

ALSO Festival Event Management Plan

12th - 14th July 2024

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On request additional documents to support this plan include:

- Also Festival Risk Assessment
- Premises Licence
- Fire Plan
- External caterers H&S details
- External supplier H&S details
- Tech equipment and plans
- Volunteer and security training/briefing documents

Introduction

ALSO is the award-winning 'ideas and music' Warwickshire festival set in a stunning Capability Brown landscape for festival-goers to explore, swim and relax and let ideas run wild.

In 2008 Helen, Juliet and Diccon set up Salon London with the concept of getting expert speakers from right across the spectrum in front of an audience who wouldn't normally be seen at a literary event. ALSO followed in 2014, putting our audience back in their natural habitat (a field, a bar, a disco bunker), still channelling ideas and speakers one step ahead of the curve, but adding music, comedy and food into the mix.

Since then, we've been hailed by Condé Nast Traveller as one of the best 100 festivals in the world, we've graced the 'top festival' lists every year from Financial Times to Guardian, Sunday Times to Stylist, Time Out to Telegraph, bringing us to now, the 11th ALSO in 2024.

Festival Size

The festival can host a maximum of 2,000 paying guests on site. Sales for 2024 are expected to reach 1,250. There will be camping facilities for up to 2,000 people between Friday 12th and Sunday 14th July. In addition up to 750 staff, performers, suppliers and volunteers will also be on the site across the weekend. A maximum of 300 paying guests will be on site on Thursday 11th July.

Our Aims

ALSO Festival exists to provide a platform for speakers and artists in a safe, inclusive and family friendly environment, and to encourage the public to explore new cultural, scientific and creative pursuits.

Our key objectives are to:

- Hold and promote an annual festival
- Present and promote public performances, workshops and masterclasses
- Provide an educational element which will encourage and maintain high standards by engaging professionals
- Create a platform for emerging and leading experts and artists

About the Team

The two Company Directors are Helen Bagnall and Diccon Towns. Alongside them Pauline Lord and Eloise Wales make up the senior management team, they are joined by several managers leading their area of expertise. They have been successfully running events since 2006. All of the team has experience of event management, project management, managing and developing staff and PR and communication.

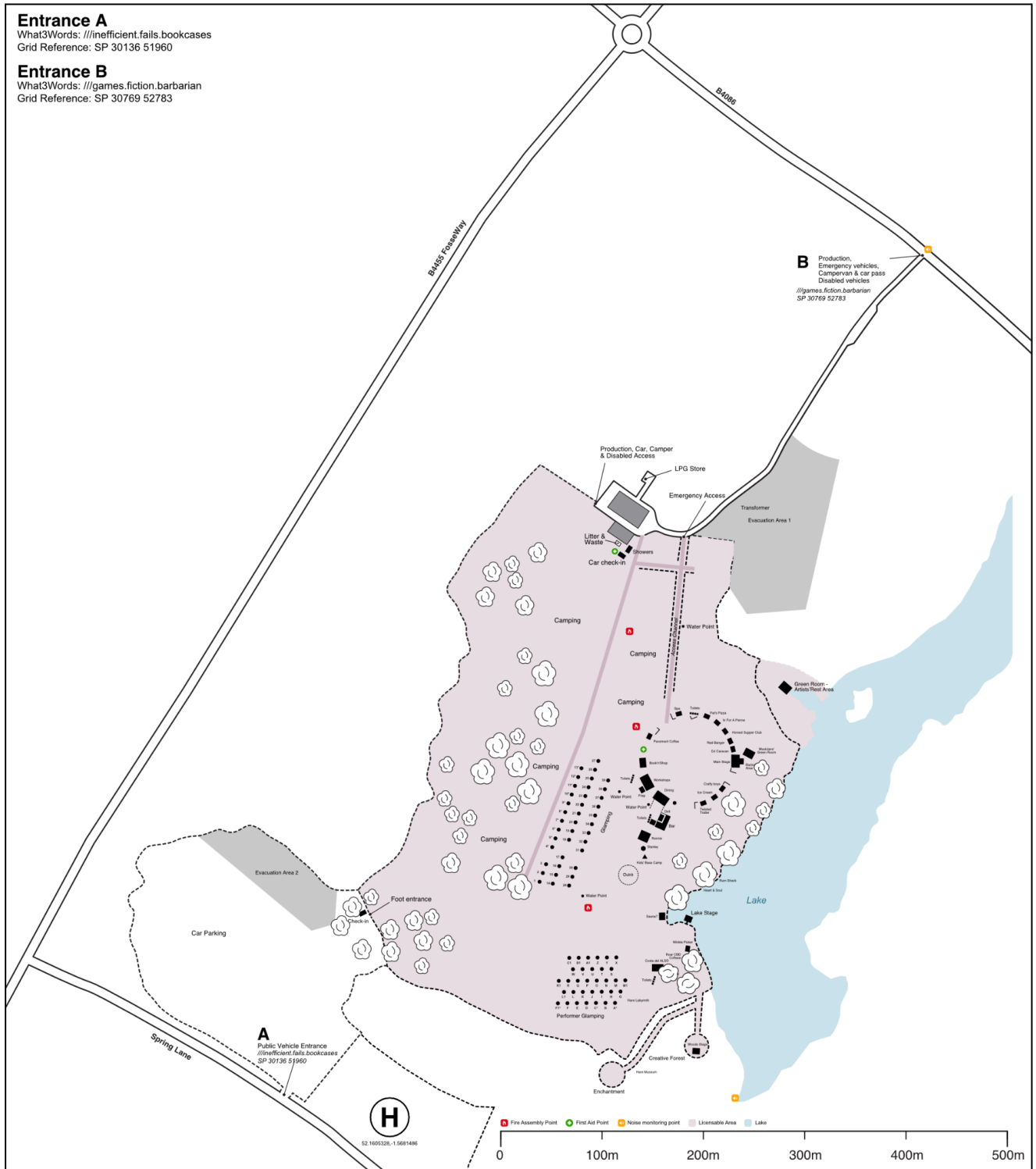
There is a more detail on festival staffing on page 17

