Secondary injuries from being under the influence, Medical episodes from excess consumption, Violence				<ul style="list-style-type: none">- The bar will be operating a challenge 25 policy when serving alcohol.- No person will be served alcohol if they are heavily intoxicated- Security will be onsite at the bar area- First aid is available on site- Ambulance on site if needed.- Drink aware signage will be displayed near the bar area.	1	3	3	License Holder, Event Manager	During event open times
			3	3	9						

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Weapons/ Violence											
Weapons being brought onto site	Members of the public, Contractors, Staff	Stabbing, Assaulted, injuries	1	5	5	<ul style="list-style-type: none">- Security on site with permission to search if weapons are suspected.- Zero tolerance on weapons on site.- Police to be informed of any person in possession of a weapon.- Liaising with local police prior to event to ensure any intelligence relating to the event is discussed.	1	3	3	Security, Event Manager	During event open times
Violence/ aggression	Members of the public, Contractors, Staff	Stabbing, Assaulted, injuries	2	3	6	<ul style="list-style-type: none">- Security on site throughout the event.- No member of staff will be asked to confront any aggressive persons.- If aggressive people do not disperse after security have requested then police will be called for assistance.- Any assaults will be reported to police.	1	3	3	Security, Event Manager	During event open times

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Theft											
Theft of charity collections	Staff, Volunteers	Loss of cash, Violence, Injury/ Assault	2	3	6	<ul style="list-style-type: none">- Collecting buckets will be emptied regularly- All cash collected will be stored in a locked vehicle under staff supervision out of sight from public- Cash will be transferred by two members of staff from the site to the Council offices safe when estimated to be over £3,000- No member of staff should put themselves in danger during any attempt to take money collected	1	2	2	Security, Events Manager	During event open times
Theft of equipment	Contractors, Staff	Loss of equipment, Violence, Injury/ Assault	2	3	6	<ul style="list-style-type: none">- Security on site 24/7 during set up until all valuable equipment removed from site- No member of staff shall put themselves in a position of danger if attempts are made to steal equipment.- All equipment is insured by contractors for theft	1	2	2	Security, Events Manager	From setup to derig

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Catering											
Fire/ Explosion	All employees, contractors, members of the public	Burns Explosion Heat Smoke Inhalation Collapse of structure	2	5	10	<ul style="list-style-type: none">- All gas appliances will be tested within the previous 12 months by a gas safe engineer- All gas bottles must be secured upright away from any sources of ignition or flammable materials- Gas bottles must be kept in a fenced off area, away from public access.	1	3	3	Vendors, Events Manager	From setup to derig of vendors
						<ul style="list-style-type: none">- All structures accessible to public or staff must be fire retardant.- All gas hoses must be in good condition and free from damage.- No flammable materials must be placed near an open flame- All caterers must provide a suitable fire extinguisher					
Ill Health/ Food Poisoning	All employees, contractors, members of the public	Health Issues Sickness	3	4	12	<ul style="list-style-type: none">- All caterers must hold food hygiene certification- All caterers must be insured against public liability claims- Caterers must ensure good hygiene practices are followed when handling food products- First aid on site if required	1	2	2	Vendors, events coordinator	During event open times
Waste/ Housekeeping	All employees, contractors, members of the public	Slips and trips Health Issues	3	3	9	<ul style="list-style-type: none">- All waste produce must be removed from the site- Waste must not be left in footways or near to structures- Waste must be kept tidy and not allowed to be moved by weather conditions.- Waste must be disposed of in the correct manner following manufacturers recommendation- Hazardous waste must be notified to events coordinator before being brought onto site with correct procedures demonstrated to ensure safe handling and disposal.	1	2	2	Vendors, Events Coordinator	Event setup to derig

