

Retro Rendezvous Festival Event Management Plan

Ford Park 2022

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Introduction to the festival

Retro Rendezvous is an annual festival that takes place in Ulverston. The festival is organised and managed by an unpaid volunteer committee, and is formally constituted as a Limited Company registered in England.

In 2022, the event takes place on the 10th, 11th & 12th June.

The festival comprises displays and exhibitions of vintage cars and motorcycles, live 50s, 60s, 70s, 80s music (mostly cover bands), specialist vintage market traders, food court, bar, and cycling events. The majority of activities are free of charge for the general public, with only one music event and the cycling events ticketed.

Health, safety and welfare

This document describes the approach taken to manage health, safety and welfare of festival (hereafter referred to as “event”) participants, including organisers, performers, exhibitors, stallholders, stewards, and attendees, and taking account of other stakeholders including local residents, business owners, utility providers, and emergency services.

The event is organised in accordance with the Purple Guide (thepurpleguide.co.uk), published by the Events Industry Forum, which itself takes account of the Health and Safety at Work Act, and covers not only legislation and good practice for Health and Safety, but other legislation and good practice across the industry including the Licensing Act 2003, the Civil Contingencies Act 2004 the Regulatory Reform (Fire Safety) Order 2005 and others.

The Purple Guide advises that every event is unique, and so procedures and controls should be risk-based and proportionate. It is therefore appropriate to use and interpret the Purple Guide in a manner that aligns with local circumstances.

The following sections of this Management Plan align directly with the Purple Guide. In all cases, the guidance in the Purple Guide is followed, except where inappropriate, as documented below. For example, the section on Fireworks is not applicable, because this event does not use fireworks.

Where this Management Plan conflicts with event planning and safety information contained in any previously issued documents, this document takes precedence.

1. Health & Safety Legislation

This chapter of the Purple Guide contains general guidance on the applicability of Health and Safety laws to events. It should be noted that events run by volunteers are exempt from many health and safety laws. However, the organisers of Retro Rendezvous aim to act responsibly, within the logistical constraints inherent to an open-access festival. The organisers accept that they have a duty of care to everyone involved in or affected by the event, and do follow the event planning process outlined in the Purple Guide.

2. Planning, management and risk assessments

Key factors applicable to Retro Rendezvous are:

- a. **Location:** Open grassland at Ford Park Ulverston. Ford Park is owned and managed by a charity. The event takes place on their land with their full co-operation.
- b. **Activities:** Live music, static car and bike displays, cycling, merchandise stalls, charity stalls, coffee/food vans, alcohol sales, cycling lecture/filmshow.
- c. **Audience profile:** Families, largely 30+ year olds, not targeted at teenagers.
- d. **Crowd numbers:** max anticipated under 500 at any one time. Ticketed events max 450 attendees.
- e. **Length and timing of the event:** Ticketed music event Friday evening until 11pm. Public activities daytime and evening Sat 10am until 11pm, and daytime Sunday 11am until 7pm.
- f. **Access:** Vehicular access for setting up and dismantling. Parking on-site in designated parking areas. Otherwise access to pedestrians and pedal cyclists only. Vehicles requiring essential access to on-site properties, or emergency services, during event operation will be approved and supervised by stewards, under the overall control of the Information Desk Officer. Stewards are provided with written instructions and are briefed on managing on-site vehicle movements.
- g. **Infrastructure:** This is a low-tech event. There will be a 12m x 30m professionally-erected marquee for the main performance stage and bar area. Traders will operate from their own vans and gazebos, or in some cases from gazebos and/or a small marquee provided by the event organisers. The performance stage in the main marquee is constructed from standard 8ftx4ft steeldeck modules, with a nominal platform height of 2ft 6ins above ground level, with safety rails to the rear and both sides of the platform, and metal anti-slip steps to ground level at one side. The sound equipment is owned and set up by the "Ulverston Live Music" group, who are experienced at operating live music events. Power is provided by a 6.5 kW "silent" diesel generator, with appropriate electrical and diesel spill protection. Additional power may be provided by "silent" petrol generators, if required. Two separate 2x16A rated on-site mains power supplies are also available for use by stallholders. All electrical equipment, including marquee lighting, stage lighting, water boilers, and point of sale equipment, is plug-and-play. There is no custom electrical installation or wiring work required. Portable equipment and cables are PAT tested by a competent person using a hand-held PAT tester before and during installation. There is no overhead rigging, apart from light-weight electric cables and lighting (including maintained emergency lighting) attached to the marquee and stage structures with industry-standard clamps and ties, and protected where applicable with safety chains. Site entrances/exits and boundaries are stewarded. Portable licensed VHF/UHF radios are used for communications between stewards.

3. Venue and site design

1.5m wide evacuation routes will be maintained around the complete perimeter of marquees. Through-walkways within the marquees will be maintained to a minimum of 2m width.

