

From: [Licensing Com](#)
To: [Licensing Com](#)
Cc: [Dorset Police Licensing](#)
Subject: New Temporary Event Notice Application - TEN-002632
Date: 13 April 2022 17:39:14

A new temporary event notice has been received.

Reference: TEN-002632

Are you an agent acting on behalf of the person being licensed? No

Person Being Licensed

Title: Mr

First name: Luis

Family name: Granel

Email: [REDACTED]

Phone: [REDACTED]

Address: [REDACTED]

Can we contact the applicant by phone: Yes

I'm applying as: Applying as a business or organisation, including as a sole trader

Agent

First name:

Family name:

Email:

Phone:

Are you :

Application Details

Have you had any previous names: No

Previous names details:

Date of birth: [REDACTED]

NI Number: [REDACTED]

Place of birth: [REDACTED]

Correspondence address: [REDACTED]

Premises

Does the premises have an address: Yes

Premises address: MAST OFF PARLEY LANE, PARLEY LANE, HURN,
CHRISTCHURCH

Ordnance Survey may ref:

Further location details: The location is situated next to Bournemouth Airport. 6 miles from Bournemouth Town Centre. The location is off the main road of Parley Lane.

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises): Neither

Do you intend to only use part of the premises: No

Part address details: We intend to use a restricted fenced off area w

Nature of the business: The premises is an open field owned by Fowler Fortescue. The address is used for event and festival hire. Often running regular events throughout the year.

Nature of the event: The event will be run by local events company Move Your Feet UK. The nature of the event is 499 music day party (including staff) running from 12pm-11pm. This will include live music played by djs within the given hours. Onsite will include a bar

with the selling of alcohol, two food caterers selling food for customers.

Activities

The sale by retail of alcohol: Yes

The supply of alcohol by or on behalf of a club: No

Provision of regulated entertainment: Yes

Provision of late night refreshment: No

Giving of a late temp events notice: No

Events start date: 06/08/2022

Events end date: 07/08/2022

State the times you intend to carry out licensable activities: Saturday & Sunday 12:00-22:59

Max number of people: 499

Consumption of alcohol will be: On the premises only

Relevant entertainment details: Saturday & Sunday 12:00-22:50

Licence Holders

Do you currently hold a valid personal licence: No

Issuing authority:

Licence number:

Date of issue:

Other relevant details:

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice: No

State the number of temporary event notices:

Have you already given a temporary event notice for the same premises in which the event period: No

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice: No

State the total number of temporary event notices your associate(s) have given for events in the same calendar year:

Has any associate of yours already given a temporary event notice for the same premises in which the event period: No

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice: No

State the total number of temporary event notices your business colleague(s) have given for events in the same calendar year:

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: No

Declaration

I confirm I have read and understood the declaration: Yes

Payment

Amount paid: £21.00

Payment Date & Time: 13/04/2022 17:38

Documents

Please note: documents have only been uploaded if the upload status is uploaded.

Upload Status: Uploaded

Sharepoint docs URL:

[REDACTED]

Kind Regards

CRM Online

The MYF Garden Party Event Safety Management Plan

The MYF Garden Party is a 2-day music event taking place in 2022. The event is organised and managed independently by Move Your Feet UK Ltd. As organisers, Move Your Feet UK Ltd will hold lead responsibility in promoting the licensing objectives of the TENS license.

The event consists of the performance of live and recorded music and the sale by retail of alcohol. The regulated entertainment and sale by retail of alcohol are covered by one premises license.

The event is held at Parley Lane Event site.

The event will be held on the 6th and 7th of August 2022.

Move Your Feet UK Ltd will take care to deliver all operational and production aspects of the event, including event management, health & safety planning and license compliance.

2. Purpose of the Event Safety Management Plan

This document, the Event Safety Management Plan (ESMP), relates primarily to the planning and management of The MYF Garden Party. It is designed specifically as a document for responsible authorities and presents a methodical approach to overall event planning. The document includes chapters on crowd management, traffic management, first aid, noise management and crisis management. Specific chapters on these and other items are covered in this document.

The Event Safety Guide HSG 195 and industry standard guidance has been adopted as the standard for planning and managing this event.