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?		
			L	C	R		L	C	R				
Fire Assessment													
Fire Service Access/ Egress	All employees, contractors, members of the public	Burns, smoke inhalation, lack of emergency access	3	5	15	<ul style="list-style-type: none">- Emergency access will be maintained from the A26 (Eridge Road) throughout the site.- Vehicular access routes will be kept clear of physical obstructions across the site.- Two vehicular access points for emergency services will be 1. Via main entrance point, 2. Via front of leisure centre.- Fire service will be provided with access and egress map prior to event occurring for reference in the event of an emergency.			1	2	2	Event Manager/ Event Coordinator	During set up through to derig
Fire Service Water risers access	All employees, contractors, members of the public	Lack of on site water access to extinguish fire. Fire spreading out of control.	3	5	15	<ul style="list-style-type: none">- Water risers to be located on site and detailed on an emergency plan map.- Fire service provided with map detailing riser locations.- No riser is to be blocked off by equipment- All risers to be checked prior to event to ensure they are operational.			1	2	2	Event Manager/ Head groundsman	4 weeks prior to event/ during event set up
Fire Service access around site	All employees, contractors, members of the public	Restricted access to site during an emergency leading to delay in providing assistance	3	5	15	<ul style="list-style-type: none">- Emergency access map produced, ensuring that access can be gained by emergency vehicles within 50m of every structure on site.- Objects will not be placed within the access routes detailed on the map, unless easily removeable in the event of an emergency.- Walk through of site each day prior to event opening to ensure all access routes are clear.			2	2	4	Event Manager/ Head Groundsman	During set up through to derig.
Trained staffing	All employees, contractors, members of the public	Small local fires not being extinguished before spreading	3	4	12	<ul style="list-style-type: none">- In house staff are trained in the use of fire extinguishers and as fire wardens.- On site there will be a minimum of 1 x fire coordinator, 3 x fire wardens during event set up and event running times.- Fire extinguishers will be located at the stage, bar, arena and inflatables area.			2	2	4	Fire Coordinator/ Wardens	Setup to derig

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			L	C	R		L	C	R		
Occupancy limits	All employees, contractors, members of the public	Over capacity, increase of evacuation time leading to injury/death	3	5	15	<ul style="list-style-type: none"> - Capacity limit set to 6500. Allows for 25sq ft per person on usable site areas. - Capacity will be monitored by security/ staff at entrance/ exit areas. - Capacity monitored by Event Manager - If capacity reached, then a one in one out system introduced. - Evacuation time of site is calculated to be: 3min 05sec through exit points (total width of all exits 19.5m). Furthest exit point within 120m from any point on site. Travel time calculated at 1 minute to travel distance. - Total target evacuation exit time of site is 4min 05sec. 	1	3	3	Security, Event Manager/ Event Coordinator	During event opening times
Electrical Fire Sources	All employees, contractors, members of the public	Burns, Electrical Shock, Smoke inhalation, Death	3	5	15	<ul style="list-style-type: none"> - All electrical power sources and equipment will be checked by a competent electrician on site - All electrical equipment will have been PAT tested in the previous 12 months - Electrical power sources will be designed to not be overloaded. - Only approved power loads to be used on site. - All vendors to provide details of power loads prior to event to be included in power design. - All cables to be appropriate for load and length - Cables to be suitable for encapsulation taking into account heat distribution and insulation. 	1	1	1	Electrician/ Event Manager	During set up
Trailing Cables on emergency routes	All employees, contractors, members of the public	Trips and falls, falling cables, vehicle access obstructions, melting cables.	3	4	12	<ul style="list-style-type: none"> - No cables will be trailed off ground level unless supported by suitable means. - Cables will not be run above walkways and vehicular access routes unless fire rated and at suitable height to allow pedestrian/ vehicular access. - All ground level cables to be covered along emergency routes, Protection must be suitable for access route. E.G Vehicle ramps. 	1	2	2	Electrician/ Event Manager	During set up

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			L	C	R		L	C	R		
Smoking on site	All employees, contractors, members of the public	Fire, burns	5	3	15	<ul style="list-style-type: none"> - Smoking is permitted in open areas of the site - Smoking is not permitted near any flammable material - Smoking is not permitted inside any enclosure. - No smoking signs installed in any restricted area - Signage installed near bins and refuge areas to deter disposing of hot embers. - Suitable bins for cigarette butts situated across site. - Fire extinguishers located across site - No bins to be placed within 10m of a structure. 	2	2	4	Event Manager/ Event Coordinator	Pre site plan
Arson	All employees, contractors, members of the public	Fire, burns, smoke inhalation, death	2	5	10	<ul style="list-style-type: none"> - Site to be fenced off using Heras panels to prevent access out of hours. - No flammable materials to be placed near to perimeter fencing. - Security on site 24hrs a day from set up to derig - Security authorised to conduct searches of persons suspected to be in possession of materials used for arson. 	1	2	2	Security/ Event Manager	From set up to derig
Housekeeping	All employees, contractors, members of the public	Accumulation of rubbish contributing to fire risk	3	4	12	<ul style="list-style-type: none"> - All waste will be disposed off through designated rubbish bins which will be emptied regularly to an off-site facility. - Vendors will be responsible for removing their own waste daily - No waste is to be stored near to sources of ignition or hot surfaces - All stock/ waste held on site during the event must be kept managed and out of pedestrian walkways/ access areas. 	2	2	4	Vendors, Events Coordinator, Litter collectors	From set up to derig