Traffic will be able to enter and leave the festival site with minimal queuing, to enable access to surrounding properties to be maintained. Where applicable, tickets will be checked on-site, not at the site boundaries. Attendees will be encouraged to park in a designated parking area on-site, and not in surrounding streets.

4. Resilience activities

If a situation arises where there is an immediate threat to life or an accident has occurred, any volunteer or attendee will be expected to phone 999 as their first priority, and alert the event organisers at the earliest opportunity.

This Event Management Plan, all contact details, etc will be held in hard copy at the Event Information desk. The desk will be permanently manned, and will be the first point of contact in the event of an unplanned or serious incident. The desk Officer will be able to contact organisers and stewards by mobile phone or radio. The organiser will be empowered to direct the initiation of emergency actions, such as an evacuation. In such cases, the Desk Officer will direct safety announcements to be made over the public address system.

The Desk Officer will remain in charge of the incident response, unless directed to hand over responsibility to the emergency services.

Safety equipment is provided, including CO2 fire extinguishers, emergency lighting, first aid kits, and a diesel spill kit for the generator. All stewards will wear hi-viz vests whilst on duty.

5. Medical

As in all aspects of delivery, Retro Rendezvous Festival seeks to interpret the Purple Guide accurately and appropriately, in a manner which is reasonable and proportionate to the scale and risk associated with the event. As such, given the location of event and the benign nature of the site and activity, the focus internally is upon first aid provision and escalated access to services if required.

Location: The festival is based on a site approximately 5 minutes drive from the Furness Blue Light Hub. In this respect, it is well protected.

Helicopter landing capability is available at the Ulverston Victoria High School.

Local services: Informed through the standard Cumbria County Council SAG process. The local receiving hospital is based in Barrow on Furness (9 miles.)

Access: Access to the site is controlled by stewards, who will guide emergency vehicles through the site (using the existing process) with additional steward support to expedite speed of access. The entire site will be structured to allow access to emergency vehicles.

First Aid provision: Based upon best-estimates of visitor numbers, we will be providing 3 qualified first aid staff on site on the Friday and Saturday and 2 on the Sunday. First aid kits will be held by the Information Desk Officer, who will also be responsible for coordination of first aid volunteers.

Incidents: In the event of an incident, the Information Desk Officer will lead the response, unless instructed otherwise by the Event Directors or the Emergency Services. Incident response will be overseen and supported by one of the Event Directors, specifically Alan Brenton on Friday and Saturday and Neil Fleming on Sunday.

6. Communication

Pre-event: A variety of communication methods is used for contacting performers, providers, volunteers, etc, including email, phone, on-line conferencing, social media.

During event, including emergencies: Contact between organisers, stewards and performers is largely verbal, supported by mobile phones and licensed VHF/UHF business point-to-point

radios. Public announcements regarding programme and safety will be made via the event PA system, with pairs of speakers positioned at up to seven locations on-site. A site plan showing locations of infrastructure and access routes will be held at the information desk for reference by stewards, and emergency services if necessary.

Post event: A feedback questionnaire will be sent to a random selection of participants and stakeholders. There will be a wash-up meeting to review what went well, and what could be improved next time.

7. Transport management

The event organisers endeavour to complete all erection activities before the event starts, and conduct dismantling activities after the event has closed. If there is any risk to the public, construction or dismantling work will be cordoned off by metal pedestrian barriers. Any vehicles associated with this work will be excluded from site whilst the event is in progress. Vehicle owners are responsible for finding their own parking place off-site.

Where vehicle movement is unavoidable within the site (apart from the visitor car park) during the event, this will be authorised and logged by the Information Desk Officer, and the movements will be supervised by a steward. Normal road traffic legislation applies. Moving vehicles are NOT to operate hazard warning lights when moving, but flashing beacons should be used where fitted.

Stewards may give advice to drivers outside the event site if the driver stops their vehicle and asks for assistance, such as an alternative route to a destination or a car park. Stewards must not direct live traffic on the public highway.

8. Working at height

There is very little need for working at height on-site, other than when erecting and dismantling marquees, and it will be avoided wherever possible. The event organisers or approved trades will conduct any work required, and must always be accompanied whilst doing so. Volunteer stewards will not be asked to work at height.

Lighting equipment to be mounted at height will be pre-assembled at ground level where possible. Stepladders of the correct height will be used for mounting equipment and signage at height. Nothing will be mounted at a height greater than can be reached from the rated working height of the stepladder. A fibreglass (yellow) stepladder will be used for any working at height in proximity to live electrical equipment, such as adjusting stage lighting.

9. Temporary demountable structures

The main event marquee is professionally erected and dismantled. Other temporary structures, such as gazebos and market stalls, are of the type widely used throughout the UK. All gazebos will be pegged and/or weighted.