3. Licensing Objectives

The MYF garden party has undertaken a full evaluation of its proposed activities with due regard to the promotion of all licensing objectives. A competent team of event professionals and specialists have been appointed to design, plan and safely deliver The MYF Garden Party with minimal impact to the local community and the least possible inconvenience to surrounding business and residents.

The planning and consultation process is key in the development of a comprehensive Event Safety Management Plan (ESMP) for the event. The ESMP examines all aspects of our activities and the steps to be taken to ensure a safe and successful event that takes full account of all four licensing objectives. The ESMP covers all aspects of the event in detail and sets out the various measures to be taken and policies to be followed by The MYF Garden Party.

Specific measures that are designed to ensure the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm are detailed throughout the ESMP.

4. The prevention of crime and disorder

The event management team will coordinate with stewarding (crowd management) and security staff and Police to ensure procedures are in place for combating crime and disorder. Where appropriate and in accordance with the Security Industry Authority regulations, stewards and security operating will be SIA registered; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to NVQ Level 2 or equivalent or as necessary in accordance with legislation.

The event site will be enclosed within a secure perimeter fence. This will be subject to regular security patrols. Entrance to the event is strictly by ticket and purchase of a ticket requires acceptance by customers of the event Terms and Conditions. Entrance points to the event will be tightly controlled by SIA licensed staff who

will refuse admission to anyone breaching the terms and conditions. Ticket holders and their belongings will be subject to searching by the security team.

The stewarding and security team, with sufficient numbers of appropriately trained personnel, will be in operation within the event site. The security team will monitor the event at all times to prevent criminal and/or disorderly behaviour. Any persons found to be undertaking criminal activities will be apprehended/removed and anyone displaying disorderly behaviour will be ejected. The event operates a strict no readmissions policy for such offenders.

The Designated Premises Supervisor will strictly control all sales of alcohol to customers and a Check 25 system will be in operation. The event will operate and actively enforce a zero-tolerance policy on drugs. This will be communicated to attendees via social media updates prior to the event, and signage at the event entrance and around the site. Drug amnesty bins will be in position at all entry points leading into the event site.

The use of a two-way radio system by both security and the event management teams will allow effective, responsive communications at all times which will assist with surveillance of the audience and circulation of appropriate intelligence.

5. Public safety

Public safety is of paramount importance to The MYF Garden Party. It is in the interests of the organisers to ensure that their customers have a safe and enjoyable experience. The event management team will consult with the ESAG on the proposals within the Event Safety Management Plan to ensure all plans are in accordance with the licensing objectives. The event plans have been developed to meet guidance under the Event Safety Guide (HSG 195) and Managing Crowds Safely (HSG154). These plans will be developed through consultation with each agency.

The event site has been carefully designed to safely and comfortably accommodate the proposed occupant capacity and there is sufficient exit width to allow safe emergency evacuation should the need arise. Comprehensive ingress/egress, emergency evacuation plans and occupant capacity calculations have been prepared and are included in the Event Safety Management Plan.

A suitably experienced and competent crowd management and security company will be appointed to provide advice on such matters. A crowd management plan will be produced.

A comprehensive event risk assessment has been prepared and included as an appendix to this document. The risk assessment details the measures to be taken to minimise risk to acceptable levels across all activities. The risk of danger to public safety is addressed in this risk assessment.

A specialist event medical provider will be appointed to provide medical provision and supporting infrastructure to the event; this will include an onsite medical treatment facility suitable for treating minor injuries and triage for assessment of other injuries. Patients that may require transport to a local hospital will be transported by our medical contractor in a private ambulance.

A welfare facility will be provided onsite to ensure customers have access to basic welfare needs, advice and support. In addition, the provision of adequate toilet facilities and the provision to purchase food and soft drinks will be in place. Drinking water will be available free of charge at each bar, welfare area, and front of stage barrier.

Suitability and design of all temporary structures is outlined within the ESMP and the risk assessment. All appropriate documentation is collated from contractors, paying particular attention to design, structural calculations, wind loading, imposed loads, liability insurance, method statements and risk assessments.

A site wide inspection will be undertaken before the event is open to the public and at the beginning of each day. These inspections will be undertaken by The MYF Garden Party Event Management, Safety Advisor, and representatives from the ESAG.

6. The prevention of public nuisance

The MYF Garden Party is committed to producing an event that has a minimal impact upon the surrounding area, local community and nearby residents.