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Fuel Storage	All employees, contractors, members of the public	Fire, explosions, burns, gas inhalation, death	4	5	20	<ul style="list-style-type: none"> - Fuel will only be stored in designated areas within approved fuel containers. Fuel must be stored in a lockable fuel store which is ventilated. - Fuel must not be stored in an area with sparks or heat generation - Fuel must not be stored in a location where it cannot be ventilated. - Fuel must not be stored in direct sunlight. - Fuel sources must not be stored within the same area if by their properties they can react. - Gas cylinders must be stored upright, secured by a chain and installed correctly to ensure they cannot fall over or leak gas. 	1	4	4	Event Manager/ Head Groundsman	From set up to derig
Generators	All employees, contractors, members of the public	Electrocution, fire, burns	3	4	12	<ul style="list-style-type: none"> - Generators installed by competent electrician. - Only diesel generators used by event staff - Generators allowed to cool for 15mins before refuelling. - Barriers used around generators to prevent unauthorised access. - Staff involved in refuelling or maintenance on generators to be aware of moving and hot parts before use. - Generators to be correctly grounded before use. 	2	3	6	Electrician, Event Manager/ Head Groundsman	From set up to derig
Escape Routes	All employees, contractors, members of the public	Blocked escape route, leading to crush injuries.	3	5	15	<ul style="list-style-type: none"> - All entrance/ exit points must be kept clear of objects at all times. - All staff on site are responsible for ensuring that escape routes are kept clear at all times. - Site design to allow a free flow of all escape routes. - In event of emergency exit of the site all exit points will be open. - Event staff will direct attendees to the nearest available exit from the site. 	1	1	1	Event Manager/ Event Coordinator	Pre event design/ During event

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating			Control Measures	Residual Rating			Action/ Monitored by whom?	Action/ monitored by when?
			L	C	R		L	C	R		
Preventing Spread of fire	All employees, contractors, members of the public	Spread of fire from one structure to the next	4	5	20	<ul style="list-style-type: none"> - Site design to account for spreading structure out across the site to prevent spread of fire from one location to the next. - All structures will be made from fire resistant materials to prevent fire spread. - Fire extinguishers located across the event site to allow for early intervention. - Vendors pitches to be spaced out due to increased risk of fire. 	2	2	4	Event Manager/ Coordinator	Pre event design
Fire warning system	All employees, contractors, members of the public	Poor communication of being informed of fire	3	3	9	<ul style="list-style-type: none"> - Any emergency announcement will be made with PA systems on site. - In the event of the PA system failing then loud hailer will be used as backup. - Verbal commands for evacuation will be given - Staff and security will direct attendees to nearest exit. 	1	1	1	Event Manager	From site setup to derig
Methods of extinguishing fire	All employees, contractors, members of the public	Incorrect fire extinguishers, lack of fire extinguishers on site	4	5	20	<ul style="list-style-type: none"> - Correct fire extinguishers will be located around the site. - Extinguishers identify on them what they can and cannot be used for. - Fire extinguishers located near to highest fire risk areas. - Fire coordinator and fire wardens at site during set up and running of event. 	2	2	4	Event Manager/ Fire Coordinator/ Fire Wardens	From setup to derig.

Additional comments:	
People Consulted during assessment:	Mia Kelly – Event Coordinator

Assessor/s Signature/s:  Date: 17/02/2022

What is the Hazard?	Who might be harmed?	How might people be harmed?	Risk Rating L C R	Control Measures	Residual Rating L C R	Action/ Monitored by whom?	Action/ monitored by when?
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Review Record

Initial Assessment Date: 17/02/2022	Review date:	Future Review due:
Reviewers name:		
Reviewers signature:	Date:	

Risk Matrix

		<div> <div>15 to 25: High</div> <div>9 to 15: Medium</div> <div>1 to 9: Low</div> </div>				
Likelihood → Severity ↓		Almost Certain 5	Probable 4	Possible 3	Unlikely 2	Highly unlikely 1
Fatal 5		25	20	15	10	5
Major Injury resulting in Disability 4		20	16	12	8	4
Injury/ill health requiring Doctor or Hospital Treatment 3		15	12	9	6	3
Minor Injury requiring First Aid Only 2		10	8	6	4	2
Minor Injury requiring no First Aid 1		5	4	3	2	1



AGENDA ITEM NUMBER: 5.2
MEETING DATE: 19th April 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Eco Exhibition
PURPOSE OF REPORT: To consider an Eco Exhibition
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

C&E/18.01.22 – 11608 URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

A member enquired about the Eco-Exhibition which had been previously discussed but no date set. It was agreed to put this item on the next agenda. The Events Coordinator will liaise with the councillor to discuss ideas for the event, including a possible presence at CrowFest.