Company Structure

Also Festival is a registered company, limited by guarantee

Site Overview and Venues

Site Plan - 2023 plan below, to be updated for 2024 with minimal change.



1. Location

Park Farm is a privately owned residential and farming space, with a history of hosting events such as concerts and weddings. Close to Compton Verney, the location is advantageous as it is an accessible, rural location.

The festival site is contained within forty acres, with a perimeter fence, with a clear open site surrounded by woodland areas, leading to a lake. In addition to the festival's main entrance, there is pedestrian access via a public bridleway. The car park extends to an area of 15 acres, separated from the main venue by fencing. Access to and from parking areas is on foot.

Location address: Park Farm, Compton Verney, Warwick. CV35 9HJ

We have the full permission and support of the landowners and tenants on the land, with whom we have consulted, and will continue to do so throughout the preparation, operation and break-down phases of the event.

2. Venues

The festival site has been designed to work with the landscape, creating plenty of spaces for people to enjoy the various activities on offer. The activities are carefully curated to each venue.

There are 3 stages, 7 activity venues, 3 festival run drink service areas and 2 administrative venues. There are several expert-led activities that take place across the site; including swimming, yoga, paddle boarding, morning runs, nature walks, and workshops.

Several of these venues have been hired from external companies (noted below) who are experienced professional marquee/tent hire companies and they will be constructed/deconstructed by the provider.

We will ask to see health and safety documentation and work plans from all external suppliers providing venues. ALSO's Head of Build Tom Yorke will sign off all structures prior to opening the site and check on during the weekend.

Main Stage (outdoor)

Tent &, Staging: Sound and Light Guys

9m x 9m

Performance stage, comedy, music, talks, pre-recorded talks and films

Opening Times - 8am - 1am, live amplified music/events to end at 11pm

Experience Tent

Tent: Artisan Marquees

11.5m x 8.5m

Hosted ticketed food, drink and creative workshops and talks, managed by a stage manager.

Opening Times - 8am - 11pm

Bar Tent

Tent: Cotswold Marquees

12m x 18m

Primarily for service of drinks but will have DJ's and acoustic music and some talks and activities.

Opening Times - 9am - 2am, live amplified music/events to end at 11pm.

Children's Tent

Tent: Artisan Marquees

8.5m x 8.5m

This tent is mainly used for children's workshops plus additional food events which will be overseen by a stage manager.

Opening Times - 8am - 10pm

Woods Stage (outdoor)

4m x 3m

The stage has been built in a cleared area in the woods towards the back of the site with a path leading to it. This stage will be used for comedy shows, talks and music.

Opening Times - 8am - 2am, live amplified music/events to end at 11pm.

Bunker

8m x 6m

Built by ALSO build team the venue is sound proofed and constructed from 8ft straw bales with a stretch tent roof. It is positioned on the main site and will be used for workshops, showing films and DJs

Opening Times - 12pm - 4am

Dining Tent

Tent: Cotswold Marquees

15m x 9m

Food, workshops, talks and cabaret..

Opening Times - 11am - 2am, amplified music/events to end at 11pm.

Lake Stage

6m x 4m

This is a purpose built jetty with a temporary wood & canvas superstructure, used for music, talks and wellbeing classes.

Opening Times - 8am - 11pm.

Woodland Stage

6m x 6m

An area has been cleared in the woods at the back of site with a path leading to it. This area will host workshops and talks.

Opening Times - 8am - 10pm

Rum Shack

5m x 3m

Rum Shack, serving cocktails

Opening Times - 12 midday - 11pm

Costa del ALSO Tent

8.5m x 11.5m

Hosted ticketed food, drink and creative workshops

Opening Times - 10am - 11pm

Bookshop

5m x 9m

Bookshop, workshop booking point and talks

Opening Times - 8am - 6pm

Administrative venues

Box Office – *4.5m x 3m*

Artist Liaison – *4.5m x 3m*

Activity Spaces

We have dedicated outdoor spaces for various activities such as yoga and dance classes.

Festival Build/Take Down

The build and take down team is headed up by Festival Director Diccon Towns and Head of Build Tom Yorke. Diccon has been running this festival for 11 years and Tom has been involved for the past 5 years and has over 15 years worth of experience in managing major construction sites. Several planning meetings take place ahead of the festival and everyone involved in build and take down, in both paid and volunteer positions are fully briefed and managed throughout. CDM regulations are followed and apply during both build and take down.