The potential for noise nuisance has been recognised by The MYF Garden Party event management team and a suitable noise management plan will be drawn up to control and minimise the risk of this becoming a nuisance. We will ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. Noise measurements will be taken at mixing desks and nearest noise sensitive premises to ensure appropriate noise levels are not exceeded.

Early event finish times are specifically planned to limit noise nuisance to residents in the surrounding area. The early finish times have also been reflected in the overall plans to aid the migration of attendees at the end of the event to meet public transport connections. Consequently, attendees of the event are not stranded in the local area after the event.

The event management team will ensure there is a suitable and sufficient waste and cleansing operation both in the event site and the immediate surrounding area.

The event management team will ensure that local residents and businesses are consulted of such specific event plans to ensure their views are considered and concerns, where practicable, are addressed.

Provision of adequate numbers of temporary toilets will eliminate any potential nuisance that could result from inadequate facilities.

Proactive management of event traffic will ensure that disruption to the local road network and its users is kept to a minimum. A robust Traffic Management Plan drawn up in consultation with the relevant agencies will operate with support from a professional traffic management and signage company.

7. The protection of children from harm

The event is for persons aged 18 and over. We recognise that it is illegal to sell alcohol to or purchase alcohol for any persons under the age of 18 years. The event will operate the national Challenge 25 policy. Staff serving alcohol will challenge any persons who they believe may be under the age of 25 years and will request that they produce valid photographic identification.

8. Planning and Management

It is our aim to demonstrate effective management of the event and to ensure a safe and enjoyable event. The management responsibilities below illustrate the event's management staffing structure.

The event directors are the persons responsible for all aspects of licensing and public safety as scheduled in the conditions of license, the event organiser. Those persons are named as Luis Granell and Kieren Law of Move Your Feet UK Ltd.

Who we are and What do we do

The MYF Garden Party is a dance music day party based in Dorset for ages 18 and above. Move your feet are an innovative music event brand, based in Bournemouth, Dorset. Established in 2017 with one thing in mind - bringing together like minded people for the love of dance music. Move Your Feet has established itself as one of the biggest house events in the south, since being founded back in 2017 ,we have since hosted events at venues such as Halo Bournemouth, Aruba Bournemouth, Switch (Southampton) / Rebel (Southampton) and Lakota (Bristol) plus many more. As well as this we have brought some of the world's biggest DJ's to Bournemouth. We are a collective identity to produce innovative and valuable events.

Move Your Feet Festival overview

Event Details

- Name: The MYF Garden Party
- Location: Parley Lane, Hurn, Christchurch, BH23 6DF
- Date: 6th-7th August 2022
- Time: 12pm-11pm
- Target Audience: 18 and above
- Estimated Attendance: 499 people

The MYF Garden Party 2022 is to be held on Saturday 6th August and Sunday 7th August, at Parley Lane, Hurn, Christchurch, BH23 6DF. It is primarily a music event with DJs playing throughout the day & into the evening. The hours of operation are 12:00pm-23:00pm both days, and set up/ take down of the site is expected to take up to 1 day prior, and 1 day after the stated event date. We are expecting 499 people to be in attendance, although no more than 499 at any one time.

Date: Our suggested dates for the event to take place will be on the weekend of the 5th-6th August 2022 . This suggested date allows us to attract a good local crowd and doesn't clash with any other events in the local area. Timings for the event are going to be from 12pm-11pm, this means the festival will not effect any residents being disturbed by the noise due to the time the festival will finish. Our proposed event time will be from 12pm-11pm.

Venue: The event will take place within an area of the address given, this will be a restricted area of 15,000sqm. For a standing crowd at a concert, it is recommended to have 0.5 square meter per person and an arms length loosely packed crowd it is recommended to have 1 square meter per person. The whole site is 100,000sqm
The area we are using is 15,000sqm

On site, there is access for vehicle parking located in the main car park for all festival services, contactors, attendees and workers. This is also easily accessible for all disability attendees.

Attendees: Attendees will consist of anyone over the age of 18, interested in music, socialising and having fun. Most our attendees will be from the local area.

Areas such as Bournemouth, Poole, Ringwood, Southampton, Salisbury, as well as Bournemouth University students. We have a maximum of 500 tickets available for the event per day.