Current situation

The Events Coordinator has been in contact with the Chairman of the Climate Change Working Group, and it has been agreed that there will be an Eco Exhibition as part of CrowFest.

The committee is asked to consider whether it is satisfied with this or would like to pursue a larger event in the future.

The Assistant Town Clerk would ask the committee to note that there is no staffing capacity to arrange this during the current year.



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 19th April 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Festive Lights
PURPOSE OF REPORT: To provide members with an update on the festive lights contract
SUPPORTING DOCUMENTS: Appendix A – Quote for supply and installation of 2022 festive lights
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

C&E/11.06.19 – 11047 8788 RESOLVED to contract Festive Decorations for a three year period from 2019-21 for Crowborough's Christmas lights.

Current situation

Due to current staffing shortages at the Council Offices, the committee is asked to consider extending the current contract by one year as there is not staffing capacity to manage the tender process at the present time.

Appendix A has been provided in line with Financial Regulation 11.1 (a) (v).

The quote provided represents the same amount the council has been charged each of the three years of the current contract.



Festive Decorations Ltd

Festive Decorations Ltd
1 Fairview
Fawkham
Green Road
Longfield
DA3 8NR

Sales Quote

Crowborough
Crowborough Town Council
Council Offices
Pine Grove
Crowborough East Sussex
TN6 1DH
United Kingdom

Sales Quote Number: 22095
Sales Quote Date: 25/03/2022
Valid For: 30 Days
Account: CROW01
Sales Quote Reference: Christmas Scheme 2022

VAT Registration No: 645020962

Qty	Description	Rate	Total	VAT
1	To Hire, Installation and Takedown of Crowborough Christmas Lighting Scheme 2022. To consist of 9 Cross Street Frames - Crowborough High Street 20 Lamp Column Display Frames String Lighting for Christmas Tree Testing of Existing Building Fixings	10,550.00	10,550.00	2,110.00

Total Net Amount: £10,550.00
VAT @ 20%: £2,110.00
Sales Quote Total: £12,660.00



AGENDA ITEM NUMBER: 7.1
MEETING DATE: 19th April 2022
COUNCIL/COMMITTEE: Communication and Events
TITLE: Co-Option Awareness Campaign
PURPOSE OF REPORT: To review the co-option awareness campaign
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

The following minute is taken from the Full Council meeting of 9th February 2022:

CTC/09.02.22 – 11624 The council discussed the co-option awareness campaign, including the video and the councillor stalls at two local supermarkets which had taken place during December and January. Members noted that several people had expressed an interest in standing for co-option, asking questions, contacting the council offices, and even attending committee meetings, but this had not translated into applications. The Chairman of the Communication and Events Committee agreed to review the co-option awareness campaign at a future meeting.

Campaign review

The Co-Option Awareness campaign included:

- Co-option video (cost £912.00)
- Information tables at two local supermarkets (cost £zero: manned by councillors)
- Council website and social media pages (cost £zero)
- Posters on town council poster boards (cost £zero)
- Leaflets (cost of basic printing in-house)

The committee is asked to review the campaign and provide any suggestions for future campaigns.



AGENDA ITEM NUMBER: 8.1

MEETING DATE: 19th April 2022

COUNCIL/COMMITTEE: Communications & Events Committee

TITLE: Finance Report

PURPOSE OF REPORT: This report covers C&E's current income and expenditure against budget and Earmarked Reserves (EMR) position. Only significant variances have been reported on.

SUPPORTING DOCUMENTS: Appendix A – Income & Expenditure Report
Appendix B - Earmarked Reserves

CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
1	The Committee is RECOMMENDED to: (1) Note the Committee's current income and expenditure position. Appendix A. (2) Note this Committee's Earmarked Reserves. Appendix B.

1. Income and Expenditure

- 1.1 Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2021/22. **Significant variances are reported in bold.**

Income

305/1011 This code currently shows donations received from the fireworks of £4,396 which will be paid out to Mayors charities.

305/1012 + 1013 These amounts are deposits for events for next year so will be journaled out at year end into income for financial year 2022/23

Expenses

305/4104 This will exceed budget by £1,316 due to the PPL/PRS licenses required for all events this year being more than anticipated

305/4203 These represent deposits made for events next year and will be journaled out at year end to expenses in financial year 2022/23

2. Earmarked Reserves

2.1 This Committees EMR's are attached as Appendix B.

Committee is asked to consider if Earmarked Reserves are still required and if not, the amount will be transferred back to the General Reserve.