Access

Ticket Holders

Festival ticket holders will be directed to one of two entrances, either A, general parking and box office or B, car and caravan passes and production/artist entrance.

Campervans and those who had purchased a car pass will be directed to entrance B, where they will be instructed to wait in their car then called forward to check in at the box office desk where they will be given their wristbands. They will then be instructed to drive onto site and find a place to set up camp. Marshals will be there to assist and ensure this is done safely.

Non car pass holders will be directed to the main car park and box office. They will be instructed to park and then queue for the box office. They will be checked in by staff, given the appropriate wristbands and then can then make their way down to site and set up camp in a safe place.

No access at these points will be allowed without a ticket or wristband. Volunteers and bar staff will be briefed to carry out wristband checks and inform security of anyone without. The festival site itself is open to members of the public other than those attending the festival, as there is a bridle path with open access running through the site. All festival events will be strictly for festival goers only.

Disabled access

Disabled access is via the production/artist entrance and care will be taken to make access to the main site as easy as possible for disabled attendees, particularly those in wheelchairs.

Disabled toilet facilities are situated in the main toilet block next to the main stage in the main festival site.

Camping

There are camping facilities available for up to 2,000 people. With 50 acres there is plenty of space for everyone to camp safely. General camping as marked on the festival plan is included in the festival ticket. On arrival campers will be instructed as to where they can camp and advised they are not to camp under any trees or block any emergency access. A number of car passes are sold for people who want to camp next to their cars which can be anywhere safe on site. Stewards will be on hand to make sure people are parked safely and not blocking any emergency exits. Pre-erected bell tents complete with bedding are available to purchase and will be set up by an external company and allocated to people.

Weather

The festival by nature is an outdoor event. We will be monitoring the weather during the build phase, the festival itself and clear up and take any necessary action. We will encourage our attendees to think about and bring precautions dependent on the weather. Staff and volunteers will also be advised to take the weather into consideration and bring the necessary items, such as water proofs, wellington boots, sun cream.

In the event of extreme weather conditions a meeting will be held to discuss in more details how it impacts plans, precautions we would need to put in place and ultimately Diccon Towns will make the decision as to whether the festival should go ahead.

The festival will sign up to Met Office Heat-health Alert service to help monitor and inform its response to the forecast.

Traffic Management

1. Festival Deliveries

The festival set up will start 8 days before the opening, which enables us to manage the main site traffic for deliveries. They will all be directed to the production entrance and escorted on to site. Food concessions will arrive on site and set up 1 - 3 days before the opening and have been advised to be fully set up before the public arrive on Friday 12th July from noon. Deliveries during the festival will be kept to a minimum. Any deliveries needed during the festival will come via the production entrance and if needed to go on site will be marshalled and driven at 5mph with hazards on.

2. Main Festival Traffic

The festival will host up to 1,000 cars at any given time. Both weekend and day tickets are available, meaning that arrivals will be staggered from 12.00 on Friday, to reflect timings of the events, so large volumes of traffic will be avoided. Stewards and marshals will be available to guide traffic and assist with parking. Stewards and marshalls will be wearing hi vis vests.

Main festival traffic will reach the site from Spring Lane, around 200 yards from the junction with the B4455/Fosse Way.

The entrance will be marshalled with priority given to cars entering the site, to avoid any bottleneck that might cause traffic to back up Spring Lane. Incoming and outgoing traffic will be directed to and from the Fosse Way, away from the village of Combrook.

Visibility at the junction between Spring Lane and the Fosse Way is generally good, particularly towards the East, from where most traffic will be arriving.

The event will be signposted at the following points:

- At the B4086/B4455 roundabout
- At the junction of Spring Lane and the Fosse Way
- At the entrance to the site on the B4086

3. Emergency Access

Emergency vehicles will have 1 point of access from the B4086 at Compton Hill, marked on site plan. This entrance will be kept clear at all times.

An Air Ambulance landing spot is kept at 52.1605328,-1.5681486, as indicated on the site plan.

4. Artist Entrance

Crew, performers, campervans and those with car passes will enter from the B4086 at Compton Hill. They will be redirected in case of an emergency. There is a separate car park at the edge of the site which helps with management of traffic flow. Again, marshalls will be available to direct this traffic.

5. Parking

The main car park can be reached from Spring Lane, around 200 yards from the junction with the B4455/Fosse Way. Day and weekend ticket holders will be directed here. There will be marshalls to help with parking. Artist/production parking and a limited number of car passes (allowing people to camp next to their cars) and campervans will park in the designated area next to the productions entrance. This will be closely monitored and managed by stewards to ensure emergency access is kept clear

In Festival Information & Control

An information tower will be central to the festival's communication to the public. This will display key information such as maps, signage to venues, timetables, announcements, changes to the programme, any issues and will be updated regularly. The bookshop situated opposite the tower will be open from 8am - 7pm and will be the place where people can book onto workshops and speak to someone should they have any questions or need any further assistance. First aid will be located near to the tower. The Tower will act as the lost child point. Lost property will be managed by the bookshop.