Staffing: The primary focus from the Move Your Feet UK team will be to run and oversee the event ensuing that everything is running smoothly. Move Your Feet UK will source workers such as bar staff, security, production workers, riggers and promotional staff,

Our ideal scenario would be to provide a fun, safe, eco-friendly environment for all attendees. As well as a prestigious line-up, the production and showcase of the event will allow attendees to immerse themselves into a new and innovative experience. We aim to create a valuable and unique experience.

Stakeholders

Move Your Feet believe the key stakeholders associated with our event are: the local community, staff and volunteers, attendees, and the council. For our event to be successful Move Your Feet aims to ensure all stakeholder requirements are met.

Our event stakeholders:

- **Local Community**

Bournemouth local residents, University students and music enthusiasts who live in Dorset in particular Bournemouth. We plan to utilise the local community for promotional opportunities and acquiring event publicity. As well as allowing priority access to the event through initial event promotion.

- **Staff and volunteers**

Staff and volunteers will provide precious man hours. By having plenty of staff who are capable and trained in all duties will enable the event to run smoothly for all involved. We will use knowledgeable event/festival management employees and Move Your Feet event employees to ensure this is adhered to. Move Your Feet UK will source workers such as bar staff, security, production workers, riggers and promotional staff.

- **Attendees**

Attendees are one of the events key stakeholders. It is of primary focus to ensure customer satisfaction. By conversing with potential attendee's Move Your Feet UK aims to collect important data which can be used to implement event content.

- **Bournemouth and Poole Council**

Bournemouth and Poole Council is a key stakeholder in ensuring the event runs in conjunction with the councils protocol and objectives. Move Your Feet hopes to work with the council to promote the location and objectives, abide by the protocol as well as promoting the grounds as a fun location to repeatedly engage with.

Traffic Management

This Traffic Management Plan provides details of all procedures to be implemented by ourselves "The Event Organiser" and also any event personnel (Stewards, Marshalls etc.)

The necessary traffic management, as detailed in this document, will be strictly adhered to by all parties involved to provide a safe environment for all road users, event participants, event organisers/staff and also members of the general public. We will also aim to minimize any disruption to traffic in the areas around the festival site.

Site Constraints & Impact on Local Area

The location of 'The MYF Garden Party' has easy access in and out of the premises. This will help to minimize congestion within the site, and also on the road immediately next to the site. Please see 'Site Map' attached.

For this reason, we do not believe road closures will be necessary. We expect after the measures outlined in this plan have been put in place, the impact on traffic in the local area will be minimal. Also, we expect impact

on pedestrians to be minimal, as the road is rarely used by people on foot due to its quite remote location; however, we believe as the national speed limit applies on the nearby road, there will be no need for a temporary speed limit. Due to the traffic lights by the airport and the roundabout, cars are forced to slow down when approaching both of these.

Aims of Traffic Management Plan & Organiser Responsibilities

The objectives of this Traffic Management Plan are outlined below:

- Provide a safe environment for all road users, including attendees, the general public, cyclists, motorists etc.
- Prevent any traffic hazards that may arise as a result of The MYF Garden Party taking place.
- Minimize disruption, delays and/or congestion for road users.
- Ensure access to surrounding residential and commercial properties is maintained at all times. To achieve these objectives, we, The Event Organiser will:
 - Ensure that only roads suitable for event traffic are used by attendees.
 - Ensure that delays and congestion within and on the road immediately next to the site are dealt with immediately through the use of stewards/marshalls.
 - Use appropriate and sufficient road signage, and also make sure adequate guidance is provided so that attendees/staff use only the prescribed travel routes.
 - Ensure that the needs of all attendees are accommodated at and within the event site, including motorists/motorcyclists, taxi arrivals, people with disabilities.
 - Stagger coach arrival times to the site to avoid unnecessary congestion in/around the site.
 - Have an adequate number of stewards/car park attendants to ensure vehicles are parked as quickly and safely as possible, keeping the road clear at all times.

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and also any damage to property. Any event activity will not go ahead until all appropriate measures are in place, including all relevant signage erected, stewards & car park attendants on

site etc.

All necessary measures will be taken to regulate traffic movements and ensure any adverse effects associated with the event are kept to a minimum.

Noise management plan

To best address public nuisance that may arise from noise, The Festival will compile a Noise Management Plan that details how a risk of noise pollution is mitigated, the event will comply within the "The Control of Noise at Work Regulations 2005".