Weather forecasts and conditions will be monitored before and during the event. In particular, if wind gusts above 25mph, then portable gazebos and PA systems may be at risk of blowing over and will need additional protection, and at 50mph and upwards the event may need to be evacuated and cancelled. Similarly, unusually hot, cold, or wet weather will be monitored, and compensating action may be required to safeguard structures and participants.

10. Fire safety

The event marquees are constructed using fire retardant material.

Main fire risks are from electrical items, the diesel generator, and cigarette smoking. The generator is equipped with a power cable enabling it to be situated 30m away from the main marquee. Smoking is not allowed inside the marquee.

Highly flammable materials, such as straw bales, will not be used. Rubbish will be removed from the marquee and other operating areas regularly. There will be no candles, naked flames, or performances involving fire.

Diesel and/or petrol fuel for generators will be stored in approved 5l, 10l and/or 20l metal containers, and stored away from the generators and marquees.

A maintained emergency light will be installed above each access point to the marquees.

CO2 fire extinguishers will be installed at the Information Desk and at the Sound Desk, at opposite ends of the main marquee.

A 50l fuel spill kit will be kept on hand (diesel generator fuel tank capacity is 30l).

11. Electrical and lighting

The main source of power is a 6.5kW diesel generator. This will operate whilst the event is open, and will be turned off when the event is closed. The generator is designed for use outdoors, and includes RCD and MCB protection, and has a large emergency stop switch. Suitable IP44 cables will be used for inter-connections.

The diesel generator has a fuel capacity of 30 litres, which is sufficient to provide power to the event for a full day without re-fuelling. Re-fuelling will only be conducted using approved metal fuel containers, when the generator is switched off. Small petrol generators may be used as backup.

A secondary power source is available for use by stallholders via 4x 16A sockets contained in two distribution boxes at the eastern end of the site.

There is no requirement for custom electrical cabling or modifications to existing installations.

Cabling will be routed to minimise tripping hazards. Yellow/black hard cable covers will be used where cables need to cross footways. Overhead cables for lighting or sound systems will be attached to the marquee or other structures with plastic cable ties.

12. Barriers and fencing

The event site is largely open to the public, and access on foot is not ticketed, except for a small number of specific activities. Stewards will monitor crowd flows, and will inform the Information Desk Officer of any unexpected crowd movements or safety concerns.

Where appropriate, metal or plastic pedestrian barriers and/or orange tape and/or traffic cones will be positioned to segregate pedestrians from moving vehicles and bicycles. The barriers will be stewarded, and can be moved aside quickly to enable emergency vehicle access, etc.

There is no requirement for any road closures on public highways.

13. Crowd management

Crowd barriers may also be used at certain points during the event, such as to separate cycling event participants from spectators at the start and finish.

Two-way radios will be used for communication between stewards and the Information desk Officer, for example, to seek help or support with crowd control. The stage sound system may be used for public address purposes if necessary to broadcast instructions or share information with attendees.

14. Special effects

There are no special effects.

15. Amusements

There are no amusements.

16. Waste management

Large commercial waste receptacles will be provided by SLDC, enabling waste segregation. Blue drum bins will be provided throughout the site, and will be emptied by stewards into the large receptacles. There is no hazardous waste anticipated. The waste will be removed by SLDC during and after the event for re-cycling and/or disposal.

Litter picking tools will be provided, and stewards will collect any excess litter from the event site during and at the end of each day.

17. Noise

The main sources of noise are the stage (live music) and the generators. There will also be a site-wide PA system used to play low volume ambient music, and also to make event programme and safety announcements. These will only operate within the hours permitted for the event. The generators are all of the "silent" type that require no additional acoustic controls, in accordance with the regulations for noise emissions from outdoor equipment.

18. Sanitation

Temporary toilets will be hired by the event organisers, and positioned close to the main marquee. The number of toilets and washing facilities available aligns with the guidance in the Purple Guide for the anticipated number of attendees. The nearest public toilets are at The Gill.

Drinking water is available for stewards and stall-holders at a tap next to the Ford Park buildings, to the east of the event site. This will need to be transferred to the main event site using appropriate plastic containers.

19. Campsites

Some event attendees may be accommodated at local temporary and permanent campsites. These have no direct association with the event, and so this section is not applicable.

20. Information and welfare

Information is provided in advance of the event via the event website at retrorendezvous.co.uk, via the event facebook group, and via tickets for ticketed events.

During the event, information boards will be positioned around the event site, and safety announcements will be made via a PA system with speakers positioned throughout the site.

An information desk will be permanently manned. There will be space where lost children can sit safely, whilst remaining in public view.

21. Food, drink and water provision

Attendees will be able to purchase hot and cold drinks and snacks from various stalls/vans on-site.