The festival control centre will be run from the unit at the edge of site near to entrance B. Radios will be charged and allocated from here and a comms list of who is on what channel for what purpose. Teams will be briefed from here. All plans, policies and documentation will be kept here. In case of emergency, this tent will act as the control centre. An incident and accident book will be kept and updated here.

Emergency/Evacuation Plans

Overview

In the event of an emergency during build, the weekend and take down Diccon Towns will lead the response and hold overall responsibility for decision making. He will work closely with the security team and if needed the emergency services.

Communication

Communication in the event of an emergency ahead of the festival will be done via email and social media.

Communicating in the event of an emergency during the festival will be a combination of verbal, social media and email.

All key staff are on walkie talkies and Diccon Towns will take the lead on communicating the situation to all key staff and instruct on next steps, the festival's response and if they need to how and what to tell attendees. Onsite command will be run from the unit.

Emergency vehicles will have 1 point of access from the B4086 at Compton Hill, marked on site plan. This entrance must be kept clear at all times. In the event of an emergency the info tent will be used as a control centre. Evacuation areas are marked on the site plan. The key festival directors and head steward will lead an evacuation procedure and all key staff and security will be fully briefed as to their role prior to the event.

All relevant parties (first aid, security, volunteers, core team) will be made aware of our communication strategy.

Suspicious Packages

The security team and key staff will be briefed to be vigilant towards suspicious packages. A suspicious package would be defined as an item that has been left unattended and/or looks out of place in the festival surroundings or appears in a place where it shouldn't be or hasn't been before, such as back stage.

Diccon Towns and the security team would determine if the suspicious package poses a significant threat. The emergency services would then be called and given details as to the location, appearance and any accompanying suspicious behaviour or individuals. The area surrounding the suspicious package would be cordoned off and access restricted to prevent potential harm whilst emergency services arrive.

The festival would then take instruction from the emergency services and make sure there was clear and concise communication with festival goers, artists, volunteers and staff.attendees, asking them to remain calm and follow any given directions. Regular updates would be provided to keep attendees informed about the situation and reassure them of their safety.

Major Incident/Terror Attack

Prior to the event we will contact local police to check if there are any known threats or hazards in the local area. The festival is a ticketed event and nobody will be given a wristband unless they have purchased a ticket. Security and bar staff will be checking wristbands throughout the festival. Security, key personal and bar teams will be briefed to be looking out for suspicious behaviour, such as not appearing to be part of the festival

In the unfortunate event of a major incident or terror attack emergency services will be called and briefed immediately. Diccon Towns will coordinate the response working closely with security teams and the emergency services. The team will communicate the response with all festival goers, staff, volunteers and artists. Where appropriate guiding them to designated meeting points or away from the incident. Throughout the incident, continuous updates and instructions will be given.

Post event a thorough investigation will take place and support and counselling services will be offered to those affected by the incident. In the aftermath, a thorough investigation should be carried out in cooperation with law enforcement agencies to determine the nature of the incident and identify the responsible parties.

Alcohol Policy

The festival will be licensed to serve alcohol and in accordance with the Licensing Act 2003, will not allow children under the age of 16 in the bar area unless they are unaccompanied by an adult. The festival will operate a challenge 25 policy. The festival staff will be vigilant of the possibility/risk of those under 18 drinking alcohol on the site and will report it to the parents or carers. Those serving alcohol will ask for I.D. from all who appear to be under the age of 25, to ensure adherence to the Licensing Act 2003. A prompt in the form of a printed note, for challenging those who appear to be under 25, will be visible at all points of

sale A challenge log will be kept at all bars serving alcohol, recording all challenges, noting whether the result is refusal or sale. All bar managers and bar team are experienced and will be fully briefed ahead of their shifts. All alcohol will be stored in locked fridges or storage overnight. Opening times and prices will be clearly shown at each bar.

Written authorisation will be given by a personal licence holder to each member of bar staff, who will be required to sign it to acknowledge their understanding of their duties and the law.

Drugs Policy

The festival operates a zero-tolerance policy towards illegal drugs. Anyone caught in possession of illegal drugs will be asked to leave the festival and refused admission to any further events. Any illegal drugs found will be seized and handed over to the police.

First-aiders will be mindful of drug use as a potential factor when treating casualties.

Workplace Violence Policy

It is understood that any event open to the public carries a risk of violence. If anyone at the festival causes intimidation, violence or the threat of violence, that person will be forced to leave the festival and refused admission to further events by the Head Steward or a member of the security personnel.

Noise Management

Noise Limits: 10:00 - 23:00

Sound from licensable activities taking place at the premises will be controlled and limited to 65dB LAeq 15 minutes 1 metre from the façade of the nearest noise sensitive properties and a 65 dB limit centred on the 63Hz and 125Hz Octave bands at the same location.

Noise Limits: 23:00 - 10:00

Music noise will be inaudible at the boundary of the site and, in any case, music noise shall not be higher than 30dB LAeq 1 min at or beyond the boundary of the site.

Headsets will be available to rent for the weekend for audio activities post 11pm.

Sound System Design and Placement

Sound systems will be positioned to minimise noise propagation beyond the festival boundaries. This will include considerations such as directing speakers towards the centre of the site.