Trained sound engineers will ensure noise levels are kept within safe limits. All noise/sound levels during the event from performances will be directly controlled by the event's front of house sound engineer. The Event Manager will periodically spot check the front of house sound engineer is remaining compliant.

Ear protection will be available to all staff. Such protection will be mandatory for anyone working in the front of stage pits.

Earplugs will be available to attendees. Medical support is also available to attendees suffering headaches or hearing problems.

Security will ensure personal sound systems are not permitted in to the event. The crowd will be monitored to ensure no uncontrolled amplified sound systems are being used.

The main arena site will be a restricted closed off area to keep the noise within an enclosed area. The arena will be as far away from the local residents as possible. We will have two tents with sides on all sides, to allow the music to stay compact. Speakers will face inwards at each other, so they won't be facing towards the outside. The event will finish by 10:50pm so the music won't go past 11pm and effect people sleeping. Sound levels will not exceed 110db from the front of house mixing position situated near the sound source and centred to the PA system.

Insurance

Public Liability, Employers Liability and Event Cancellation insurance will all be in place for this event. Contractors will be required to provide proof of their own insurance policies. It is the responsibility of the Health and Safety Officer to check the relevant policies are in date and satisfactory.

Security & Crowd Management

The character of artists performing over the weekend will largely determine the dynamics and physical behaviour of the audience attending. Such is the range of artists over the event and based on previous events the average age of the event attendee is between 24 & 32 years. Intelligence on the acts programmed suggests that it is highly unlikely performances will incite unruly behaviour.

Stewarding & Security

The Stewarding & Security company for this event is Showsec

The main responsibility of stewards is crowd management, static guarding of entrances and gates and entrance searches. They are also there to assist the police and other emergency services where necessary.

Stewarding & Security Roles

The general duties of stewards:

- - To help attendees by providing information as to the site layout
- - To control vehicle parking and traffic marshalling as necessary
- - To control access to restricted areas authorising to pass holders only
- - To monitor and report on crowd densities
- - To monitor crowd behaviour and welfare
- - To monitor signs of distress/anxiety of the audience in the high density area in front of the stage and in particular the front of stage barrier and to extract persons experiencing problems in accordance with accepted procedures.
- - To assist the Police and other emergency services as directed
- - To monitor the general site and be aware of suspicious packages
- - To minimise the risk of fire e.g. by monitoring the build-up of refuse by traders etc.
- - To assist in part or full evacuation as may be necessary

Emergency Procedures

St John's Ambulance will be on site for the duration of the event. In the unfortunate event of further emergency services being required, a red route located on site map leading directly onto the event site is solely for that use. No other vehicles are permitted to use the route at any time, which runs parallel with the exit road from the site and will be kept clear at all times.

Pick Up and Drop Off Area – We aim to have a dedicated area if you are being dropped off by any friends or family. This is located within the grounds of the location. Attendees will turn into Pussex Lane follow the relevant signage to the Pick Up and Drop Off Area. Cars will then follow the exit route which will take you back out onto Parley Lane.

Exits

Provision will be made to ensure that:

- - All exits and gateways are unblocked and staffed by stewards throughout the event
- - All exits are kept clear at all times;
- - All exits and gateways are clearly signed and illuminated; and
- - All exits lead to a place of safety.

Emergency Vehicular Access Route

An emergency vehicle access route will be established upon consultation with the ESAG and emergency services. The emergency vehicle access route (red Route) will be via the Car Park. The closures will be stewarded at all times and in radio communication with Event Control.

Emergency Lighting

All parts of the venue subject to public access and egress and all pedestrian escape routes will be illuminated by portable tower-lights or by mounted flood lights. Emergency light boxes will be installed within each structure.

Ingress - Arrival

It is anticipated that customers attending the event will use a number of transport methods including private vehicle, on foot, bicycle and public transport. Due to the event type and the close proximity of significant public transport links, it is anticipated that the vast majority of those attending will travel by public transport, or by foot.

The availability of parking for private vehicles close to the site, may encourage car owners to use their vehicles to get to site. Significant pre-event publicity about the availability of public transport however is anticipated to positively effect this.