Alcohol licensing will be covered by a Temporary Event Notice (TEN). The boundary of the TEN area will be marked by signage, instructing that alcohol should not be taken beyond the boundary. Event stewards will supervise the boundary.

Free drinking water will be available from the bar for all attendees.

The organisers will not conduct any food preparation activities, or store or distribute food, other than pre-wrapped snacks.

Stewards will be provided with free hot and cold drinks and hot food, such as burgers and bacon buns. This facility is by arrangement with one of the stallholders, Neil McDougall Catering.

22. Safeguarding children and young people

There are no planned activities where children or vulnerable people would be alone or in the care of event organisers or stewards. In the event of a lost child or a vulnerable person needing assistance, details will be logged by the Information Desk Officer, and all reasonable means used to re-unite that person with their carer.

DBS checks are not required for volunteer stewards, but they are advised in advance that they should not volunteer if they have ever had a DBS check declined.

Photographs of children may be taken for event publications and marketing, but only with permission from parents or carers.

23. Animal welfare

There are no planned activities involving animals. Attendees will be free to bring their own assistance dogs or pets with them.

Water bowls will be provided for dogs, and will be kept topped-up with fresh drinking water.

There are no other special facilities provided for animals.

24. Fireworks

There are no fireworks.

25. Working in a SAG

The event organisers consider that the SAG process is beneficial for all stakeholders, and endeavour to follow the SAG process.

26. Dealing with crime and disorder

In the history of this event, there has never been a single recorded incident of crime or disorder.

Clearly, the organisers do not wish to be complacent. However, the risk of crime and disorder occurring is currently considered to be low. On-site stewarding will be managed by the event organisers, supported on-site by an SIA registered security professional.

If any serious incidents occur where police presence is urgently required, the organisers will call 999.

27. Unmanned aircraft (drones)

The organisers will try to prevent any unofficial drone flights over the event. An official drone flight may be commissioned by the organisers, to be planned and operated by a professional filmmaker who is separately certified and insured.

If any members of the public are observed flying drones over the event, the organisers may politely ask them to cease. If it is considered that there is a risk to safety, and the drone operator will not cease on request, then the event organisers may request police support.

28. Working with the police

The event organisers are responsible for public safety at the event.

If an incident occurs where police support is required, the organisers will endeavour to channel such requests and communications via the Information Desk Officer. The Information Desk Officer will maintain records of any incidents that cause or may lead to police involvement, and will share details with the police as appropriate.

29. Staff welfare

There are no paid staff. Volunteer stewards are sourced from a combination of organisers' friends and family, and members of the Ulverston Resilience Group. Volunteers must be aged 16 and over.

The Information Desk Officer will maintain a register of which volunteers are on site, and where they are deployed.

The Information Desk Officer is responsible for briefing volunteers, and for ensuring that they are appropriately deployed and safeguarded. Volunteers will be entitled to at least one 30-minute rest break per shift, with free beverages and snacks provided.

All volunteers will be provided with hi-viz vests, and access to toilet facilities, hand sanitiser, etc.

All volunteers are covered by event insurance, and additionally Ulverston Resilience Group Volunteers (if applicable) are covered by Resilience Group insurance.

30. Coping with the weather

The event occurs at a time of year when extreme weather is relatively unlikely. Nevertheless, the organisers will monitor the weather forecasts, and in particular monitor any warnings of severe weather. The most likely weather-related risks are high winds and/or heavy rain. The marquee and other temporarily structures will be weighted at the time of erection, so that additional securing measures should not be necessary. Nevertheless, if winds gust above 25mph, then it may be considered to install further protection, and at 50mph, evacuation would be considered.

Stewards will be advised to wear appropriate clothing and footwear.

31. Insurance

The event is insured for public liability (£5 million) and employers' liability (£5 million to £10 million, depending on the specific type of incident).

32. Accessibility

The entire event, with the sole exception of the movie, takes place at ground level. Viewing positions for attendees in wheelchairs will be provided. A minimum width of 1.5 metres will be maintained on walkways throughout the site.

It is recognised that many people have hidden disabilities, such as sight or hearing impairment, and stewards will be briefed to expect this. Assistance dogs are welcome. Stewards will provide reasonable assistance to attendees on request.

33. Adventure sport activities

There are no adventure sport activities.

34. Keeping workers and audiences safe during a pandemic

The organisers will follow the latest public health guidance, and the detailed guidance in the Purple Guide. Currently this includes regular cleaning and disinfection of surfaces, good ventilation, avoiding crowding and pinch points, and providing an NHS Test & Trace QR code.

The organisers will be providing chairs and tables in the food court and music audience areas which can be easily sanitised.

Sanitising stations will be set up at the bar and food court, and will be re-stocked by stewards during the event as required.