Performer and DJ Guidelines

All performers and DJs will be provided with guidelines emphasising the importance of maintaining noise levels within acceptable limits. They will be encouraged to soundcheck and adjust their performances to meet the designated noise limits. The festival organisers will work closely with artists to ensure their compliance with the noise management plan. We employ a professional team of sound engineers and tech support who will monitor sound levels on the stages throughout the weekend.

Noise Monitoring

At key points of the festival (during the headline music acts) monitoring will take place to ensure noise levels are not above those stipulated by the licence at two locations:

1. The footpath entrance to the site from Combrook
2. The main entrance (B) to the property by Compton Verney

Noise Control Measures

In the event that noise levels exceed the acceptable limits, appropriate noise control measures will be implemented promptly. This may include adjusting sound system settings or relocating speakers to contain the sound within the festival grounds. The sound engineers will work closely with performers and production teams to implement these measures effectively.

Community Engagement

The festival will engage with the local community prior to the event. Regular communication channels, online platforms, door to door visits, and a dedicated telephone number (07875 948021), will be provided to receive feedback and address any noise-related issues promptly.

Security

On-site Security will be fully briefed and ensure no amplified music is being played after 11pm, in particular from people camping.

Technical Management Plan

1. Equipment

The festival will provide technical support for all speakers and artists. This will consist of audio visual equipment, relevant to each space. This is being provided by a professional AV company and professional equipment owned by the festival. The equipment will be set up by a professional team from TP Sound, and only qualified and nominated personnel will be responsible for operating AV equipment. The lead technicians will be Tom Pritchard and David Hamblett supported by Director Diccon Towns.

A full PA and lighting list for each venue is available on request.

Additional equipment will be brought onto site e.g. laptop computers, musical instruments, portable CD players, i-pods etc. All artists will be informed of the need for their equipment to be in good working order, with no exposed plugs, wiring etc.

2. Power

There will be three generators supplied by Woodland Generators and these will generate enough power to sustain the festival site. They will be supplied with connected fuel tanks so no refuelling will be required and no additional fuel will be kept on site.

3. Catering

The festival will be managing three drinks venues, one food stall and several bookable food events.

In addition we have 10 food and drink suppliers who will provide their own equipment, and have provided evidence of current valid health and safety certification, risk assessments, staffing details and training.

Some suppliers will use LPG to cook but it is not envisaged that any will bring more than one bottle to last the weekend. Should a concession need to bring more, a location off site will be supplied for storage.

4. Internet Access

Some mobile networks are serviced with a 4g signal on the site, notably EE, with limited access for O2 and Vodafone.

Sanitation Policy

1. Toilets and Showers

Toilets will be hired from B&W Toilet Hire and the specifications will exceed the minimum numbers required under the Event Safety Guide HSG 195.

Portaloos and a disabled toilet will be situated on the main site. These blocks will be situated close to a mains power source to ensure they are well lit, and available 24 hours each day, except during cleaning.

In addition, water and soap will be available for hand washing at basins nearby.

Additional blocks of portaloos will be situated near the artists camping area and general camping, and sinks and antibacterial gel will be provided.

The festival organisers will ensure that all toilets on the site are provided with toilet paper, soap and antibacterial gel at all times and are regularly cleaned.

We are providing private toilets and ticket holders can rent a toilet for their party's use only across the weekend.

The sanitary provider will include a deep cleaning and maintenance service for the toilet facilities. Toilets will be serviced early on Saturday and Sunday mornings and again Saturday evening.

The event organisers will ensure that the sanitation facilities for food handlers are kept supplied with hand wash facilities including running water to enable hygienic means of washing and drying hands.

A shower block will be provided by a professional company, Prestige Toilet Hire..

Hand sanitizer will be available at key points around the site, toilets, info tent, bar, food concessions, box office, artist liaison.

2. Litter Control

All litter generated at the festival will be picked up throughout the course of the festival and stored in skip containers away from the main site until it can be collected.

The skips are provided by MRW Skips who dispatch as little waste as possible to landfill. Bins around the site and the skips will be clearly marked with Recycling & General Waste signs.

Regular litter picking will take place throughout the Festival, and overnight litter picks are planned for the main site. All areas in the immediate vicinity of the site will be cleared of litter. Festival goers are handed bin bags on arrival and encouraged to keep the site tidy.

The event organisers will ensure that the clean-up after the festival includes clearing the rubbish that accumulates around the perimeter of the site.

A major final clean of the campsite will take place from 9am on the Monday and Tuesday after the Festival campsite has closed.

3. Water Supply

There are three main sources of water supply in the site. Two will provide water for the camping at both ends of the site. The third is to service the main tent area. The water is drinking water from a mains supply.

Water sources are clearly marked on the site plan.

4. Food Safety

All catering operations will be available for inspection at all times suitable to the Council's Environmental Health Department. In addition, the event organisers will ensure that immediately at the request of the Council's Environmental Health Department appropriate action is taken to prevent any risk to public health or safety from a food operation or trader not complying with Food Safety or Health and Safety at Work legislation.

The festival organisers have ensured all food traders have completed a thorough registration process before being made an offer to trade at the event.