Due to the ease of travel options to the site, it is anticipated that the customers will arrive within the standard arrival pattern for an event of this type. The peak period will be between 12:00-14:00 and again from 16:00-18:00

Queuing

This queue system should be large enough to safely and comfortably house 500 customers. This queue system should have a 500m² area plus ancillary welfare facilities such as toilets, waste bins, amnesty bins and medical staff. The queue system will be marked out by barriers to ensure a linear fair for all process of queuing to avoid a bulk queue.

In the event of an early arrival of significant numbers of customers, Main Event Security will deploy extra SIA team members as part of Incident Response Teams to the gates to assist with search capacity and monitor for signs of distress in the waiting crowd.

It is anticipated that the majority of those attending will stay until the end and leave using the main exit gate. People will either be picked up in the pickup zone on the site by taxis or parents/friends, or will leave on foot.

Each evening the egress will take place from the main stage arena and then down to the exit gates until the point that the exit can be shut, to allow the sweep to confirm the arena is clear of customers. we expect the arena should clear in 20 minutes.

Appropriate site lighting will be positioned along all egress routes on route to the main gate.

Emergency Egress Calculations

To enable 500 people to exit the event site in an emergency within a ten minute evacuation target time, there must be 5m of exit width. This evacuation time is taken from the HM Government publication Fire Safety Risk Assessment: Open Air Events and Venues. The risk assessment for the event site is as a 'Low Risk' site as HM Government states The risk to people from fire outdoors may generally be viewed as lower than that in an indoor situation, simply because people are less likely to be affected by smoke and heat and their escape routes are much less likely to be cut off.

Exit width is made up of the combined width of all of the emergency exit gates that are available to use for an evacuation. There should also be a separate entry to the event site that is designated for the use of emergency vehicles only. The gate designated for the emergency service vehicles should be wide enough for the purpose and have an all-weather surface if possible.

Alcohol/drugs policy

Serving Alcohol:

We operate a Challenge 25 Policy across all our the Bars so if you are lucky enough to look Under 25, then be prepared to prove you are Over 18 when required.

Other Rules:

The following are NOT allowed into the Festival, all of which will be removed and seized during the security searches upon arrival.

-Alcohol

-Glass Bottles

-Nos Gas

-Illegal Drugs

-Synthetic Highs

Move Your Feet festival operates a zero tolerance drugs policy.

Anyone who is found to be too intoxicated upon arrival and high on any substance will be denied ENTRY.

Bars and legislation-

We aim to have 2 bars. TENS license.

Waste management plan

See waste Management plan.

Event Risk Assessment

Event Risk Assessment

Event:	The MYF Garden Party	Assessment Date:	11th April 2022
Venue:	Parley Lane Event Site	Completed by:	Luis Granell

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Investigate the possibility of providing a shuttle bus. Consult on transport plans with Local Police Force and County/Council Highways authority.	MYF Events Team		
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. Marquee pegs protected by foam and guy ropes etc highlighted in public areas. Good housekeeping – staff 'see it and sort it'.	Provide a temporary fence to the ha ha and the lake.	MYF Events Team		
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely. Make contingency plans to enable closure of structure in adverse weather conditions.	MYF Events Team		
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.	Areas of the stage/event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.		MYF Events team		
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful	Offer ear plugs to attendees and staff.	MYF Events Team		

		systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.			
Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.	MYF Events team	
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.	MYF Events team	
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	The nature of the site is a semi-rural open space surrounded by residential and commercial activity. Temporary structures (stages) and marquees that whilst designed to highest specification, have the potential for localised fires, especially in temporary structures or catering outlets. Staff trained in fire safety and awareness. The MYF Garden Party have in place response teams and ability to escalate action. Temporary structures to have specific fire risk assessments in place including certification of material. Naked flame such as candles, Barbeques and gas stoves prohibited, with the exception of professional caterers. No Chinese lanterns or fireworks. Staff trained in use of fire fighting equipment and advised of nearest location. Appropriate firefighting equipment will be located as agreed with stakeholders. Extinguishers to be sited by	Fire stewards to check fire exits and keep exits clear during performances	MYF Events team	

		all generators and electrical equipment.				
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.	Make arrangements to check food vendors are complying with gas safety requirements.	MYF Events team		
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.		MYF Events team		
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2				
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food safety management system with them to event.	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Department to inspect food stalls.	MYF Events team		
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event.	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.	MYF Events team		
Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can	Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product,	Signage on use of smoke and fogs put up at entrance to venue to warn the public.	MYF		

	cause irritation to eyes, nose and breathing for staff and the public.	use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.		Events team		
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.		MYF Events team		
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trolleys available for staff.	Ensure new staff are shown how to use the manual handing aids.	MYF Events team		