Committee is asked to consider whether any known underspends from 2021/2022 will be Earmarked towards future costs. Possible area identified:

4109/305 Website

The earmarked funds recommended in this report will only be done if there are:

- a) sufficient underspends in the nominal code/ cost center / personnel budget and
- b) there are sufficient underspends in the overall Council budget

RFO

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Communication & Events								
305 Communication and Events								
1005 Income-Poster Boards	276	678	900	222			75.3%	
1011 Income-Fireworks	0	4,781	350	(4,431)			1366.1%	
1012 Income-Summer Fair	0	820	400	(420)			205.0%	
1013 Income-Sussex Day	0	200	150	(50)			133.3%	
1014 Income-Christmas Fair	0	468	400	(68)			117.0%	
Communication and Events :- Income	276	6,947	2,200	(4,747)			315.8%	0
4021 Stationery and Printing	0	0	400	400		400	0.0%	
4101 Newsletter	1,500	750	1,650	900		900	45.5%	
4102 Hospitality/Civic Functions	98	392	650	258		258	60.2%	
4104 Public Entertainment Licences	0	2,916	1,600	(1,316)		(1,316)	182.3%	
4105 Frank Humphry	250	0	0	0		0	0.0%	
4106 Fireworks	0	21,661	22,000	339		339	98.5%	
4109 Website	3,150	750	5,000	4,250		4,250	15.0%	
4201 Christmas Lights	10,925	10,846	13,000	2,154		2,154	83.4%	
4203 Summer Fair	2,998	1,031	23,000	21,969		21,969	4.5%	
4205 Boundary Walk	0	334	500	166		166	66.9%	
4207 Sussex Day	0	1,288	1,500	212		212	85.9%	
4208 Carol Service	660	1,092	1,700	608		608	64.2%	
4210 Christmas Fair	4,262	6,480	6,400	(80)		(80)	101.2%	
4211 Town Conference	215	0	400	400		400	0.0%	
4214 VE Day	1,007	0	0	0		0	0.0%	
4255 Equipment	168	4,950	5,000	50		50	99.0%	
4605 Poster/notice boards	839	1,000	1,000	0		0	100.0%	
Communication and Events :- Indirect Expenditure	26,072	53,490	83,800	30,310	0	30,310	63.8%	0
Net Income over Expenditure	(25,796)	(46,543)	(81,600)	(35,057)				
6001 plus Transfer from EMR	(33,500)	0						
Movement to/(from) Gen Reserve	(59,296)	(46,543)						
906 Earmarked C and E								
9039 Notice Boards	995	2,063	0	(2,063)		(2,063)	0.0%	2,063
Earmarked C and E :- Indirect Expenditure	995	2,063	0	(2,063)	0	(2,063)		2,063
Net Expenditure	(995)	(2,063)	0	2,063				
6001 plus Transfer from EMR	995	2,063						
Movement to/(from) Gen Reserve	0	0						
Communication & Events :- Income	276	6,947	2,200	(4,747)			315.8%	
Expenditure	27,067	55,553	83,800	28,247	0	28,247	66.3%	
Net Income over Expenditure	(26,791)	(48,605)	(81,600)	(32,995)				

06/04/2022

Crowborough Town Council

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Detailed Income & Expenditure by Budget Heading 06/04/2022

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	(32,505)	2,063						
Movement to/(from) Gen Reserve	(59,296)	(46,543)						
Grand Totals:- Income	276	6,947	2,200	(4,747)			315.8%	
Expenditure	27,067	55,553	83,800	28,247	0	28,247	66.3%	
Net Income over Expenditure	(26,791)	(48,605)	(81,600)	(32,995)				
plus Transfer from EMR	(32,505)	2,063						
Movement to/(from) Gen Reserve	(59,296)	(46,543)						

Nominal Code	Cost Centre	earmarked Reserves	Opening Balance 01/04/2021	In	Out	Balance as at 06/04/2022	Committed	Projected
317		Communications & Events						
9039	906	Notice Boards	2,277		2,063	214	214	0 Transfer to General Reserves as per Jan 22 meeting RES 9642
9037	906	Events equipment	1,000		1,000	0		0 Transfer to General Reserves as per April meeting
9038	906	Sustex Day	1,500		1,500	0		0 Transfer to General Reserves as per April meeting
9041	906	Summer Fair	10,000		10,000	0		0 Moved to festival EMR
9043	906	Eco-Exhibition	10,000			10,000		
9044	906	Festival	12,000	10,000		22,000		From underspends 21/22
317		C & E Total	36,777	0	14,563	32,214	214	32,000