This includes submitting their food hygiene qualifications, a risk assessment, food safety, cleaning documentation.

Any issues relating to food traders raised by an EHO should be raised with the appointed festival officer on site who will assist in resolving the issue and have the authority to close any unit as necessary.

Child Protection & Safeguarding Policy

Parents/carers have prime responsibility for the welfare and safety of children and vulnerable groups throughout the festival. All children's activities run in the children's tent are run by DBS checked staff.

In addition to the teams running the children's activities four of the festival team are DBS checked and will attend any events where needed.

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from harm and abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all the Festival's organisers and volunteers have a responsibility to report concerns.

All organisers, site staff, people working directly with children, stall holders and volunteers will be given a copy of the festival's Child Protection and Safeguarding Policy.

1. To Whom this Policy Applies

This Policy relates to children under the age of 18 and members of vulnerable groups of any age whose needs are identified to the festival organisers prior to their arrival at the Festival. This should be done by contacting the address or telephone number at the foot of this document. Our festival actively seeks, wherever possible, to meet these needs, but must know beforehand in order to prepare support or to let you know we are unable to help.

2. The Festival Environment

Geography

The festival is held in a contained environment and by festival standards is relatively small.

The site itself has two potential natural hazards, which will be clearly signposted:

The woodland area: This area will be out of bounds to children unless accompanied by an adult or on a supervised activity such as foraging, workshops etc. At its entrance, the woodland area will be signposted appropriately.

The lake area: The lake will be out of bounds apart from at designated wild swim times where there will be a lifeguard present. The area will be signposted appropriately and highly visible during the day.

Security personnel will patrol the site.

In addition, there is a comprehensive Risk Assessment document, as part of the Festival's Insurance Policy, which will be attached to the event plan.

Bar Areas

The festival will be licensed to serve alcohol and in accordance with the Licensing Act 2003, will not allow children under the age of 16 in the bar area unless they are unaccompanied by an adult. The festival staff will be vigilant of the possibility/risk of those under 18 drinking alcohol on the site and will report it to the parents or carers. Those serving alcohol will ask for I.D. from all who appear to be under the age of 25 to ensure adherence to the Licensing Act 2003. A prompt in the form of a printed note, for challenging those who appear to be under 25, will be visible at all points of sale. A challenge log will be kept at all bars serving alcohol, recording all challenges, noting whether the result is refusal or sale.

Access

The festival site itself is open to the public other than those attending the festival, as there is a bridle path with open access that runs through the site. All event spaces will be strictly for festival goers only and there will be festival personnel and wristband checks in each of them.

3. Children's venue

Children's activities will mainly take place in the children's tent, with a few exceptions such as workshops are various other locations.

All other activities will be accompanied by parents or nominated guardians.

We have a list DBS approved people working on the children's activities.

4. Festival Personnel

The festival is run by 4 management and several supporting team members of the cooperative. There will be a team of personnel including technicians, runners, catering support and artist liaison. All core Festival personnel are volunteers.

The roles of all Festival personnel are considered during recruitment and DBS Disclosures will be obtained for all those whose duties require them. The Festival holds full contact details for all personnel. We will ensure that all key personnel are aware of this policy and that we also have contacts for the lead staff members.

All Festival personnel will be fully aware of and support this Child Protection and Safeguarding Policy.

The speakers and artists are paid fees & expenses. They will not have name badges. There will also be food stalls and local food and drink suppliers. They will not have name badges. The festival will have names and contact details for all personnel on site and their guests.

Festival personnel will be vigilant in monitoring areas where children and vulnerable adults are in attendance. They will challenge any adult/s in any sensitive area if they are not accompanying children or vulnerable adults.

Every problem will be taken seriously and will be documented and dated. Depending on the nature of the problem, the documentation will be supplied to the appropriate authorities, including the Police. Any concerns raised will be dealt with in confidence.

Copies of all documentation will be retained in Festival records.

5. Preparation for Attendance at the Festival

It is the policy of the festival to inform and involve parents/guardians/carers and festival goers, working in partnership with them in order to ensure, as far as it is reasonably practicable, a safe environment at our festival. We do this by ensuring that they receive a copy of this policy before they attend our festival via downloadable PDF on the Also Festival website and also via updated conditions of entry Terms and conditions.

Young people ages 17 and under must be accompanied by a responsible adult aged 26 or over. Their duty of care remains with them for the duration of the festival.

6. Photography, Video and Audio Recording

The use of all audio or visual recording equipment **is permitted**.

If there is any objection to any child or vulnerable adult being photographed whilst attending the Festival, contact the festival in writing before the Festival commences in order that instructions can be issued.

However specifically during children's activities in the children's tent, we will let parents and guardians know that photographs, audio and visual recordings may be taken and they will have the chance to opt out.

7. Code of Behaviour in the Children's Tent

During children's activities and throughout the festival site, bullying will not be tolerated and language or behaviour that is deemed to be discriminatory will be dealt with by a qualified children's specialist, the person leading the activity or a designated member of the festival team. We aim to foster a spirit of fun, exploration and inclusion. We want all children to feel valued, included and welcome. In addition we have programmed a roster of activities and activity leaders that will appeal to a broad spectrum of children, their interests, age and abilities.