Event Waste Management Plan

EVENT WASTE MANAGEMENT PLAN

EVENT DETAILS		
Name of event	The MYF Garden Party	
Venue/location	Parley Lane, Event Site, Hurn, Christchurch, BH23	
Event Date(s)	6 th -7 th August 2022	Duration of event (Hours) 11 hours both days
Type/style of event	Music day party	
Maximum size of crowd expected	499 on both days	
Food and other stalls	3 Food venders	
Alcohol available	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
WASTE PROFILE		
Materials expected at the 3 stages of an Event: (a) During Bump-in (b) At Event (c) During Bump-out	a) General waste, comingled recycling - Cable ties, cardboard, soft plastic, Food waste b) General waste, comingled recycling, paper/cardboard, organics, container deposit - Food waste, compostable packaging (cups, plates, cutlery) - Butt litter - cigarette butts c) General waste, comingled recycling - Signage - corflute signs, Food waste	
BIN INFRASTRUCTURE		
What waste streams are to be collected?	<input checked="" type="checkbox"/> Waste <input checked="" type="checkbox"/> Recycling <input checked="" type="checkbox"/> Compost <input checked="" type="checkbox"/> Cardboard <input checked="" type="checkbox"/> Container deposit	
How many bin stations are required?	28	
Where will the bin stations be locate across the site? <i>Identify bin stations on site map including where the bins be delivered and collected.</i>	See Site map	
WASTE STRATEGY		

WASTE MANAGEMENT PLAN

<p>What actions will be taken to reduce contamination of recycling bins and food & organics bins?</p>	<p>There will be waste signage to distinguish the two types of bins. We will have volunteers who will look after both to make sure there is no contamination. Also a waste audit will be in place which will help us to identify what improvements can be made to: Gain further value from your waste materials. Achieve maximum recycling levels. Achieve corporate recycling targets.</p>
<p>What actions to avoid single-use plastic waste? <i>Include in vendor terms and conditions that no single-use plastics to be used.</i></p>	<p>All of our drinking cups will be compostable and made out of certified PLA. Our cups are supplied by Vegware, a leading manufacturer of compostable packaging. We will also be working with food vendors that will be using eco-friendly packaging and avoiding single-use plastics where possible.</p>
<p>How frequently will the bins be serviced/emptied during the event?</p>	<p>We will have volunteers maintaining the bins throughout the day, also we will be working with a third-party waste company who will have a routine schedule for collecting the waste as many times as needed. We're estimating that the bins will need collecting around 4 times per day (excluding the final collection at the end of the day).</p>
<p>Who is the waste contractor for the different waste streams? When will bins be taken away?</p>	<p>Our waste contractors are a local sustainability company called 'Gaia' who will be managing the whole process. Gaia will be working with third party company called Vegware who will be supplying all of the packaging (pint/half pint cups) for the festival and also a third party compostable waste collector who will manage all of the bins and also the collection of the waste. They will transport the waste to the nearest industrial composting unit.</p>
<p>How will council's public place bins be managed?</p>	<p>There are no Council public bins onsite, so these won't need to be managed.</p>
<p>What other waste facilities are required (liquids/greywater)? How will greywater and oils will be managed?</p>	<p>Greywater facilities will be required. This will be managed by not storing greywater for more than 24 hours. We will minimize contact with greywater. Make sure we infiltrate greywater into the ground, don't allow it to pool up or run off and keep our system as simple as possible, avoid pumps, avoid filters that need upkeep.</p>
<p>What litter management actions to be taken so it doesn't leave the site but also keeps the site clean? <i>Also include management of butt litter</i></p>	<p>Volunteers to be walking around the site litter picking, including picking up litter butts. We will have locks on bins. Plastic free packaging. Donation and aftercare.</p>
<p>How will the waste management be communicated to stakeholders/volunteers/attendees?</p>	<p>Waste signage, social media posts regarding how people can manage their waste at the festival. Volunteers who are educated on waste will be walking around the festival with high vis' on assisting</p>

WASTE MANAGEMENT PLAN

	the waste management team. Signs at all of our bars and food vendors. Bins signage, labelling bins so our customers know what waste goes where.
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