8. First Aid

There is a dedicated first aid tent next to the info tent which will be manned 24 hours by a company called Local Event Medics. They have covered the festival for the last three years so are familiar with the site and event. In addition, first aid kits will be at designated points on site. First-aiders will be contactable by all venues via radio. We have had a meeting about 2024 cover and to reflect industry advice will be increasing the daytime cover.

9. Lost Children

The information tent will be sign-posted as the place for lost children to be taken to and for parents or guardians to report lost children. This is at the centre of the site and easily located and will be sign posted. See site map. When this is unattended overnight the first aid tent will be the contact as this is manned 24/7 and can radio security.

In the event of a child being reported missing the following procedure will take place

- Everyone on comms will be informed of a missing child and told to wait to hear further announcements and instructions. Everyone will be asked to make sure they are using a headset or to step away from the public ensuring they can hear the radio. This will be repeated to ensure everyone is listening
- A description of the lost child and where they were last seen will be given out and people instructed to start looking in the tents and areas surrounding them. Stewards and security will be instructed to look along the lake and in the woods.
- The person who has reported a missing child will be asked to stay with a member of staff and their contact details will be taken down. They will be asked not to look for the missing child.
- Given the size of the site, we will wait 10 minutes before calling the emergency services unless requested by parents/guardians.
- If we get the name of the family we will contact them via the details we hold.

In the event of a child being found without their family the following procedure will take place

- Everyone on comms will be informed of a child being found and told to wait to hear further announcements and instructions. Everyone will be asked to make sure they are using a headset or to step away from the public ensuring they can hear the radio. This will be repeated to ensure everyone is listening
- If a child has been brought to the information tent we will gently get as much information as possible, name, parents names, where they last saw them, where they are camping and these details will be given over comms.
- Personnel with advanced DBS checks will be contacted to come and wait with the child.
- If they are found alone by festival staff they will stay with them and stay where they are and again try and get as many details as possible. If they are not DBS checked they will radio and request personnel who are come and wait with them.
- People on comms will be advised to look for anyone matching the parents or guardians description and radio back where they are situated
- Stewards/security will search the site until the family/guardians are found.
- If we get the name of the family we will contact them via the details we hold
- Stewards and/or security on the gates will pause all exiting on site unless part of the festival team.

In the event of a child being lost and found and not wanting to go with the adult who comes to collect them. We will investigate their connection by looking at the information we hold. We will find more members of their party and ask them to verify the relationship or mediate accordingly.

10. The Legislation and Guidance that Supports this Policy

The Rehabilitation of Offenders Act 1074; The Children Act 1989; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

ALSO Festival Staff

The table below details the core festival staff and their roles. They are supported by a team of volunteers and experienced staff.

Name	Role	Responsibilities	E-mail	Telephone
Helen Bagnall	Director	Content, design, marketing, food events	helen@also-festival.com	07753 681444
Diccon Towns	Director	Site, build, catering, logistics, H&S	diccon@also-festival.com	07875 948021
Louis Towns	Management, Bar	Bars across site	louistowns@gmail.com	
Dave Hamblett	Head of Production	Lighting and AV, H&S	dave@hambletts.com	07802 267561

Pauline Lord	Director, Operations Manager	Admin and logistics, H&S	pauline@also-festival.com	0771 426 5305
Tom Pritchard	Production Manager	AV	tom@tpsounds.net	07770 234886
Eloise Wales	Director, Marketing & Event Management	Marketing and event managing the festival	eloise@also-festival.com	07807 068111
Tom Yorke	Head of Build	Site build and management	t.yorke@8build.co.uk	07903 730269
Joe Vesayaporn	Music Curator	Music Content	joe@also-festival.com	07930910297

Volunteers

The festival is supported by a team of volunteers. Pauline Lord looks after volunteer management. Volunteers are vetted and assigned roles, depending on their experience, ahead of the festival. Pauline is in regular contact with volunteers ahead of the festival. Each volunteer will be sent briefing documents which include specific details of the shifts, what's involved, child protection policy and an overview of this plan. They are also briefed onsite at the beginning of their shifts.

Security & Lifeguards

Security

The festival organisers engage a professional security/stewarding team 24 hours to patrol throughout the festival to support its health and safety policy, crowd management and to safeguard its guests, speakers, staff and site. Pauline Lord will be responsible for managing security teams, volunteer stewards and first aiders. Newman Events will provide 2 security guards 24/7 over the weekend with 2 additional security guards from 8pm to 4am on Friday and from 6pm to 3am on Saturday night. Newman Event services are an experienced professional company who are SIA approved and first aid trained and this is their 5th year at ALSO. A briefing document of all the festival's policies and plans will be supplied ahead of the festival. We work closely with them throughout the festival to assess any issues and act accordingly. Full handovers will be completed when they change shifts.

Lifeguards

Three open water lifeguards will be on duty during the open swimming sessions as per the advertised times and one lifeguard during a raft Building activity. Plans are discussed ahead of the festival and reviewed in

festival. In addition the companies carrying out the guided swims and paddle boarding are fully insured and responsible for the water safety of people on their sessions.

Health & Safety Summary

It is Also Festival's aim to run a safe, inclusive, family friendly festival where people can relax and enjoy themselves.

Much of the Health and safety content is outlined in other areas of the plan including child protection policy, sanitation and traffic management. We also have a comprehensive Risk Assessment as a supporting document.

Below is a summary, referencing the main points and providing supplementary information not included elsewhere in the event plan.

1. Professional advice

The Also Festival team has sought professional advice in developing its festival, its risk assessment, all technical support and its insurance needs. We will also liaise with Stratford-upon-Avon district council Safety Advisory Group to ensure that the event will be safe and successful. We have sought advice from an Environmental Health and safety officer and an independent Fire Officer.

2. Signage

The Also Festival will be clearly signed leading to the site, as outlined in the Traffic Management section. Toilets and showers will be clearly signed. Potential hazards such as the lake will be clearly signed. The site is relatively small and open, but we will provide clear identification of key venues, First Aid posts & fire points.

3. Lighting

The main walkway will be lit at night, as will the toilets.

4. Campfires

Festival guests will be prohibited from building campfires on site. This will be clearly indicated in the festival information.

5. Glass and bottles

Festival guests will be prohibited from bringing glass bottles onto the site and the bar will use plastic glasses or canned drinks. This will be clearly indicated in the festival information.

6. First Aid

Professional medical cover company, Local Event Medics, will supply first aid cover throughout the duration of the festival and will have a dedicated tent situated next to the info tent. They are close associates to the security company and have worked together for several years. They will be equipped with radios and a

dedicated channel and will immediately attend to an incident when called and treat onsite and assess if any further action needs to be taken. This is the fourth year they have worked at ALSO.

7. Emergency Access

This is outlined in the Traffic Management section. In addition, there will be clearly identified Fire points and First Aid points.

8. Staffing

The festival organisers will have the names, addresses and contact details of all festival staff and volunteers, including food concessions and visiting speakers and artists.

9. Environment

The festival organisers take their responsibility for the local environment seriously. We have consulted closely with the landowners and tenants. We will provide additional fencing and tracking for the car park to avoid damage to the land. We have prohibited campfires and have a clear plan for litter tidying, rubbish removal and restoring land used for the venue. We have a clear recycling policy, are aware of nesting birds and old trees.

10. Fire Safety

On the advice of the festival's Health and Safety consultant, the festival has invested in various types of fire extinguishers and fire blankets, which will be at key points around the festival and in each venue. The festival site has been visited by a Fire Safety officer and has reviewed plans for the festival. Fire assembly points are marked on the plan and signage on site.

In the event of a fire in a temporary structure, people will be evacuated immediately to a safe distance while an attempt is made to extinguish the fire using equipment on hand. If it is not possible to extinguish the fire, the fire brigade will be called and the wider area will be evacuated to each of the evacuation points.

11. Electrics

All electrical equipment is being supplied by a professional company and checked by our in-house team, Tom Pritchard and David Hamblett.

12. Swimming

We have secured swimming at three controlled session times during the weekend. This will have three open water lifeguards in attendance. Swimmers will be advised on wild swimming conditions and will be asked to wear socks to help protect their feet.

There are additional ticketed guided swims which are only available to experienced swimmers and run by an open-water specialist. Again life guards will be in attendance and people are assessed and sign a form before being allowed to take part.

Licences & Insurance

1. Premises Licence

A full premises licence has been applied for from Stratford upon Avon District Council.

2. Insurance

We have taken out Event Liability Insurance and Event Equipment Cover with Media & Music Insurance Brokers. Details available on request.

For further information about this Event Plan, please contact: Pauline Lord / pauline@also-festival.com / 0771 426 5305

Conditions to Licence

1. The event will only run for 5 days once per calendar year within the hours already specified on the licence.
2. The licence holder must give a minimum of 16 weeks notice of the date of the event being held to the Licensing Authority, Environmental Health and Warwickshire Police.
3. An Event Management Plan (EMP) will be produced by the licence holder a minimum of 12 weeks in advance of the event for consultation with the responsible authorities.
4. If deemed necessary by the responsible authorities, the licence holder must arrange or attend a Safety Advisory Group (SAG) a minimum of 8 weeks in advance of the event.
5. All individual policies contained in the EMP must be agreed in writing by the Safety Advisory Group (SAG) a minimum of 4 weeks in advance of the event.
6. Any event management plan must conform to the most recent recommendations and legislation for such plans.
7. The licensee will comply with the EMP at all times throughout the duration of the licence.
8. All officers of the responsible authorities in the course of their duty will be given unhindered access to all parts of the licensed premises, at all times.
9.
 - a. Warwickshire Police or a responsible authority have the right to call an Emergency Event Meeting with an hours' notice at any point during the Event as a result of any serious incident or due to the receipt of intelligence that may lead to a serious incident, crime or disorder. Warwickshire Police or the responsible authority will have the right to deem which roles within the Event Management Team attend this Emergency Event Meeting.
 - b. If requested by any of the responsible authorities the premises licence holder must hold a meeting with all responsible authorities who accept the invitation to attend within 8 weeks after the Event to discuss any matters arising from the Event.